



Prepare for the Middle States Self Study Visit:

Sample Questions You Might Be Asked

The Top Five Questions Everyone Should Have an Answer to:

1. What does your unit or department do? (In two minutes or less)
2. How does the work your unit or department does connect to the College's [Mission](#) and [Strategic Plan](#)?
3. What do you see as the current goals that are driving KCC's work?
4. What are the greatest strengths of the College?
5. What are the biggest areas for improvement you see?

Other Questions You May Want to Think About (especially if you are in a manager/leadership role):

- How do you assess the effectiveness of the work you do in your department or unit?
- Do you feel that communication within the school is open and transparent?
- Is your area adequately supported financially?
- Provide an example of a professional development activity you've participated in that was beneficial to your personal/professional growth.
- What is an area of the Academic, Enrollment, or Strategic Plan that plays a particularly big role in your work?
- Kingsborough has outlined five institutional priorities to guide the Self Study: Student Success, a Collaborative Environment, Data-informed Processes and Decision Making, and Diversity, Equity, and Inclusion. How might these priorities influence the next strategic plan? What role could your department have in this process?

Some (More) Questions to Think About If You Are Faculty:

- Do you have sufficient and appropriate curricular frameworks and resources?
- Is there a positive climate for teaching and learning?

Quiz Yourself! Can you answer the following questions? (See the Things To Know About Kingsborough Guide for the answers)

- KCC's strategic plan is about to end and our understanding is a new plan is under development. Explain the process by which the new plan is being developed and how the different constituents of the college are included in the process? (Standard I)
- KCC has three plans, Academic, Enrollment and Strategic plans? How are these plans unified and what work is being conducted that simultaneously addresses all three plans? How are these three Plans connected to CUNY's Strategic Plan? (Standard I)
- Kingsborough is currently engaged in the strategic planning process. How is that progressing? What successes and challenges has the College encountered so far? (Standard I) What efforts has the college taken to address diversity, equity and inclusion for staff, faculty? How are these efforts assessed? (Standard II)
- Is there an effective policy and procedure for dealing with grievances? Where can they be found? (Standard II)
- Do you have a faculty handbook? How often is it updated? (Standard III)
- What is the process for the development of new academic programs, who is involved in the process, and how is the relevance of academic programs assessed to determine programs that need sunseting? (Standard III)
- Where are the departmental and programmatic missions, visions, and value statements posted? What are examples of them? Where can student learning outcomes be accessed by potential students/students selecting courses to enroll in? (Standard III)
- How are new faculty selected and hired? What are the priorities for selecting new faculty? (Standard III)
- Explain the revisions that have been made to KCC's Academic Program Review (APR) process. What has the impact from these changes been? (Standard III)
- Since the last self-study, changes have been made to advisement. What are findings associated with these changes and how they impact students? (Standard IV)
- What substantive activities are in place to increase enrollment and retention? How is the effectiveness of these activities assessed? (Standard IV)
- Do you have an orientation for new staff? (Standard IV)
- Where are the unit missions, visions, and value statements posted? What are examples of them? (Standard IV)
- What is the process for assessment of student learning? How does the college assess course, program and institutional learning outcomes? How are these results communicated to units, departments and the entire college community (staff, faculty students) (Standard V)
- Explain the revisions that have been made to KCC's Academic Program Review (APR) process. How does the APR process lead to changes in academic programs? (Standard V)
- Give an example of how programs have used assessment results to make changes that led to improvement in how you assist students in their learning. Speak specifically about changes to: 1. improve pedagogy; 2. drive professional development activities; 3. impact planning and budget; and 4. improve student success outcomes. (The Guide gives a few examples – you may have more!) (Standard V)
- Is there an overriding philosophy for budgeting for the college? How does budgeting and planning align with the College's mission and goals? (Standard VI)
- Does the staff or faculty have input into the development of the budget? (Standard VI)

- What type of external and/or internal financial reviews are conducted? (Standard VI)
- Does the college use standard accounting practices? (Standard VI)
- How does the College go about securing funding for new programs and initiatives? (Standard VI)
- How are faculty and staff made aware of the budget and financial situation of the College? (Standard VI)
- Are there specific areas of concern or areas deserving recognition in regard to finance? (Standard VI)
- The College's governance has undergone some changes since the last self-study including the hiring of a consultant to conduct a governance review. Based on the consultant's recommendations, what work has been done and what are the future plans? (Standard VII)
- Do policies and regulations exist which provide direction for the operation of the school and clear lines of authority? (Standard VII)
- How does KCC keep the community updated on events, decisions, policy changes, and important initiatives (like, for example, the Middle States Self Study)? (Standard VII)