



SEWARD COUNTY COMMUNITY COLLEGE

1801 N. Kansas Ave., P.O. Box 1137, Liberal, KS 67905-1137 ☎ 620-624-1951 or 1-800-373-9951

Seward County Community College Higher Learning Commission Site Visit Itinerary

HLC Site Visit Team: Dr. Christopher Gray-chair, Mrs. Suzanne Wetzel, Dr. Wendy Marley, Ms. Renee Guyer, Dr. Casmir Agbaraji
SCCC College Executive Team (CET): Dr. Ken Trzaska, Dr. Joe McCann, Ms. Celeste Donovan, Mr. Dennis Sander, Mr. Louie Lemert

Site Team Host Room – Student Union – SU214

Meeting Rooms – Student Union SW229 C and SW229 D

Criterion 1. Mission- Sue

Criterion 2. Integrity: Ethical and Responsible Conduct- Wendy

Criterion 3. Teaching and Learning: Quality, Resources, and Support- Casmir

Criterion 4. Teaching and Learning: Evaluation and Improvement- Renee

Criterion 5. Resources, Planning, and Institutional Effectiveness- Chris

October 28, 2019 – Day One

Time	Activity	Team Members	Location
7:30 am	Site Visit Team Arrives on Campus- Reserved Parking by Student Union. Look for marked cones.	All SV members	Campus
7:45 am – 8:15 am	Site Visit Team Chair meets with College President	Dr. Gray and Dr. Trzaska	A110
8:15 am – 8:45 am	Site Visit Team Meets with SCCC College Executive Team	All SV and CET members Chris Notes	A103

Time	Activity	Team Members	Location
9:00 am – 10:00 am	Facilities Tour / Student Living Center tour	HLC - Chris, Sue, Wendy SCCC Guide – Celeste Donovan SCCC SLC - Jennifer Malin SCCC Library- Casandra Norin Registrar – Alaina Rice Financial Aid – Amy Bridenstine Student Success Center – Annette Hackbarth-Onson, Celeste - computer lab, classroom, restrooms	Campus
9:00 am- 10:00 am	Distance and Correspondence Review need access to Edukan course shells (6 selected by HLC team)	Casmir and Renee – review course shells- review Edukan prior SCCC – DeeDee Flax and Luke Dowell	SW229 C Computer lab/laptops
10:15 am – 11:15 am	Area of Focus – Course Scheduling	Chris Lead Sue Notes SCCC- Joe, Luke, Suzanne, Travis	SW229C
10:15 am – 11: 15 am	Area of Focus 2- Assessment including co-curricular need student affairs	Renee Lead, Wendy Notes Casmir SCCC Assessment – Dawn Unruh, Judy Lathen, Sharon Brockmann Student Services – Celeste, Wade Lyon, Dan Artamenko	SW229D
11:30 am – 12:30 pm	Lunch with Advisory Board Members	Sue Notes	SW229A/B

Time	Activity	Team Members	Location
		SV team and Adv Brd members	
12:30 pm – 1:30 pm	Open Forum Criteria 1&2 IRB committee, Committee that worked on mission development, shared governance heads, professional employees association, student support services, marketing and PR. Inclusivity and civility mover.	Sue and Wendy Lead Casmir Notes SCCC IRB – Suzanne and Dr. Bryan Professional Employees Association – Jared Noble Mover Group chairs (Dr. T to contact), Student Support - Annette, Melissa, Bob ABE – Dr. Fe PR and Marketing - Rachel	SW229 D
1:30 pm – 2:30 pm	Distance Learning People	Casmir lead, Renee notes SCCC – Luke, Suzanne, DeeDee Flax, Jamie Titus, Lexi Honey-Ayer, Chris Hickman, Bonnie Merrihew, Sharon Brockmann, Edukan faculty - TBD	SW229C
2:30 pm – 3:30 pm	Meeting with Students Breakout groups	SCCC – Celeste All SV Members	SW229D
3:30 pm – 4:30 pm	Meeting with Faculty	Renee lead, Sue notes, Casmir SV team and faculty	SW229C
4:30 pm – 5:45 pm	SV team returns to hotel	SV team	Hotel
6:00 pm – 7:00 pm	Dinner with Board of Trustee Members	Chris, Wendy, Sue, Renee, Casmir SV team (5)/ BOT (6)	SW229A/B
	Faculty (approx. 20-30) list to Human Resources from site visit team – will need faculty credential forms and personnel files with degrees noted on official transcripts.	SCCC Dennis Sander, Marie, Amy, Dinora	

October 29, 2019 - Day Two

Time	Activity	Team Members	Location
	Human Resources files for review as requested	SCCC - Marie	
8:00 am – 9:00 am	Drop In Session – OPEN to all SCCC employees	Wendy Renee	SW229C
9:15 am – 10:15 am	Open Forum Discussion Criterion 3 &4 –Teaching and Learning (academic support, disability services, tutoring) – OPEN to all SCCC employees	Casmir and Renee Lead Sue Notes SCCC – Annette, Bob, Melissa SCCC faculty	SW229D
9:15 am – 10:15 am	Human Resources Review	Chris and Wendy SCCC – Dr. McCann, Mike Bailey, Tracy Murray, HR - Marie, Amy, Dinora	A103
10:30 am – 11:30 am	Open Forum Discussion Criterion 5- Finance, IT, Facilities	Chris Lead, Sue Notes SCCC – Dennis, Steve Wiens, Louie, Amy B, Roger	SW229C
11:30 pm – 12:30 pm	Lunch for Site Visit Team	SV members	SU214
12:30 pm –1:00 pm	Accounts payable review, Compliance	Chris, Sue SCCC – Dennis	A115
1:00 – 1:30	Academic Leadership	Casmir lead, Renee SCCC – Instructional Team members; Norma Jean Dodge	SW229C
12:30 – 1:30 pm	Open session for all SCCC staff employees	Casmir, Renee SCCC – staff	SW229D
2: 30 pm – 3:30 pm	Exit Meeting	SV members SCCC – initially with president SCCC –college executive team	SW229C