



May 22, 2017

President Kevin Boys
Southern State Community College
100 Hobart Drive
Hillsboro, OH 45133

Dear President Boys:

The interim report you submitted to our office has now been reviewed. A staff analysis of the report is enclosed.

On behalf of the Higher Learning Commission staff received the report on credit hours and student learning outcomes.

An interim report on assessment and student retention, persistence and completion is due 11/30/2017.

The Open Pathway Assurance Review is scheduled for 2019 – 2020. The institution's next reaffirmation of accreditation is scheduled for 2025 –

_____. Your HLC staff liaison is Stephh Brzuzy (sbrzuzy@hlcommission.org); (800) 621-7440 x 106.

Thank you.

HIGHER LEARNING COMMISSION



STAFF ANALYSIS OF INSTITUTIONAL REPORT

DATE: May 22, 2017

STAFF LIAISON: Steph Brzuzy

REVIEWED BY: Steven Kapelke

INSTITUTION: Southern State Community College, Hillsboro, OH

EXECUTIVE OFFICER: Kevin Boys, President

PREVIOUS COMMISSION ACTION AND SOURCES: An interim report is required by 2/28/2017 on credit hours and student learning outcomes.

The interim report was submitted in response to the HLC Action Letter of February 12, 2016, which reflected the recommendations of the Team Report of the 2015 Comprehensive Evaluation.

REPORT PRESENTATION AND QUALITY: The report is written clearly and organized effectively, with relevant supporting detail provided in the appendices.

REPORT SUMMARY: The report is presented in three main sections: I) Policies and Practices Supporting the Integrity of the Credit Hour; II) Aligning the Credit Hour and

3. In the case of courses that are delivered in independent study format, a credit hour is approximated by the demonstration of learning—as measured by performance on assignments and assessments—that is expected in the traditional in person or online delivery of the course.

The tables below provide a comparison of the current and proposed definitions in terms of the degree to which the respective policies meet state and federal requirements.

Current Definition	Current Application	Proposed Definition	Proposed Application
Classroom or direct faculty instruction	✓	Classroom or direct faculty instruction	✓
But of face student work	✓	But of face student work	✓
Instructional structure as every student	✓	Instructional structure as every student	✓

✓ Direct application ✗ No direct application ? Inferred application

Second stage initiative development focuses on the means by which the policy applies to a range of course types and instructional modes. Here again, the institution has begun substantive research into the practices of other colleges and universities, citing examples from Northern Kentucky University and Loyola University Maryland.

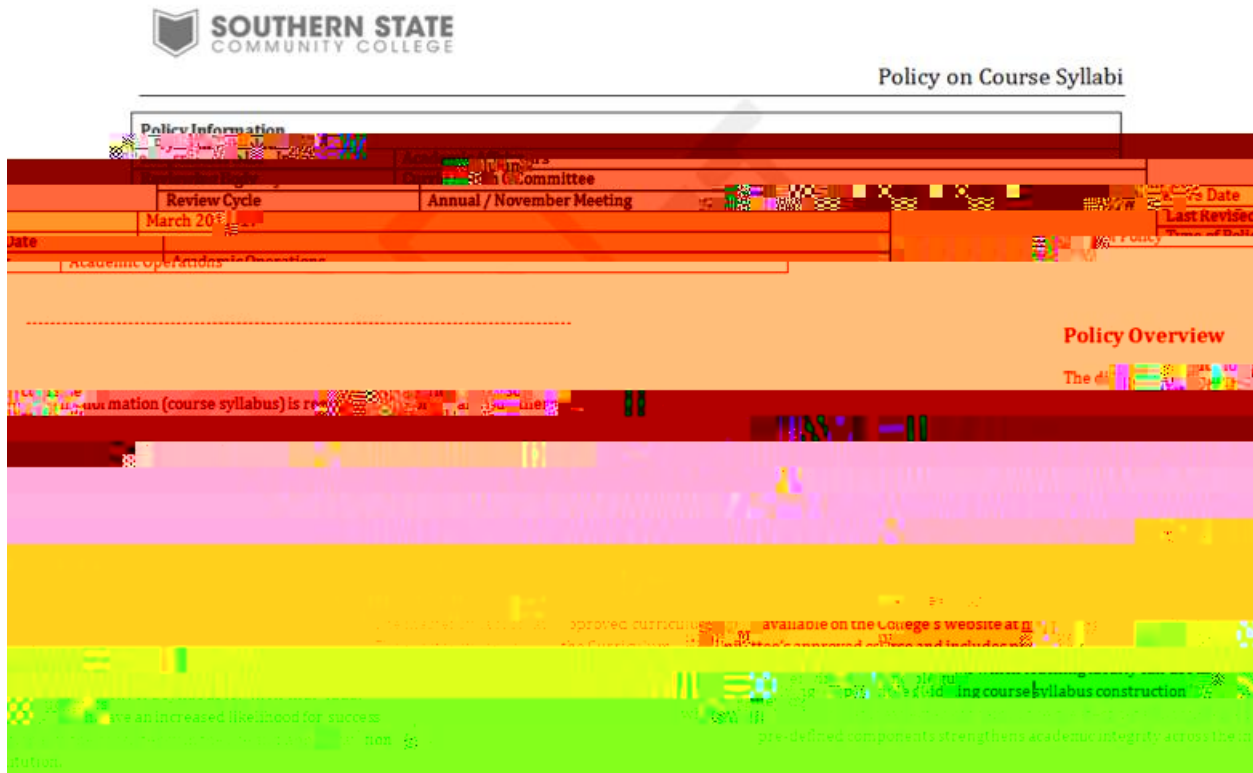
With respect to the alignment of the credit hour and student learning outcomes, the institution acknowledges that, previously, course syllabi were frequently substandard in this regard. To address this, the institution undertook an additional internal review that included evaluating a random sample of course syllabi from AY2016-2017; these contrasting methodology these syllabi revealed a greater need for the link between course outcomes and course assignments and, in some cases, inconsistencies between the course and master syllabi.

To address concerns regarding syllabi development, the institution focused on two areas: 1) the development of policy regarding syllabi development and 2) faculty training with respect to the crafting of master and course syllabi. One step in the system was to of Instructional Operations and employs a Share Point site, where syllabi are collected and

maintained for review. Although early results were disappointing, by the Spring 2017 Semester, 92% of full-time faculty members had submitted syllabi to the site.

Page one of the new Course Syllabus Policy is shown below:

Appendix B | Policy on Course Syllabi



In support of the new policy, the following procedures have been adopted:

1. *Collection of Course Syllabi (Established Fall 2016)*
2. *Selection Review – Led by the Dean of Instructional Operations, an ad-hoc committee will sample 10% of courses offered during the term. Using a rubric adapted from Columbia University’s Center for Teaching Excellence, syllabi will be evaluated from the perspective of “beginning,” “emerging,” and “exemplary.”*
3. *Report for Continuous Improvement – The ad-hoc review committee will compile findings and report to the Curriculum Committee any observable, yet not personally identifiable, trends that promote continuous improvement.*
4. *Timeline for Implementation – The early adoption of a course syllabus collection process has prepared the College for immediate implementation of the syllabus review process.*

Summary Comment: The Southern State Community College interim report provides sufficient evidence to show that the institution has made satisfactory efforts in addressing concerns pertaining to its credit hour definition and the alignment of the

credit hour with student learning outcomes in these areas is newly designed and enacted and must continue to receive institutional attention.

STAFF ACTION: Receive the report on credit hours and student learning outcomes. An interim report on assessment and student retention, persistence and completion is due 11/30/2017.

The Open Pathway Assurance Review is scheduled for 2019 . 2020. The next reaffirmation of accreditation is scheduled for 2025 . 2026.