

| HLC Ref. | Academic Standard & Context | Possible Artifact, Document, or Data Set |
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| 1.A1 & 1.A5 | Provide the department's mission statement and explain how it fits within the context of our institution. Provide evidence that the mission is clearly articulated through public information, such as purpose, vision, values, goals, plans or priorities. | CCCK Catalog - Departmental Page Department's Website: Overview Data Book: Executive Summary (Year 1) Data Book: Executive Summary (Year 2) Data Book: Executive Summary (Year 3) Data Book: Executive Summary (Year 4) Syllabi Syllabi Audit Curriculum: Classroom Projects, Assignments, etc. Department's Website: Outcomes and Opportunities AD03a: Executive Summary (Year 1) AD03a: Executive Summary (Year 2) AD03a: Executive Summary (Year 3) AD03a: Executive Summary (Year 4) |
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| 1.B1 | Provide evidence of actions and decisions that demonstrate the department and related program's service to the public, not solely the institution or any superordinate entity. | Clubs Curriculum: Internships Department's Website: Opportunities Syllabi: Course Objectives Data Book: Executive Summary (Year 1) Data Book: Executive Summary (Year 2) Data Book: Executive Summary (Year 3) Data Book: Executive Summary (Year 4) AD03a: Executive Summary (Year 1) AD03a: Executive Summary (Year 2) AD03a: Executive Summary (Year 3) AD03a: Executive Summary (Year 4) |
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| 1.C1 | Provide evidence that the department and related programs encourage curricular or co-curricular activities that prepare students for informed citizenship and workplace success. | |
| 1.C3 | Provide evidence that the department and related programs foster a climate of respect among all students and faculty from a range of diverse backgrounds, ideas and perspectives. | |
| 2.A2 | Provide evidence that the department and related programs ensure operational integrity in regards to its financial, academic, human resources and auxiliary functions. | |
| 2.B1 | Provide evidence that the department and related programs are presented clearly and completely to its students and the public with regard to its programs, requirements, faculty and staff, costs to students, and accreditation relationships. | Department's Website CCCK Catalog |
| 2.D | Provide evidence of the department and related programs' commitment to academic freedom and freedom of expression in the pursuit of truth in teaching and learning. | Syllabi Syllabi Audit Advising Syllabus |
| 2.E2 | Provide evidence that the department and related programs provide effective support services to ensure the integrity of research and scholarly practice conducted by their faculty, staff, and students. | CCCK Catalog Advising Syllabus Office Hours Student Success Tutoring Tutor.com |
| 2.E3 | Provide evidence that the department and related programs provide students with guidance in the ethics of research and use of informational resources. | |

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| 2.E4 | Provide evidence that the department and related programs enforces the institution's policies on academic honesty and integrity. | |
| 3.A1 | Provide evidence that courses and programs within the department and related programs are current and require levels of student performance appropriate to the credential awarded. | Best Practice Degree Matrix Department's Minutes |
| 3.A3 | Provide evidence that the department and related programs ensure program quality and learning goals are consistent across all modes of delivery and all locations (main campus, online, and dual credit). | Syllabi: Assignment Examples and Rubrics Syllabi Matrix Syllabi Audit AD01: Section 2 (Year 1) AD01: Section 2 (Year 2) AD01: Section 2 (Year 3) AD01: Section 2 (Year 4) |
| 3.B | Provide evidence that the department and related programs offer programs to engage students in collecting, analyzing and communicating information; in mastering modes of intellectual inquiry or creative work; and in developing skills adaptable to changing environments. | |
| 3.B1 | Provide evidence that the general education program appropriately supports your department and related programs' purposes, content and intended learning outcomes. | Department's Website: Offering Best Practice Degree Matrix |
| 3.B3 | Provide evidence of the department and related programs' education recognizing diversity and providing students with growth opportunities and lifelong skills to live and work in a multicultural world. | Curriculum: Examples of Diversity Assignments or Experiences Department's Website: Overview and Opportunities |
| | Provide evidence of the department and related programs' faculty and students contributing to scholarship, creative work, and the discovery of knowledge to the extent appropriate to their programs and the institution's mission. | Curriculum: Articles, Research Reports, Referred Contributions, Presentations. |

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| 3.B4 | | <p>AD01: Student Engagement #2 & 3 (Year 1) AD01: Student Engagement #2 & 3 (Year 2) AD01: Student Engagement #2 & 3 (Year 3) AD01: Student Engagement #2 & 3 (Year 4) AD03a: Summary of accomplishments (Year 1) AD03a: Summary of accomplishments (Year 2) AD03a: Summary of accomplishments (Year 3) AD03a: Summary of accomplishments (Year 4)</p> |
| 3.C1 | <p>Provide evidence that the department and related programs strive to ensure the overall composition of its faculty and staff reflects human diversity as appropriate within its mission and for the constituencies it serves.</p> | <p>CCCK Catalog</p> |
| | | <p>Department's Website AD01: Professional Development & Section II: Institutional Assessment (Year 1) AD01: Professional Development & Section II: Institutional Assessment (Year 2) AD01: Professional Development & Section II: Institutional Assessment (Year 3) AD01: Professional Development & Section II: Institutional Assessment (Year 4) AD03a: Departmental Profile (Year 1) AD03a: Departmental Profile (Year 2) AD03a: Departmental Profile (Year 3) AD03a: Departmental Profile (Year 4)</p> |
| 3.C2 | <p>Provide evidence that the department and related programs have sufficient numbers and continuity of faculty member to carry out both the classroom and non-classroom roles of faculty, including oversight of the curriculum and expectations for student performance, assessment of student learning, and establishment of academic credentials for instructional staff.</p> | <p>Data Book Report: Departmental Profile (Year 1)</p> |
| | | <p>Data Book Report: Departmental Profile (Year 2) Data Book Report: Departmental Profile (Year 3) Data Book Report: Departmental Profile (Year 4) Data Book Report: Student Learning Outcomes (Year 1)</p> |

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| | | Data Book Report: Student Learning Outcomes (Year 2) Data Book Report: Student Learning Outcomes (Year 3) Data Book Report: Student Learning Outcomes (Year 4) CCCK Catalog Department's Website |
| 3.C3 | Provide evidence that all instructors within the department and related programs are appropriately qualified, including those in dual credit, contractual, and consortial programs | Vita/Resumes |
| | | Transcripts Credentialing Files CCCK Catalog AD01 Form (Year 1) AD01 Form (Year 2) AD01 Form (Year 3) AD01 Form (Year 4) |
| 3.C4 | Provide evidence of the department and related programs' instructors being regularly evaluated in accordance with established institutional policies and procedures. | Institutional Assessment Plan |
| | | TIGERS Form F02: Peer Classroom Observation Form D01: Evaluation of the Department Chair by Faculty Form F01: Evaluation by the Department Chair Form 00: Faculty Portfolio Outline AD01: Professional Development #2 and 4, Institutional Service #2 (Year 1) AD01: Professional Development #2 and 4, Institutional Service #2 (Year 2) AD01: Professional Development #2 and 4, Institutional Service #2 (Year 3) |

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| | | AD01: Professional Development #2 and 4, Institutional Service #2 (Year 4) |
| 3.C5 | Provide evidence that the department and related programs have processes and resources for assuring that instructors are current in their discipline and adept in their teaching roles, and how the department supports their professional development. | Vita/Resumes |
| 3.C6 | Provide evidence that the department's instructor's are accessible for student inquiry. | |
| 3.D1 | Provide evidence that the institution provides student support service that are suited to meet the needs of students within the department and related programs. | Student Success (Online and On-ground) Office Hours Software: tutor.com, Panopto, Turnitin.com, etc. |
| 3.D3 | Provide evidence that the department and related programs provide academic advising that is tailored to meet your students' needs. | Advising Syllabi Student Success AD03a: Budget Analysis (Year 1) AD03a: Budget Analysis (Year 2) AD03a: Budget Analysis (Year 3) AD03a: Budget Analysis (Year 4) |
| 3.D4 | Provide evidence that the institution has provided the necessary resources and infrastructure to support the department and related programs' faculty and students' effective teaching and learning. | Department Inventory Budget Request Form (Year 1) Budget Request Form (Year 2) Budget Request Form (Year 3) Budget Request Form (Year 4) Payment Requests |
| | Provide evidence that the department and related programs maintain a practice of regular program reviews and acts upon its findings. | Data Book Report: Departmental Learning Outcomes (Year 1) Data Book Report: Departmental Learning Outcomes (Year 2) |

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| 4.A1 | | Data Book Report: Departmental Learning Outcomes (Year 3) Data Book Report: Departmental Learning Outcomes (Year 4) Department's Minutes Triennial/Quadrennial Reports |
| 4.A4 | Provide evidence of the department and related programs maintaining and exercising authority over the prerequisites for courses, rigor of courses, expectations for student learning, access to learning resources, and faculty qualifications for all its programs. Provide evidence that the department ensures its dual credit programs are equivalent in learning outcomes and levels of achievement to its higher education curriculum. | Syllabi Audit Syllabi Matrix CCCK Catalog Department's Website: Learning Outcomes |
| 4.A5 | Provide evidence that the department and related programs maintain specialized accreditation for its programs as appropriate to its educational purposes. | Accreditation Certificates and Documentation Department's Website |
| 4.A6 | Provide evidence that the department and related programs evaluate the success of its graduates. Cite indicators that the department considers to be appropriate measures (employment rates, admission rates to advanced degree programs, internships, etc.). | Data Book Report: Executive Summary (Year 1) Data Book Report: Executive Summary (Year 2) Data Book Report: Executive Summary (Year 3) Data Book Report: Executive Summary (Year 4) Data Book Report: Departmental Profile (Year 1) Data Book Report: Departmental Profile (Year 2) Data Book Report: Departmental Profile (Year 3) Data Book Report: Departmental Profile (Year 4) AD01: Students Engagement #4 (Year 1) AD01: Students Engagement #4 (Year 2) AD01: Students Engagement #4 (Year 3) AD01: Students Engagement #4 (Year 4) |

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| | | AD03a: Graduate Placement (Year 1) AD03a: Graduate Placement (Year 2) AD03a: Graduate Placement (Year 3) AD03a: Graduate Placement (Year 4) |
| 4.B1 | Provide evidence that the department and related programs have effective processes for assessment of student learning and for achievement of learning goals in academic and co-curricular offerings. | Data Book Report: Departmental Learning Outcomes (Year 1) Data Book Report: Departmental Learning Outcomes (Year 2) Data Book Report: Departmental Learning Outcomes (Year 3) Data Book Report: Departmental Learning Outcomes (Year 4) AD03a: Assessment Summary #2 (Year 1) AD03a: Assessment Summary #2 (Year 2) AD03a: Assessment Summary #2 (Year 3) AD03a: Assessment Summary #2 (Year 4) Departmental Assessment Plan/Handbook AD01: Section II: Course Level Assessment (Year 1) AD01: Section II: Course Level Assessment (Year 2) AD01: Section II: Course Level Assessment (Year 3) AD01: Section II: Course Level Assessment (Year 4) AD03a: Assessment Summary (Year 1) AD03a: Assessment Summary (Year 2) AD03a: Assessment Summary (Year 3) AD03a: Assessment Summary (Year 4) |
| | Provide evidence that the department and related programs use information gained from assessment to improve student learning. | Department Minutes TIGERS A01-6 Forms Data Book Report: Departmental Learning Outcomes (Year 1) Data Book Report: Departmental Learning Outcomes (Year 2) |
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| 4.B2 | | Data Book Report: Departmental Learning Outcomes (Year 3) Data Book Report: Departmental Learning Outcomes (Year 4) AD01: Section II: Course Level Assessment (Year 1) AD01: Section II: Course Level Assessment (Year 2) AD01: Section II: Course Level Assessment (Year 3) AD01: Section II: Course Level Assessment (Year 4) |
| 4.B3 | Provide evidence that the department and related programs' processes and methodologies used to assess student learning reflect good practice. | Departmental Assessment Plan/Handbook Minutes: Departmental Goals AD01: Institutional Assessment (Year 1) AD01: Institutional Assessment (Year 2) AD01: Institutional Assessment (Year 3) AD01: Institutional Assessment (Year 4) |
| 4.C | Provide evidence that the department and related programs pursue educational improvement through goals and strategies that improve retention, persistence, and completion rates within the department. | A01-A06 Forms Minutes: Goals Data Book Report: Executive Summary (Year 1) Data Book Report: Executive Summary (Year 2) Data Book Report: Executive Summary (Year 3) Data Book Report: Executive Summary (Year 4) AD03a: Student Persistence & Grad. Rate (Year 1) AD03a: Student Persistence & Grad. Rate (Year 2) AD03a: Student Persistence & Grad. Rate (Year 3) AD03a: Student Persistence & Grad. Rate (Year 4) |
| 5.A2 | Provide evidence that the department's leadership uses data to reach informed decisions that are in the best interest of the department? | |
| 5.A3 | Provide evidence that the department's faculty, and when appropriate, students are involved in setting academic requirements, policy and processes through effective collaborative structures. | A01-A06 Forms Minutes: Departmental, Faculty, & AAAC Minutes |

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| 5.A3 | | AD01: Institutional Assessment (Year 1) AD01: Institutional Assessment (Year 2) AD01: Institutional Assessment (Year 3) AD01: Institutional Assessment (Year 4) |
| 5.B3 | Provide evidence that the department and related programs have a well-developed process in place for budgeting and for monitoring its finances. | Budget Request Form (Year 1) Budget Request Form (Year 2) Budget Request Form (Year 3) Budget Request Form (Year 4) Payment Request Forms AD03a: Budget Analysis (Year 1) AD03a: Budget Analysis (Year 2) AD03a: Budget Analysis (Year 3) AD03a: Budget Analysis (Year 4) |
| 5.C | Provide evidence that the department and related programs engage in systematic and integrated planning and improvement (resource allocation, operations evaluation, institutional mission, external effects, student outcomes). | Department's Minutes Budget Request Form (Year 1) Budget Request Form (Year 2) Budget Request Form (Year 3) Budget Request Form (Year 4) |
| Additional | Confirm that the department has completed assessment of all AO forms. | AO Assessment Data is completed. |