

Comprehensive Quality Review (CQR): February 15-17, 2016
Accreditation information found at: www.kcc.edu/data

1. **What is the CQR?** Comprehensive Quality Review is a visit and replaces the Quality Checkup Visit, last conducted at KCC in 2007, and is more comprehensive in scope. During their February 15-17th visit, the CQR visit team of 5 “peer reviewers” will engage KCC in discussions about its 3 Action Projects, initiatives featured in the Systems Portfolio, and strategies designed through the February 2015 Strategy Forum. The CQR team will also review results from any concerns or issues raised by the last Systems Appraisal team, particularly in relation to Criteria for Accreditation and Core Components. The team may also handle a review of multi-campus, distance education, and federal compliance documentation.

The final report of the CQR visit team and the documentation that informs that report (e.g., past Systems Portfolios and Appraisals, Action Projects Update/Action Projects Review information, federal compliance documentation, etc.) will serve as the basis for reaffirming KCC’s accreditation.

2. **What pre-work do we (KCC) have to do?** There are two steps that must be completed, and one optional step, no later than January 2016, with brief narrative responses and supporting documents.
 - a. **Conduct Federal Compliance Filing:** This provides evidence of KCC’s compliance with federal regulations. It is necessary to ensure KCC continues to maintain its accreditation and be eligible for federal financial aid. This comprehensive filing needs to be conducted with information gathered from several departments, from academics to operations.
 - b. **Write Quality Highlights Report:** KCC must submit to the HLC a 7-10 page report describing:
 - Major changes and improvements KCC has made since its last Systems Appraisal, and February 2015 Strategy Forum (e.g., where the new Action Project came out of), and
 - The use made of our Systems Portfolio since the last Systems Appraisal, and
 - The level of our current commitment to continuous improvement (so the panel can determine whether KCC is seriously committed to quality improvement), and
 - Any other factors the AQIP Review Panel on Reaffirmation should weigh in making its recommendation.
 - c. **OPTIONAL Systems Portfolio Addendum:** KCC has chosen to submit this optional report, a means of addressing the feedback provided in the Systems Portfolio we submitted in November 2013. This will also serve as a foundation for our next Systems Portfolio, submitted to the HLC every four years.
3. **What happens during the CQR in February 2016?** The team of peer reviewers will verify the accuracy of the materials they have received over the years from KCC in the following areas:
 - a) **Federal Compliance Verification** KCC will have a ‘Resource Room’ with copies of Federal Compliance documents, so the team of peer reviewers may affirm the accuracy of the information they received prior to the visit. Documents will include those detailing the most recent default rates, any default reduction plans, KCC’s program responsibilities under Title IV, and any results of financial or compliance audits and program reviews.
 - b) **Systems Portfolio Clarification and Verification:** Before the visit, the team of peer reviewers will identify eight to twelve items from the Systems Portfolio to verify, and will identify a strategy (whom to interview, what records to inspect, etc.) to resolve these questions. During the visit, they will conduct spot-checks, and summarize findings using a form provided by AQIP, a copy of

which will be discussed with KCC. A major goal of this component of the visit is to provide KCC with information that will enable it to modify its Systems Portfolio to be a more effective, more credible, better-understood presentation of the College's processes and performance results.

- c) Systems Appraisal Follow-Up: This involves a formal review with College leaders of the Strategic Issues Analysis received by KCC as part of its last Systems Appraisal. The goal is to ensure KCC understood all issues raised by the Analysis, and to confirm the strategy adopted by the College in order to capitalize on the advice provided via the Systems Appraisal.
 - d) Organizational Quality Commitment: The team of peer reviewers will have a variety of occasions to interact with personnel from KCC to assess the strength and direction of the College's commitment to systematic quality improvement, and answer KCC's questions about processes and expectations of AQIP and the HLC. There should be at least one public meeting to which administrators, faculty, staff, students, and other constituencies are invited, at which the team of peer reviewers make a short explanatory presentation about the most recent and the next steps in KCC's involvement in AQIP and answer questions. (Separate sessions can be scheduled for specific groups, or groups can be mixed in larger sessions.) The result of this segment of the visit is a commentary, by the evaluators, on the strength and momentum of KCC's commitment to AQIP, and suggestions on how KCC may improve that commitment.
 - e) Accreditation Issues Follow-Up: This involves a formal review with College leaders of the Accreditation Issues Analysis received by the organization as part of its last Systems Appraisal. The goal is to make certain that KCC has understood all issues raised by the Analysis and has either rectified them or is taking affirmative action to correct problems prior to its next scheduled Reaffirmation of Accreditation.
4. What happens after the CQR? From the files given by KCC over the years, HLC provides to the Review Panel on Reaffirmation of Accreditation the following documents:
- a) KCC's Quality Highlights Report
 - b) A Summary of Action Projects declared within the last 7 years (and access to the Action Project Directory, which includes the declaration and updates of every Action Project)
 - c) The last reviewed Systems Portfolio
 - d) The last Systems Appraisal and KCC's response, if any
 - e) The Federal Compliance Filing
 - f) The peer review CQR report and KCC's response, if any
 - g) Interim monitoring or actions taken on institutional change requests from the past seven years, including financial or non-financial indicator letters
 - h) Any Focused Visit reports and action letters (for focused visits since the last reaffirmation)
 - i) Official letters or correspondence between KCC and HLC (DOE issues, complaints, etc.)
 - j) Complete history of the relationship between HLC and KCC
 - k) The current Statement of Affiliation Status

Based on this body of evidence, the Review Panel on Reaffirmation of Accreditation will recommend to the Institutional Actions Council (IAC) whether to reaffirm KCC's accreditation in the AQIP Pathway. Please note that reaffirmation is not a separate procedure. Rather, the reaffirmation procedure is the culmination of all the AQIP Pathway procedures: Strategy Forums, Action Projects, Annual Updates, Systems Appraisals, and CQR. The reaffirmation of accreditation process assures whether KCC meets the Criteria for Accreditation. HLC follow-up will occur if the Criteria for Accreditation is not met, or if the obligations related to the AQIP Pathway and Federal Compliance requirements are not met.