

MOHAVE COMMUNITY COLLEGE  
COMPREHENSIVE EVALUATION PLAN

(SITE VISIT ANTICIPATED FALL 2022)

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**MCC Comprehensive Evaluation Plan  
Reaffirmation of Accreditation 2022-2023**

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## Introduction

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Mohave Community College (MCC), established on July 1, 1971, is an institution dedicated to improving the quality of life among citizens in northwestern Arizona. MCC provides comprehensive, quality higher education and workforce training programs and services that are financially, geographically, or electronically accessible and that meet the individual, business, and community needs of a diverse population in the College's 13,000 square mile service area.

In view of its commitment to excellence in education, MCC sought and received independent institutional accreditation from the Higher Learning Commission of the North Central Association of Colleges and Schools in 1981. Mohave Community College's most recent accreditation covers the years 2002-2003 through 2012-2013.

MCC seeks reaffirmation of institutional accreditation from the Higher Learning Commission in 2022/2023. The continued accreditation process provides an opportunity for critical self-evaluation to promote quality in programs and services at MCC. The accreditation process also provides an opportunity to obtain public certification of institutional quality by external, qualified personnel. Achieving reaffirmation of accreditation requires a comprehensive evaluation of the institution and the preparation of an Assurance Argument and a Federal Compliance Review, as well as an onsite comprehensive visit by a team of peer reviewers.

The Mohave Community College Reaffirmation of Accreditation Plan describes the approach to be used in conducting the MCC self-evaluation. The plan is organized in eight sections. The first section is an overview of the self-evaluation Process that describes the purpose of the self-evaluation and related procedures. The second section outlines the goals of the self-evaluation process. The third section identifies guidelines or key principles for conducting the self-evaluation. The fourth section indicates our timeline that specifies deadlines for completing tasks in this comprehensive self-evaluation of MCC. The fifth section describes methods that we will employ to collect and analyze data that will ultimately form the foundation of our evaluative report. The sixth section specifies the organization of committees that will carry out the Self-evaluation process. The seventh section contains a proposed outline for the Self-evaluation Report. The final section is the conclusion followed by appendices.

## I. Overview of the Self-evaluation Process

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This overview is a general description of the self-evaluation process at Mohave Community College. The overview begins with the purpose of the self-evaluation process, which explains the usefulness of examining the quality of institutional performance at MCC. The overview also states the required tasks or self-evaluation procedures.

**Purpose of the Self-evaluation Process.** The self-evaluation process is an examination of the extent to which MCC has the capacity to fulfill its mission and purposes. In general, the self-evaluation process is designed to ensure continuous improvement in the quality of educational programs and services at MCC. More specifically, preparation for developing the Assurance Argument provides the forum for:

1. Ensuring continuous quality improvement of performance at MCC;
2. Linking the results of the March 2012 HLC Comprehensive Visit Report and MCC-HLC activities to those reports;
3. Examining MCC's overall effectiveness by identifying strengths, weaknesses, opportunities, and challenges;
4. Capitalizing on the strengths of MCC that are identified through the self-evaluation;
5. Focusing on strengthening areas of concerns that emerge during the Self-evaluation;
6. Familiarizing all employees with roles and functions within the institution;
7. Demonstrating in a coherent and scholarly narrative that MCC meets eligibility requirements (Assumed Practices) as well as the Five Criteria for Accreditation;
8. Integrating on-going strategic planning activities with the institutional self-evaluation process as an instrument of analytical and critical self-evaluation; and
9. Reaffirming accreditation by the Higher Learning Commission.

MCC's self-evaluation will provide direction for the future of the college as well as for its students, faculty, administrators, and staff. We will conduct an authentic study that accurately reflects our strengths and challenges. We will ensure that the results are sustained. The entire college community will engage in this process and celebrate in and learn from the results.

**Self-evaluation Procedures.** The self-evaluation process at MCC is designed to evaluate institutional performance and effectiveness. The process is a detailed research-oriented process that involves planning, data collection and review, data interpretation, reflection, and report writing. Details about the process are

specified in Section IV, a timeline for the comprehensive self-evaluation/evaluation. Stated broadly, the process requires:

1. Appointing leaders including a coordinator who serves as chairperson Steering Committee;
2. Appointing Steering Committee;
3. Reviewing HLC eligibility requirements, the five criteria, and federal compliance requirements;
4. Approving the MCC Reaffirmation of Accreditation Plan;
5. Linking the results of the HLC Report of Initial Accreditation and the MCC Response to the HLC Report;
6. Outlining the structure of the Assurance Argument;
7. Determining methods for integrating strategic planning into the self-evaluation/evaluation process;
8. Determining sources of data and information for the review and Assurance Argument;
9. Gathering and analyzing information and data;
10. Writing drafts of the Assurance Argument;
11. Submitting the final draft to the HLC liaison for comments;
12. Revising the final document in accordance with recommendations of the HLC liaison; and
13. Submitting the Assurance Argument and Federal Compliance Report to HLC for peer review.

## II. Goals of the Self-evaluation

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The goals of the 2022-23 Mohave Community College Assurance Process are to:

1. Review and reaffirm our college's vision, mission, and strategic initiatives;
2. Evaluate our effectiveness in meeting our missions and goals at every level;
3. Use data and relevant information to analyze our strengths, weaknesses, opportunities, and challenges in each of the five criteria defined by the Higher Learning Commission;
4. Use data and relevant information to provide information that MCC values and embraces the standards established by HLC's Assumed Practices and the Five Criteria of Accreditation;
5. Summarize our overall strengths and weaknesses, and suggest paths for improvement;
6. Build sustainable systems that will continue to provide useful organizational learning opportunities;
7. Use the results to make informed decisions related to institutional research and assessment;
8. Use the results to inspire a continuous learning-centered college and system-wide improvement.
9. Integrate these systems and results with existing planning, budgeting, assessment, and institutional effectiveness systems; and
10. Invite and involve the entire college community at every stage of the process as a venue to provide organizational learning.

### III. Guidelines

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The Mohave Community College Self-evaluation Process will be guided by several key principles. It will:

1. Focus on the institution as a whole;
2. Ensure wide involvement from all stakeholders;
3. Incorporate existing committee structures and review and planning processes;
4. Evaluate the institution rather than describe it;
5. Maintain ongoing communication to keep all college stakeholders informed and to provide a means for feedback;
6. Utilize multiple measures to evaluate the institution;
7. Use relevant feedback to improve institutional effectiveness;
8. Maintain integrity in all processes; and
9. Document all aspects of the institutional self-evaluation process.

## IV. Timeline 2022-2023 Assurance Argument and Site Visit Preparation

### Monthly Breakdown

<b>2019-2020: COMMUNICATION AND LEARNING</b>	
<b>AUGUST 2019</b>	
	<ul style="list-style-type: none"> <li>Review Advancement Section of previous Accreditation Visit reports and evaluate MCC progress (Writing Team)</li> </ul>
	<ul style="list-style-type: none"> <li>Review Assurance Section of previous Accreditation Visit reports and evaluate MCC progress (Writing Team)</li> </ul>
	<ul style="list-style-type: none"> <li>Complete GAP self-evaluation (Writing Team) (Univ of Tulsa templates)</li> </ul>
	<ul style="list-style-type: none"> <li>Plan improving communication and building trust activities (ALO)</li> </ul>
	<ul style="list-style-type: none"> <li>Plan kickoff event (ALO/ ++)</li> </ul>
<b>FALL 2019</b>	
<b>September 2019</b>	<ul style="list-style-type: none"> <li>Hold Steering Committee Meeting (Steering Committee)</li> <li>Review Advancement Section of previous Accreditation Visit reports and evaluate MCC progress (Steering Committee)</li> <li>Review Assurance Section of previous Accreditation Visit reports and evaluate MCC progress (Steering Committee)</li> <li>Plan improving communication and building trust activities</li> <li>Develop reaccreditation website elements and materials, determine use of website(ALO)</li> <li>and focus group sessions (Steering Committee)</li> <li>Add staff to subcommittees (ALO)</li> <li>Plan to reintroduce faculty to process at LATTE or other prof dev meeting(ALO)</li> </ul>
<b>October 2019</b>	<ul style="list-style-type: none"> <li>Hold Writing Team meeting</li> </ul>
<b>November 2019</b>	<ul style="list-style-type: none"> <li>Report to BOG and President (ALO)</li> <li>Hold Steering Committee Meeting on (Steering Committee)</li> <li>Finalize plans for focus group sessions (Focus Group Subcommittee)</li> <li>Begin team-building for Criterion Committees (ALO and subcommittee coordinators)</li> <li>Update website as needed (Website subcommittee)</li> <li>Provide Reintroduction to the Process sessions for those who have not attended a prior session (ALO)</li> <li>Add student(s) to the steering committee</li> </ul>
<b>December 2019</b>	<ul style="list-style-type: none"> <li>Hold Writing Team meeting</li> <li></li> </ul>
<b>Ongoing for Fall 2019</b>	<ul style="list-style-type: none"> <li><b>Conduct communication improvement &amp; trust building activities (All MCC stakeholders)</b></li> <li><b>Begin data collection and self-evaluation (Criterion Subcommittees)</b></li> <li><b>Monitor progress on assessment plan implementation (Assessment Committee)</b></li> <li><b>Review accreditation research provided (All MCC Stakeholders)</b></li> <li><b>Monitor progress on strategic plan implementation (President and Staff)</b></li> <li><b>Monitor progress on technology planning (President and Staff)</b></li> <li><b>Support financial initiatives (All MCC Stakeholders)</b></li> <li><b>Review, revise, and develop curriculum (Curriculum Committee)</b></li> <li><b>Update resource room as needed (Resource Room Subcommittee)</b></li> </ul>

<b>SPRING 2020</b> <b>COLLECT AND ANALYZE DATA</b>	
<b>January 2020</b>	<ul style="list-style-type: none"> <li>• Reintroduce BOG to process—board workshop?? (ALO)</li> <li>• Provide update on accreditation to BOG, staff, community (ALO)</li> <li>• Provide accreditation news to college community (ALO)</li> <li>• Hold Steering Committee Meeting (Steering Committee)</li> <li>• Assess strengths, weaknesses, opportunities and challenges (Steering Committee)</li> <li>• Revise plan as needed (Steering Committee)</li> </ul>
<b>February 2020</b>	<ul style="list-style-type: none"> <li>• Hold Writing Team meeting</li> <li>• Identify areas of strength and concern from data collection</li> </ul>
<b>March 2020</b>	<ul style="list-style-type: none"> <li>• Hold Steering Committee Meeting (Steering Committee)</li> <li>• Provide accreditation news (ALO)</li> <li>• Evaluate progress on areas of concern (Steering Committee)</li> <li>• Continue Criterion Committee work (Criterion Subcommittees)</li> </ul>
<b>April 2020</b>	<ul style="list-style-type: none"> <li>• Attend HLC annual meeting (President, ALO and others)</li> <li>• Meet with Linnea Stenson (President and ALO)</li> <li>• Review other Self-evaluation reports (ALO)</li> <li>• Support Criterion Committees to identify areas of strength and concern from data collection (Steering Committee)</li> <li>• Continue Criterion Committee work (Criterion Subcommittees)</li> </ul>
<b>May 2020</b>	<ul style="list-style-type: none"> <li>• Hold Steering Committee Meeting (Steering Committee)</li> <li>• Provide report on HLC Annual Meeting (ALO)</li> <li>• Continue to identify areas of strength and concern (Steering Committee)</li> <li>• Discuss visiting team. (Steering Committee)</li> <li>• Support Criterion Committees to identify areas of strength and concern from data collection (Steering Committee)</li> </ul>
<b>Ongoing for Spring 2020</b>	<ul style="list-style-type: none"> <li>• <b>Conduct communication improvement &amp; trust building activities (All MCC Stakeholders)</b></li> <li>• <b>Continue data collection and self-evaluation</b></li> <li>• <b>Monitor progress on assessment plan implementation (President's Council and Curriculum/Academic Standards Committee)</b></li> <li>• <b>Monitor progress on strategic plan development</b></li> <li>• <b>Support strategies to fulfill Mission (All MCC Stakeholders)</b></li> <li>• <b>Update website as needed (ALO)</b></li> <li>• <b>Update evidence file as needed (Writing Committee)</b></li> </ul>
<b>SUMMER 2020</b> <b>WRITING TEAM SELF-EVALUATION AND DRAFTS</b>	
<b>Ongoing for Summer 2020</b>	<ul style="list-style-type: none"> <li>• <b>Monitor progress on assessment plan implementation (President's Council and CASA)</b></li> <li>• <b>Monitor progress on strategic plan implementation (President and Staff)</b></li> <li>• <b>Support strategies to fulfill Mission (All MCC stakeholders)</b></li> <li>• <b>Support financial initiatives (All MCC stakeholders)</b></li> <li>• <b>Update website as needed (ALO)</b></li> <li>• <b>Update Evidence File (Writing Team)</b></li> </ul>
<b>June 2020</b>	<ul style="list-style-type: none"> <li>• Work on Assurance Argument (Writing Team)</li> <li>• Create 2020/2021 Communication/Visit Preparation Plan</li> <li>• Prepare for Multi-location Visit</li> </ul>
<b>July 2020</b>	<ul style="list-style-type: none"> <li>• Hold Steering Committee Meeting</li> <li>• Assess strengths, weaknesses, opportunities and challenges (Steering Committee)</li> <li>• Revise plan as needed (Steering Committee)</li> <li>• Prepare accreditation update for BOG, faculty, staff, community (ALO)</li> </ul>
<b>August 2020</b>	<ul style="list-style-type: none"> <li>• Prepare for All-Staff Day Training</li> </ul>

**Fall 2020-2022 TBA**

## V. Methods

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The research design employed for MCC's self-self-evaluation uses multiple techniques that will produce data that relate to each of the five Criteria for Accreditation. A writing team has been formed around each criterion and is charged with examining data to determine the extent to which MCC satisfies each criterion. The research design will involve a synthesis of existing data and primary data obtained through a survey and focus groups.

**Existing Data.** Existing data will be collected from various departments, as needed. The leadership team, steering committee, and subcommittees will identify the types of existing data that they will need to address their respective criteria. Data requests will be submitted to the XXXXXXXXXXXXXXXXXXXX, who will gather the necessary documents and reports.

### **Survey Instrument.**

HLC conducts an online survey of the institution's student body two months prior to the on-site peer review visit. The survey is intended to give students an opportunity to participate in the evaluation process, and to help identify questions for the peer reviewers to ask while on site.

**Focus Groups.** Annual focus group sessions will be held to further examine criteria. The sample will include faculty, staff, administrators, students, board members, and the general public. Participants will consist of a stratified random sample of these constituent groups. Sessions will be scheduled in a location and time that is convenient to the participants.

The focus group protocol will consist of questions that will elicit qualitative data to explain the extent to which MCC satisfies the criteria and exhibits orientation to the themes, in addition to extracting information on strengths, weaknesses, opportunities, and challenges. The focus group will respond to approximately 10-20 open-ended questions, which will be designed by the focus group subcommittee. Focus group data will be recorded in writing and via audiotape. The nominal group technique will be employed to ensure that all participants contribute to the discussion. Participants will be asked to write their responses to each question prior to discussion. The responses will be retained in the data files of the resource room. For self-evaluation, responses for all questions will be compiled and examined for trends, themes, and key words.

**Data Triangulation.** Data self-evaluation will culminate with the triangulation of three groups of data (existing data, primary qualitative data, and primary quantitative data). The results from these three groups of data will be integrated to form a complete self-evaluation of MCC as a whole. This method will allow for the detection of consistencies and inconsistencies in the data, as well as the

prevailing viewpoints and the preponderance of evidence regarding the quality of performance at MCC.

## VI. Organization

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The Mohave Community College self-evaluation will be conducted through the work of a Steering Committee. The Steering Committee shall be chaired by the College President or the ALO. Aspects of the Steering Committee's work will be divided among subcommittees. An Assurance Argument Writing Team is a subcommittee that is assigned responsibilities based on the five criteria and other subcommittees will provide support for the process.

The purpose of this section of the self-evaluation plan is to provide details about the structure of these committees. This section begins with specifications of the roles of the Steering Committee Chair, Chairs, and Leadership. Responsibilities of subcommittees are identified in the committee charges on the following pages. Members of the Steering Committee and the affiliation of the members are identified. Members of subcommittees are identified in Appendix A, which further depicts the committee structure for the MCC self-evaluation process.

Responsibilities of the ALO include:

1. Leading and coordinating the overall self-evaluation process;
2. Acquainting faculty, staff and students with the process;
3. Preparing documents and reports as required by the Higher Learning Commission;
4. Attending meetings of the HLC;
5. Informing the MCC community of changes that occur in the practices, procedures, and structure of HLC;
6. Developing plans for the Site-Visit and making arrangements for the HLC Team of Consultant Evaluators; and
7. Coordinating functions and activities during the Site-Visit.

While the duty of the Steering Committee is to assist with implementing this reaccreditation plan, the Steering Committee members have the primary tasks of:

1. Ensuring high level visibility and awareness of the accreditation process at MCC;
2. Involving the total college community in the process;
3. Ensuring compliance with HLC requirements;
4. Providing assurance that MCC meets the Criteria for Accreditation and the Core components;
5. Providing assurance that MCC values the standards and guidance by the Higher Learning Commission;
6. Advertising for third-party comment; and

7. Integrating the self-evaluation process into the overall planning and self-evaluation function at Mohave Community College.

Sub-Committee Charges

Writing Team

- Criterion One
- Criterion Two
- Criterion Three
- Criterion Four
- Criterion Five

Committee Structure

Mohave Community College Steering Committee 2018-2023

Committee Chair	Criterion Group Leaders (Per Individual, not Positional)	Executive Members (Positional)	Other Members
Danette Bristle-ALO	#1 Ana Masterson	President	Board Member
	#2 Abigail Jaimes-Gomez Michelle Brehmeyer	Chief Academic Officer	Students
	#3 Danette Bristle Tracy Gift	Chief Financial Officer	
	#4 June Weiss Tonya Baxley	Chief Human Resources Officer	
	#5 Shawn Bristle	*Chief Advancement Officer	
		*Chief Student Services Officer	
		Chief Information Officer	

Committee Subcommittee-Writing Team

HLC Steering Committee Writing Teams				
Criterion Group 1	Criterion Group 2 Steering	Criterion Group 3	Criterion Group 4	Criterion Group 5
Team Leader: Ana Masterson	Team Leaders: Abigail Jaimes-Gomez Michelle Brehmeyer	Team Leaders: Danette Bristle Tracy Gift	Team Leaders: June Weiss Tonya Baxley	Team Leader: Shawn Bristle
Amy Curley	Tricia Hanks	Jason Gee	Michelle Diaz	Matt Butcher
Tiffany Gaffney	Michelle Martin	Jimi Hammond	Rosemarie LeFebvre	Meghan Knox

Erin Roper	Heather Patenaude			Sonni Marbury
				Carey Minnis