

Guide to the NEASC Accreditation Records

Bunker Hill Community College Archives
N-318
250 Rutherford Ave, Boston, MA 02129

Collection Overview

Title: NEASC Accreditation

Record Group Number: 015

Creator: NEASC Steering Committee; NECHE Steering Committee; Mission and Purposes Task force; Planning and Evaluation Task Force; Organization and Governance Task Force; Programs and Instruction Task Force; Faculty Task Force; Student Services Task Force; Library and Information Resources Task Force; Physical Resources Task Force; Financial Resources Task Force; Public Disclosure Task Force; and Integrity Task Force

Date: 1974-2020; bulk 1992-2000

Extent: 8 Record Cartons, 4 Boxes, 10 binders (12.46 Linear Feet)

Language: Materials are in English

Administrative Information

Access and Restriction Information: Collection is closed to the public.

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Preferred Citation:

[Item title/description here]. [Date here]. [Record Group here], Box #, Folder #.
NEASC Accreditation. Bunker Hill Community College Archives, Boston,
Massachusetts.

Historical Background

From Bunker Hill Community College's (BHCC) inception, BHCC has conducted accreditation reports and been visited by the New England Association for Schools and Colleges (NEASC) for accreditation visits every ten years from 1980 onwards. From 2018 onwards, as a result of the U.S. Department of Education's requirement for independent accreditation organizations, NEASC's Commission in Higher Education was restructured into an independent organization called New England Commission of Higher Education (NECHE) which currently conducts BHCC's accreditation.

Scope and Contents

This collection documents the activities of the NEASC Steering Committee in preparing and creating materials for Bunker Hill Community College's (BHCC) accreditation visit from the New England Association for Schools and Colleges (NEASC). Composed of eleven standards for accreditation, BHCC's NEASC steering committee subdivided into eleven task forces to compose and collect materials for their assigned standards. At the time of the 2000 NEASC accreditation visit, the standards in respective numerical order were: Mission and Purposes; Planning and Evaluation; Organization and Governance; Programs and Instruction; Faculty; Student Services; Library and Information Resources; Physical Resources; Financial Resources; Public Disclosure; and Integrity.

Additional items created for the 2000 accreditation include Non-Unit Professionals (NUP) task forces meeting minutes. Reference materials such as prior BHCC administrative Self-studies, individual department and degree self-studies, prior reports to NEASC, and binders composed of materials used by select task forces are also included. Materials from the 2010 and 2020 NEASC/NECHE accreditation cycles are also found in the collection. The collection consists of task force meeting minutes, binders, memos, letters, reports, presentations, surveys, raw data, booklets, and books. The collection is primarily text-based.

Arrangement

This collection is arranged into three series and fifteen sub-series.

Collection Inventory

015.01 - 2000 NEASC Accreditation

This series consists of meeting minutes, memos, letters, reports, binders, and booklets created and consulted for the creation of BHCC's accreditation report and on-site visit from NEASC in the year 2000. The materials are dated between 1974 to 2000, with the bulk of the materials created from 1993 to 2000. The series is divided into fifteen sub-series reflective of the NEASC standards, previous self-study reports, and miscellaneous documents created for and referenced for the accreditation report. The arrangement also reflects the initial organizational structure prior to creation of this finding aid.

015.01.01 - Standard One – Missions and Purposes

Box 1

- Folder 1: NEASC Self-Study Documents Index Final Statement
- Folder 2: Standard 1. Mission & Purpose
- Folder 3: Standard 1: Mission & Purposes; Mission Survey
- Folder 4: Std 1 - NEASC Standard One Task Force Raw Data 1 of 2
- Folder 5: Std 1 - NEASC Standard One Task Force Raw Data 2 of 2
- Folder 6: Std 1 - NEASC Task Force Raw Data Surveys

015.01.02 - Standard Two – Planning and Evaluation

Box 1

- Folder 7: Std 2 - Master Plan Review & Evaluation
- Folder 8: Std 2- NEASC Long Range Plan
- Folder 9: Std 2 - Evaluation Needs Survey – Chelsea
- Folder 10: Std 2 – Professional Dev. Day Memos
- Folder 11: Std 2 - Assessment Center Statistical Reports
- Folder 12: Std 2 – GELB report
- Folder 13: Std 2- Future Directions - Transforming Nursing Education
- Folder 14: Std 2 - Workforce Development & International Business Center Report.
- Folder 15: Std 2- Technology Plans and Reports 1
- Folder 16: Std 2 –Technology Plans and Reports 2
- Folder 17: Std 2 – Technology Plans and Reports 3

Box 2

- Folder 1: Std 2 - Graduate Follow-up Survey
- Folder 2: Std 2 - External Studies/Telecourse Program Evaluation
- Folder 3: Std 2 - Action Plans 1999-2001
- Folder 4: Std 2 - Title III Grant Application

- Folder 5: Std 2 - Title III Performance Reports
- Folder 6: Std 2 - Future Search Materials
- Folder 7: Std 2 - Long Range Planning for Future Search
- Folder 8: Std 2 - “Back to the Future” event Feb, 1999
- Folder 9: Std 2 - Graduating Student Satisfaction/Needs Survey
- Folder 10: Std 2 - Transfer Data Reports
- Folder 11: Std 2 - Report on Registrations
- Folder 12: Std 2 - Greater Boston Labor Market Report
- Folder 13: Std 2 - AACC/ACT Community College Survey
- Folder 14: Std 2 - Comprehensive Development Plan
- Folder 15: Std 2 - Long Range Planning 1989-1991
- Folder 16: Std 2 - College Wide Strategic Plan
- Folder 17: Std 2 - NEASC Preparation Documents
- Binder (015.01.02.B1): Preparing for Year Two...BHCC And You

015.01.03 - Standard Three – Organization and Governance

Box 3

- Folder 1: Std 3 – Governance
- Folder 2: Std 3 - Board of Trustees
- Folder 3: Std 3 - Trust Fund Guidelines
- Folder 4: Std 3 - Strategic Plan
- Folder 5: Std 3 - Administrative Reorganization
- Binder (015.01.03.B1): Three Year Strategic Plan 1999-2000 to 2001-2002

Binder Shelf

- Binder (015.01.03.B2): BHCC Policies and Procedures 1996-1997

015.01.04 - Standard Four – Programs and Instruction

Box 3

- Folder 6: Std 4 – Academic Program Review Guidelines
- Folder 7: Std 4 –Allied Health Program Review
- Folder 8: Std 4 – Culinary Arts Program Review
- Folder 9: Std 4 – Cardiovascular Ultrasound Application
- Folder 10: Std 4 – Cardiovascular Ultrasound Self-Study
- Binder (015.01.04.B1): Communications Program Review
- Binder (015.01.04.B2): Electronic Technology Program Self-Study
- Binder (015.01.04.B3): ESL Self Study
- Folder 11: Hotel/Restaurant/Travel Management (HRTM) Program Review

- Binder (015.01.04.B4): Hotel/Restaurant/Travel Management Program Review

Box 4

- Folder 1: Std 4 – Graphic Art and Visual Communication Self Study
- Folder 2: Std 4 – Media Technology Program Review
- Folder 3: Std 4 – Office Administration Program Review
- Binder (015.01.04.B5): Health Career Opportunity Program Review
- Binder (015.01.04.B6): Department of Community and Public Service Self-Study Report
- Binder (015.01.04.B7): Surgical Technology 99 Self-Study
- Folder 4: Std 4 – Articulation Agreement Spreadsheets
- Folder 5: Std 4 – UMass Amherst Agreement
- Folder 6: Std 4 – Bentley college Transfer Agreement
- Folder 7: Std 4 – BU Engineering Dual Degree Agreement
- Folder 8: Std 4 – Bradford College Transfer Agreement
- Folder 9: Std 4 – Emmanuel College Transfer Agreement
- Folder 10: Std 4 – Emmanuel College Adult Studies Transfer Agreement
- Folder 11: Std 4 – Framingham State College Transfer Agreement
- Folder 12: Std 4 – Historically Black Colleges/University Transfer Agreement
- Folder 13: Std 4 – Lesley College Transfer Agreement
- Folder 14: Std 4 – Metro Boston Tech Transfer Agreement
- Folder 15: Std 4 – Mt. Ida College Transfer Agreement
- Folder 16: Std 4 – New Hampshire College Transfer Agreement
- Folder 17: Std 4 – Northeastern University Transfer Agreement
- Folder 18: Std 4 – Pine Manor College Transfer Agreement
- Folder 19: Std 4 – Salem State College Transfer Agreement
- Folder 20: Std 4 – Simmons College Transfer Agreement
- Folder 21: Std 4 – Suffolk University Transfer Agreement
- Folder 22: Std 4 – Tuskegee University Transfer Agreement
- Folder 23: Std 4 - UMass Boston Transfer Agreement
- Folder 24: Std 4 – Norwich University Transfer Agreement
- Folder 25: Std 4 – Wheelock College Transfer Agreement
- Folder 26: Std 4 – General Education Review
- Folder 27: Std 4 – NCLEX-RN Reports
- Folder 28: Std 4 – Community Education Data
- Folder 29: Std 4 – Miscellaneous Documents

- Folder 30: Std 4 – Programs and Instruction Taskforce
- Folder 31: Std 4 – Supporting Documents

Binder Shelf

- Binder (015.01.04.B8): Medical Radiography Self-Study Application
- Binder (015.01.04.B9): Medical Radiography Self-Study Narrative Plus Exhibits 1-15
- Binder (015.01.04.B10): Medical Radiography Program Exhibits 16-45

015.01.05 - Standard Five – Faculty

Box 5

- Folder 1: Std 5 – Faculty Task Force
- Folder 2: Std 5 – Faculty Hiring Guidelines
- Folder 3: Std 5 – MCCC Agreement
- Folder 4: Std 5 – Faculty Publications
- Folder 5: Std 5 – Faculty Task Force Materials
- Binder (015.01.05.B1): Faculty Resource Book

Binder Shelf

- Binder (015.01.05.B2): NEASC Faculty Taskforce

015.01.06 - Standard Six – Student Services

Box 6

- Folder 1: Std 6 – Student Organization 1999-2000 Manual
- Folder 2: Std 6 – 1999-2000 Student Handbook
- Folder 3: Std 6 – SGA Constitution
- Folder 4: Std 6 - Orientation 2000
- Folder 5: Std 6 – 1999 Sexual Harassment Policy
- Folder 6: Std 6 – FERPA Student Records
- Folder 7: Std 6 – Evaluation and Planning
- Folder 8: Std 6 – Enrollment Reports
- Folder 9: Std 6 - Financial Aid
- Folder 10: Std 6 - Health Services
- Folder 11: Std 6 – Advising
- Folder 12: Std 6 - Career Services
- Folder 13: Std 6 - Third Rail Student Newspaper
- Folder 14: Std 6 - International Center
- Folder 15: Std 6 - Career & Placement Center

- Folder 16: Std 6 –Task Force Meetings

015.01.07 - Standard Seven – Library and Information Resources

Box 6

- Folder 17: Std 7 - Library & Information Services Supporting Materials
- Folder 18: Std 7 - Multi-Assistance Center
- Folder 19: Std 7 - The Media Center
- Folder 20: Std 7 - Center for Self-Directed Learning (CSDL)
- Folder 21: Std 7 - Information Technology Center
- Folder 22: Std 7 -IPEDS Academic Library Survey
- Folder 23: Std 7 - BHCC Archives
- Folder 24: Std 7 Library & Information Resources Committee
- Binder (015.01.07.B1): Student Information Systems Training Materials

015.01.08 - Standard Eight – Physical Resources

Box 6

- Folder 25: Std 8 - Physical Resources

Binder Shelf

- Binder (015.01.08.B1): BHCC Space Utilization Study

015.01.09 - Standard Nine – Financial Resources

Box 6

- Folder 26: Std 9 – Fiscal Affairs
- Folder 27: Std 9 – Budget
- Folder 28: Std 9 - Recent KMPG Financial Audits
- Folder 29: Std 9 – Grants and Contracts
- Folder 30: Std 9 - Institute for Corporate & Community Development
- Folder 31: Std 9 - BHE-AFSCME contracts
- Folder 32: Std 9 – MCCC DCE contract
- Folder 33: Std 9 – MCCC Full time/Part time Faculty and Staff Contract
- Folder 34: Std 9 - Non-Unit Professional Personnel Policies Handbook
- Folder 35: Std 9 Supporting Documentation

015.01.10 - Standard Ten – Public Disclosure

Box 7

- Folder 1: Std 10 - BHCC Promotional Brochures
- Folder 2: Std 10 – 1973-1977 Course Descriptions

- Folder 3: Std 10 – 1974-1979 College Catalogs
- Folder 4: Std 10 – 1979-1982 College Catalogs
- Folder 5: Std 10 – 1982-1986 College Catalogs
- Folder 6: Std 10 – 1986-1989 College Catalogs
- Folder 7: Std 10 – 1989-1992 College Catalogs
- Folder 8: Std 10 – 1992-1996 College Catalogs
- Folder 9: Std 10 - 1996-2000 College Catalogs
- Folder 10: Std 10 - Student Handbooks
- Folder 11: Std 10 - Faculty and Staff Newsletters
- Folder 12: Std 10 - Chelsea Update
- Folder 13: Std 10 - BHCC NEASC Bulletin
- Folder 14: Std 10 - College-Wide Calendar
- Folder 15: Std 10 - NEASC Task Force
- Folder 16: Std 10 – BHCC Foundation
- Folder 17: Std 10 – BHCC 1993-94 Marketing Plan
- Folder 18: Std 10 – 1998 BHCC Research Report
- Folder 19: Std 10 - Human Resources Job Descriptions 1 of 2
- Folder 20: Std 10 – Human Resources Job Descriptions 2 of 2
- Folder 21: Std 10 – Scholarship Announcements
- Folder 22: Std 10 – Enrollment Reports
- Folder 23: Std 10 – 1998 Advertising and Publicity
- Folder 24: Std 10 – Third Rail

015.01.11 - Standard Eleven – Integrity

Box 8

- Folder 1: Std 11 – Integrity Questionnaire
- Folder 2: Std 11 - Employee Handbook
- Folder 3: Std 11 - N.U.P. Personnel Handbook
- Folder 4: Std 11 - Sexual Harassment Policy
- Folder 5: Std 11 – FERPA Revision
- Folder 6: Std 11 - Proposed Code of Ethics
- Folder 7: Std 11 – Integrity Survey (1 of 2)
- Folder 8: Std 11 – Integrity Survey (2 of 2)

015.01.12 - NEASC Self Studies

Box 9

- Folder 1: Student Population at BHCC – 1974
- Folder 2: 1976 BHCC Self-study

- Folder 3: 1980 BHCC Self-study
- Folder 4: 1980 BHCC Self-study copies 3-4
- Folder 5: 1980 BHCC Self-study copy 5
- Folder 6: 1985 Fifth-Year Report
- Folder 7: 1990 Self-Study
- Folder 8: 1990 Self-Study Copy 2
- Folder 9: 2000 Self-Study
- Folder 10: 2000 Self-Study copy 2
- Folder 11: NEASC Self Study Documents, 1975-1995

015.01.13 - Miscellaneous A – Non-Unit Professionals Materials

Box 10

- Folder 1: Misc A - Non-Unit Professional Meetings Agendas and Minutes
- Folder 2: Misc A - NUP Student Payment Taskforce
- Folder 3: Misc A - NUP Consistency of Services and Hours, Days and Evenings
- Folder 4: Misc A - NUP Registration Taskforce
- Folder 5: Misc A - NUP Customer Service Taskforce
- Folder 6: Misc A - NUP Student Advising Taskforce
- Folder 7: Misc A – Signage Taskforce
- Folder 8: Misc A - Cleanliness Taskforce
- Folder 9: Misc A - Intra-Community Communication Taskforce
- Folder 10: Misc A – Consistent Information to Students NUP Project Team

Binder Shelf

- Binder (015.01.13.B1): Consistent Information to Students Index

015.01.14 - Miscellaneous B

Box 10

- Folder 11: Misc B – Opportunity Knocks
- Folder 12: Misc B – The Changing Workforce
- Folder 13: Misc B – Goal Attainment Survey Results
- Folder 14: Misc B – Higher Education State Spending
- Folder 15: Misc B – CIHE Data Forms III-VII
- Folder 16: Misc B – Community College Supplemental Report
- Folder 17: Misc B – Student Services
- Folder 18: Misc B – Board of Higher Education Mission Initiative
- Folder 19: Misc B – Institutional Self-Study, 1990

- Folder 20: Misc B – 1995 Fifth-year Interim Report

015.01.15 - Miscellaneous C

Box 10

- Folder 21: Misc C – Miscellaneous 2000s NEASC Materials
- Folder 22: Misc C – Miscellaneous 2000, Undated NEASC Materials

015.02 - NEASC Steering Committee 2010 Materials

The second series consists of memos, presentations, raw data, reports, binders, and documents created and used for the 2010 NEASC Accreditation. The materials range from 2004 to 2011. The series is primarily text-based.

Box 11

- Folder 1: 2005 Fifth-year report
- Folder 2: 2010 NEASC Std 2 Materials
- Folder 3: 2010 NEASC Miscellaneous Materials
- Folder 4: 2010 Institutional Self-Study
- Folder 5: 2010 Institutional Self-Study Copy 2
- Folder 6: 2010 NEASC Evaluation Report

Binder Shelf

- Binder (015.02.B1): Library NEASC Binder
- Binder (015.02.B2): NEASC 2010 Supporting Docs
- Binder (015.02.B3): NEASC Summary Materials

015.03 - NECHE Steering Committee 2020 Materials

The third series consists of memos, agendas, reports, presentations, emails, and documents created for the 2020 NECHE Accreditation. The materials are dated between 2013 to 2020. The materials are primarily text-based.

Box 12

- Folder 1: 2015 Interim Report Materials
- Folder 2: 2015 Annual Report Form and Data
- Folder 3: 2015 Interim Report
- Folder 4: 2015 Interim Report Copy 2
- Folder 5: 2020 NECHE Material, 2016 – August 2018
- Folder 6: 2020 NECHE Materials, September 2018 – March 2020, Undated
- Binder (015.03.B1): 2020 Accreditation Visit Materials

Related Finding Aids