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## Potential Site Visit Questions for Staff

Note: This is not intended as an exhaustive list of questions you might be asked by the HLC site visit team. Rather, the following questions are a sample of the types of things that you might be asked. The site visit team may have very different questions based on their own expertise and reading of the documentation provided by SCC. Many site visit teams ask for concrete examples, so it is extremely helpful to provide specific examples in response to questions.

### General

- Have you read SCC's Assurance Argument and/or Executive Summaries?
- What do you know about accreditation by the Higher Learning Commission?
- What distinguishes SCC from other institutions of higher education?
- What are SCC's greatest strengths?
- What are the biggest challenges facing SCC?
- What is it like to work at SCC?
- How is morale on campus?
- How are academics prioritized at SCC?
- Describe any campus processes that could be improved or made more efficient.
- What kind of changes are taking place at SCC? Do you see these as positive or not?

### Criterion 1 - Mission

- Do you know the SCC mission statement? How would you describe it?
- Do you know where you would find the official mission statement?
- How does your department support the mission of SCC?
- How were you involved in the strategic planning process at SCC?
- What are SCC's current strategic planning priorities?
- Do you believe SCC has made progress toward achieving the identified strategic goals?
- Are you familiar with SCC's Vision, Values, Strategic Goals/Objectives?
- Are budget decisions made based on the strategic goals of the College?
- What do you believe have been the major accomplishments of SCC over the last ten years?
- How do SCC's processes/activities reflect attention to human diversity?
- How does SCC support the community at large?

### Criterion 2 - Integrity: Ethical and Responsible Conduct

- What is it like to be a staff member at SCC?
- How is SCC committed to equal educational/employment opportunities?
- Describe the campus climate at SCC.
- What opportunities do you have for professional development?
- How are staff evaluated at SCC? What is your impression of the evaluation process?
- How would you describe the shared governance process at SCC? Do you think staff have sufficient input into decisions that affect them?
- How have SCC administrators established a culture of trust within the College?
- Describe the FERPA policy.



- Do departments across campus work collaboratively?
  - How well does this work?
  - What might be improved?
- Do you feel the work you do is valued by administration?
  - By faculty?
  - By other staff members?
  - By students?

### **Criterion 3 – Teaching and Learning: Quality, Resources, and Support**

- Are you familiar with the Institutional Learning Outcomes? How do you support the ILOs?
- How does your department contribute to student learning and development?
- How does your department assess or evaluate effectiveness?
- Does SCC provide sufficient technology support?
- How does SCC support staff?
- Are staff provided with professional development opportunities?
- Are students provided with adequate support services?
- How would you characterize the relationship between faculty and staff?
- What are some important benefits about working at SCC? What do you like best about your job? What would you change if you could about your job?
- Are facilities appropriately maintained at SCC?

### **Criterion 4 – Teaching and Learning – Evaluation and Improvement**

- Are SCC staff appropriately qualified?
- How does your department evaluate the student learning and development which occurs in your area? What changes have you made as a result of the evaluation?
- How does SCC define co-curricular learning?

### **Criterion 5 – Institutional Effectiveness, Resources, and Planning**

- What are the different streams of revenue utilized by SCC to fund the institution?
- What challenges do you believe SCC will need to deal with in the next 10 years?
- How are staff given the opportunity to provide input into important initiatives?
- How do you define shared governance at SCC?
- What formal structures/opportunities exist for each of the following groups to contribute to shared governance:
  - Faculty
  - Staff
  - Students
- How well are these working?
  - Give some specific examples of contributions to shared governance for each group.
  - What are the major challenges?
- How do different areas of the College work collaboratively together?
- How are staff and students involved in setting academic requirements, policy, and processes?
- How has your department created/modified processes to increase effectiveness?