Index to Evidence for the Criteria for Accreditation

Criterion One: Mission and Integrity.
The organization operates with integrity to ensure the fulfillment of its mission through structures and processes that involve the board, administration, faculty, staff, and students.

Core Component 1a. The organization’s mission documents are clear and articulate publicly the organization’s commitments.
- Our mission and values are published in major College publications. [Overview: Vital Characteristics]
- Our mission and values are periodically reviewed by the BOT and President. [5P1]

Core Component 1b. In its mission documents, the organization recognizes the diversity of its learners, other constituencies, and the greater society it serves.
- Our mission stresses access to education. [Overview: Vital Characteristics]
- Academic Support Center staff recognize demographic diversity within the student body, including special needs students, and diversity in learning styles [Q3, 1P5, 1P8, 1P9, 1P10]
- Respect for Diversity in a Global Context in a key General Education learning outcome. [1P18]
- Community and Adult Education programs strive to insure both diversity and access. [2P1]
- Our international programming affords all members of the HCC community opportunities to experience diversity. [9P5]

Core Component 1c. Understanding of and support for the mission pervade the organization.
- Our mission and values clearly and visibly drive programs at the College. [Q5, 1P2, 1I2, 2P3, 2I2]
- Our mission and values are a part of the hiring process for prospective employees. [4P2, 4P4]
- Our mission and values inform our leaders and leadership systems. [5P2]
- Our mission and values inform our planning processes. [8P1]

Core component 1d. The organization’s governance and administrative structures promote effective leadership and support collaborative processes that enable the organization to fulfill its mission.
- Collaboration leads to innovative programming. [Overview: Q3]
- Our leadership team encourages partnerships both in and out of the College [Overview: Q9]
- Administrative leadership has resulted in a series of process maps in the Student Services Area [3I2]
- Our leadership team has supported new programs designed to enhance cross area communication within the College. [5P2, 5P3]
Core component 1e. The organization upholds and protects its integrity.
- Professionalism, collegiality, and responsibility are among the College’s core values. [5I2]
- Hiring practices help ensure hiring based upon an applicant’s qualifications. [4P1, 4P2]
- Employee training emphasizes ethics in the workplace. [4P7]
- The College communicates its academic expectations to students clearly. [1P6, 1P11]
- The College takes its responsibility to prepare student for success seriously. [1P5]

Criterion Two: Preparing for the Future.
The organization’s allocation of resources and its processes for evaluation and planning demonstrate its capacity to fulfill the mission, improve the quality of its education, and respond to future challenges and opportunities.

Core Component 2a. The organization realistically prepares for a future shaped by multiple societal and economic trends.
- The College builds relationships with multiple partners in order to diversify its perspectives. [9P1, 9P2, 9P3]
- The College emphasizes faculty and staff development to help prepare its workforce for the future. [6P2]
- Planning processes monitor current trends. [8P1, 8P2]
- Planning projects are realistic given current and future constraints. [8R3]

Core component 2b. The organization’s resource base supports its educational programs and its plans for maintaining and strengthening their quality in the future.
- The College is working to address the positive and negative aspects of expected growth. [Overview: Q8]
- The College uses data to help inform decisions about resource allocation. [7R2]
- Planning processes are sensitive to resources. [8P1, 8P2]

Core component 2c. The organization’s ongoing evaluation and assessment processes provide reliable evidence of institutional effectiveness that clearly informs strategies for continuous improvement.
- The College assesses the benefits of its partnerships. [9R1]
- The College has a culture of comparing itself with other institutions. [1R5, 6R5, 7P5]
- The College routinely collects data connected to performance indicators. [7R1]
- Our Community and Adult Education programs practice assessment. [2P4]

Core component 2d. All levels of planning align with the organization’s mission, thereby enhancing its capacity to fulfill that mission.
- The College has a planning system aligned with its mission. [8P1, 8P2]
- Data is collected that can inform the planning process. [7P2, 7R1]
 Criterion Three: Student Learning and Effective Teaching.

The organization provides evidence of student learning and teaching effectiveness that demonstrates it is fulfilling its educational mission.

**Core component 3a.** The organization’s goals for student learning outcomes are clearly stated for each educational program and make effective assessment possible.

- The College has implemented a standard syllabus for all credit courses which requires that the syllabi be reviewed by the Assessment Committee and Curriculum and Academic Standards. [1P1, 1P2, 1P3, 1P18]
- Heartland has designed a course embedded approach to assessment of student learning at the classroom level. [1P18, 1R2]
- The Cornerstone Project is designed to ensure that general education outcomes are taught and assessed in those freshman year courses which generate the largest enrollments. [1P11, 5P6]
- The Gradebook Project is designed to assist with assessment across all courses specific and general education learning outcomes. [1P11, 1P18, 1R2, 1I1]

**Core component 3b.** The organization values and supports effective teaching.

- Heartland’s values strongly support effective teaching and learning. [Overview, 4P2, 4P8, 4P9, 5I2]
- The Promotion and Review Process is designed to promote excellence in teaching. [1P11, 4I2]
- The WebCT faculty certification process is designed to promote excellence in teaching. [1P12, 5P9]

**Core component 3c.** The organization creates effective learning environments.

- The Faculty Academy is designed to ensure that faculty design effective learning environments. [1P11, 1I1, 5P9, 6R3, 6I1]
- The Nursing Program has a strong tradition of creating effective learning environments [1P2, 1P6, 1R4]

**Core component 3d.** The organization’s learning resources support student learning and effective teaching.

- The new Student Orientation Advisement and Registration (SOAR) process supports student success [Overview, 1P6, 1P7, 1I1, 3P2, 3R1, 3I2]
- GENS 100, 101 and 102 courses are designed to assist student with their academic career and personal success [1P7, 1P9]
- Heartland’s mandatory assessment practices supports student success. [1P5, 1P8]
- Academic Support Center services support student learning. [Overview, 1P8, 1P9, 1P10, 1P15, 1R5, 3P1, 3R4, 3I1]
Criterion Four: Acquisition, Discovery, and Application of Knowledge.
The organization promotes a life of learning for its faculty, administration, staff, and students by fostering and supporting inquiry, creativity, practice, and social responsibility in ways consistent with its mission.

Core Component 4a. The organization demonstrates, through the actions of its Board, administrators, students, faculty, and staff, that it values a life of learning.
- Our values were created to guide our actions in create educational offerings that exemplify life-long learning [Overview, 1I2, 2I2, 3I2, 4P2, 4P4, 4P9, 5P1, 5P8, 5R3, 5I2, 7P6, 8P1, 9P5]

Core Component 4b. The organization demonstrates that acquisition of a breadth of knowledge and skills and the exercise of intellectual inquiry are integral to its educational programs.
- The College has designed four areas of learning outcomes that are vital to the general education of our students. [Overview, 1R2]

Core Component 4c. The organization assesses the usefulness of its curricula to students who will live and work in a global, diverse, and technological society.
- The College has international students at our main campus and has relationships with institutions in other countries. [Overview, 8P2, 9P3, 9P6, 9P7, 9I1]

Core component 4d. The organization provides support to ensure that faculty, students, and staff acquire, discover, and apply knowledge responsibly.
- The Instructional Development Center provides strong support for faculty development. [1P11, 1P12, 4P9, 6P2, 6P5, 6R3, 6I1, 8P8]
- The College strongly supports the professional development of all employees. [Overview, 1P11, 1P13, 4P3, 4P13, 4R1, 5P9, 8P1, 8P8]

Criterion Five: Engagement and Service.
As called for by its mission, the organization identifies its constituencies and serves them in ways that both value.

Core Component 5a. The organization learns from the constituencies it serves and analyzes its capacity to serve their needs and expectations.
- Our community, corporate and adult education areas have taken advantage of opportunities. [2I1]
- The College reviews the results and benefits of partnerships. [9R1, 9R2]

Core Component 5b. The organization has the capacity and the commitment to engage with its identified constituencies and communities.
- Our college can support partnerships. [9I2]
- The College documents processes with stakeholders and collects data to evaluate its constituency services. [6R1, 6R2]
Core Component 5c. The organization demonstrates its responsiveness to those constituencies that depend on it for service.

- The College has worked with important stakeholders in both extension centers in Pontiac and Lincoln to become more responsive to their unique needs. [Overview, 1R5, 3P3, 9P5]
- The College utilizes community input and advisory committees when designing occupational and community education offerings. [1P4, 1P13, 1R4, 1P2, 5P3, 5P4]

Core Component 5d. Internal and external constituencies value the services the organization provides.

- The College regularly uses surveys or other means to assess internal and student stakeholders’ satisfaction. [2R1, 3P1, 3R1, 3R2, 3S4, $I4, 6P1, 6R1, 6R2, 6R5]
- The College regularly uses surveys or other means to assess external stakeholders’ satisfaction [2P3, 2R2 3R5, 4R3, 6P1, 9P6]