

MISSION

Jefferson College serves our community by delivering quality learning opportunities that empower individuals to achieve their goals.

VISION

Jefferson College strives to inspire our community to explore, develop, and engage in innovative learning experiences in a supportive and inclusive environment.

VALUES

Jefferson College fosters a culture of excellence for its community of students, faculty, and staff by embracing the following values:

SUCCESS

Supporting a focus on achievement, self-discovery, scholarship, creativity, completion, and skill mastery;

ACCESSIBILITY

Fostering an environment of diversity and inclusion where a culture of collaboration responds to the needs of our communities through quality and affordable educational opportunities;

INTEGRITY

Encouraging open, honest, and respectful communication; committing to accountability in all interactions, operations, and procedures;

LEARNING

Establishing a high-quality learning environment that features collaborative and innovative engagement, academic freedom, professional development, and continuous assessment for improvement; and

SERVICE

Infusing a spirit of civic engagement through community volunteer initiatives, cultural enrichment, and service-learning opportunities.



In fulfillment of Jefferson College's Year 4 Assurance Review by the Higher Learning Commission (HLC), the College must submit an Assurance Argument demonstrating compliance with HLC's Criteria for Accreditation and Core Components.

DOCUMENTS REVIEWED

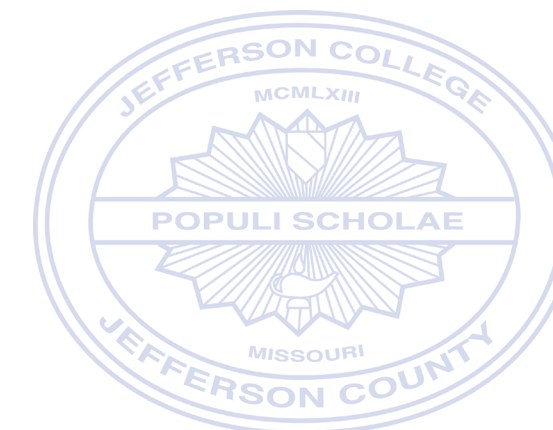
- | | |
|---|-------------------------------|
| ✓ 2019 Assurance Argument | ✓ College Website |
| ✓ 2019 HLC Final Report | ✓ College Catalog |
| ✓ Board Policies and Procedures | ✓ MyJeffco |
| ✓ Administrative Policies and Procedures | ✓ Institutional Handbooks |
| ✓ Board of Trustees & Committee Meeting Minutes | ✓ Shared Governance Documents |

2019 STRENGTHS

- Shared commitment to support student success.
- Mission informs planning, budgeting, and decision-making.
- Use of data to make informed decisions and increase student success.
- Well-established, transparent, and open budget process.
- Robust capital improvement program.
- Strong diversity statement and a sincere effort to be inclusive and promote diversity.
- Impressive examples of service-learning opportunities.
- Robust assessment process and admirable system for evaluating student learning.
- Impressive array of program accreditations across the CTE areas.
- Thriving dual credit program.
- Commitment to protection of student rights and responsibilities.

2019 PROGRESS AREAS

- Increased understanding of the shared governance process across campus.
- Disaggregation of data by academic programs and student characteristics.
- Progress with course-level and program-level assessment.
- Progress with co-curricular competencies and measurable outcomes.
- Progress with retention, persistence, and completion.
- Progress with diversity.



CRITERIA FOR ACCREDITATION

CRITERION 1

MISSION: *The institution's mission is clear and articulated publicly; it guides the institution's operations.*

CORE COMPONENTS:

- 1.A. The institution's mission is articulated publicly and operationalized throughout the institution.
- 1.B. The institution's mission demonstrates commitment to the public good.
- 1.C. The institution provides opportunities for civic engagement in a diverse, multicultural society and globally connected world, as appropriate within its mission and for the constituencies it serves.

EVIDENCE:

- Mission, Vision & Values
- Board Policies & Procedures
- 2020-2025 Strategic Plan
- Dual Credit/Early College Partnerships
- University Partnership Agreements
- Community Partners
- Civic Organizations
- Advisory Committees
- Student Support Services
- College Catalog
- Institutional Handbooks
- Workforce & Employment Services
- Student Clubs & Organizations
- Jefferson College Foundation
- Diversity Plan/Diversity Statement
- Diversity Training
- Global Studies
- Clinical Sites

CRITERION 2

INTEGRITY: ETHICAL & RESPONSIBLE CONDUCT: *The institution acts with integrity; its conduct is ethical and responsible.*

CORE COMPONENTS:

- 2.A. The institution establishes and follows policies and processes to ensure fair and ethical behavior on the part of its governing board, administration, faculty, and staff.
- 2.B. The institution presents itself clearly and completely to its students and to the public.
- 2.C. The governing board of the institution is autonomous to make decisions in the best interest of the institution in compliance with board policies and to ensure the institution's integrity.
- 2.D. The institution is committed to academic freedom and freedom of expression in the pursuit of truth in teaching and learning.
- 2.E. The institution's policies and procedures call for responsible acquisition, discovery, and application of knowledge by its faculty, staff, and students.

EVIDENCE:

- Mission, Vision & Values
- Financial Reports
- Board of Trustees
- Board Policies & Procedures
- Administrative Policies & Procedures
- College Catalog
- Student Handbook
- Faculty/Staff Handbook
- Adjunct Handbook
- Programmatic Handbooks
- Website
- Auxiliary Services
- Social Media
- Marketing & Admissions Materials
- Procurement Policies & Procedures
- Institutional Review Board
- Academic Service Learning
- Center for Teaching & Learning
- Jefferson College Library
- Missouri Statutes



CRITERION 3

TEACHING & LEARNING: QUALITY, RESOURCES & SUPPORT: *The institution provides quality education, wherever and however its offerings are delivered.*

CORE COMPONENTS:

- 3.A. The rigor of the institution's academic offerings is appropriate to higher education.
- 3.B. The institution offers programs that 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.C. The institution has the faculty and staff needed for effective, high-quality programs and student services.
- 3.D. The institution provides support for student learning and resources for effective teaching.

EVIDENCE:

- Institutional Assessments
- Specialized Program Accreditation
- Advisory Committees
- General Education Program
- Academic Skills Competency Development
- College Catalog/Degrees & Certificates Offered
- Institutional Course Guides
- National Alliance of Concurrent Enrollment Partnerships (NACEP) Accreditation
- Missouri's Higher Education Core Transfer Curriculum (CORE 42)
- Curriculum Committee Procedures
- Integrated Postsecondary Education Data System (IPEDS) Data
- Board Policies & Procedures
- Administrative Policies & Procedures
- Faculty/Staff Handbook
- Adjunct Faculty Handbook
- Assessment Handbook
- Academic Success Center
- Professional Development
- Student Support Services
- First Year Experience
- Information Technology Resources
- Science Laboratories
- Jefferson College Library
- Diversity Plan & Training
- Performing Arts & Cultural Enrichment (PACE) Events

CRITERION 4

TEACHING & LEARNING: EVALUATION & IMPROVEMENT: *The institution demonstrates responsibility for the quality of its educational programs, learning environments, and support services, and it evaluates their effectiveness for student learning through processes designed to promote continuous improvement.*

CORE COMPONENTS:

- 4.A. The institution ensures the quality of its educational offerings.
- 4.B. The institution engages in ongoing assessment of student learning as part of its commitment to the educational outcomes of its students.
- 4.C. The institution pursues educational improvement through goals and strategies that improve retention, persistence, and completion rates in its degree and certificate programs.

EVIDENCE:

- Institutional Assessments
- General Education Program/General Education Program Council
- Academic Skills Competency Development
- Curricular & Co-Curricular Assessment
- Assessment Handbook
- Online Course Review
- Curriculum Committee Procedures
- Transfer Procedures & Resources
- College Catalog
- Student Handbook
- Learning & Support Resources
- Board Policies & Procedures
- Early College
- Specialized Program Accreditation
- Integrated Postsecondary Education Data System (IPEDS) Data
- Key Performance Indicators
- Retention, Persistence & Completion Data
- Jeffco Digest
- Guided Pathways
- Accelerated Learning Program (ALP) model
- Noel Levitz Student Satisfaction Inventory

CRITERION 5

INSTITUTIONAL EFFECTIVENESS, RESOURCES & TRAINING: *The institution's resources, structures, and processes are sufficient to fulfill its mission, improve the quality of its educational offerings, and respond to future challenges and opportunities.*

CORE COMPONENTS:

- 5.A. Through its administrative structures and collaborative processes, the institution's leadership demonstrates that it is effective and enables the institution to fulfill its mission.
- 5.B. The institution's resource base supports its educational offerings and its plans for maintaining and strengthening their quality in the future.
- 5.C. The institution engages in systematic and integrated planning and improvement.

EVIDENCE:

- Institutional Committees
- Board Policies & Procedures
- Administrative Policies & Procedures
- Strategic Planning/Action Plans
- Integrated Planning
- Shared Governance Procedures/Flowchart
- Enrollment Projections
- Jeffco Digest
- Non-Discrimination Policy
- Fiscal Resources/Budgeting
- Human Resources Processes
- Professional Development & Onboarding Processes
- Buildings & Grounds
- Information Technology Resources
- 2020-2025 Strategic Plan
- Mission, Vision & Values
- Capital Projects
- Enhancement Grants
- Institutional Assessments
- Institutional Effectiveness