

March 3, 2023

Dr. Lisa Jones
President
Colorado Northwestern Community College
500 Kennedy Dr.
Rangely, CO 81648

Dear President Jones:

This letter serves as formal notification and official record of action taken concerning Colorado Northwestern Community College (the institution) by the Institutional Actions Council (IAC) of the Higher Learning Commission (HLC) at its meeting on February 27, 2023. The date of this action constitutes the effective date of the institution's new status with HLC.

Action with Interim Monitoring. IAC continued the accreditation of Colorado Northwestern Community College with the next Reaffirmation of Accreditation in 2032-33.

Further, IAC voted to change the team's evaluation of Criterion 3.C from "Met" to "Met with Concerns" with the following evidence and determined a monitoring report should be submitted.

Interim Report. An Interim Report due 12/31/23 on faculty qualifications and should address the following:

- a. The institution should conduct a comprehensive audit of its current faculty qualifications and ensure that they meet HLC's faculty minimum qualification standards; and that their personnel files contain proper records.
- b. The institution should develop clear and concise policies and procedures pertaining to faculty minimum qualifications for existing and new hires, especially as they relate to qualifying faculty via the tested experience.

In taking this action, the IAC considered materials from the most recent evaluation and the institutional response (if applicable) to the evaluation findings.

Rationale: The visiting team found all the criteria and core components as "Met" and no additional monitoring was required. However, the visiting team found several gaps with respect to core component 3.C pertaining to faculty qualifications' policies and procedures, especially as they relate to qualifying faculty by using the "tested experience." Further, the visiting team examined a sample of 30 faculty members' personnel files, including fulltime, adjuncts, and hourly instructors and found "some deviation from either CNCC or HLC's faculty qualification guidelines." The institution currently does not require submission of original transcripts from its faculty and the visit team's review of personnel files found there were some incomplete faculty records and credentials. Upon a careful review of the institution assurance statement, the team's report, and consultation with the HLC staff liaison, IAC believes the above gaps and inconsistencies do not align with the HLC standards. Therefore, core component 3.C should be rated as "Met with Concerns," requiring submission of an interim report.

In two weeks, this action will be added to the *Institutional Status and Requirements (ISR) Report*, a resource for the institution to review and manage information regarding its accreditation relationship. Chief Executive Officers and Accreditation Liaison Officers may download the ISR Report in Canopy at <https://canopy.hlcommission.org>.

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Within the next 30 days, HLC will also publish information about this action on its website at <https://www.hlcommission.org/Student-Resources/recent-actions>.

If you have any questions about these documents after viewing them, please contact the institution's staff liaison, Jamie Stanesa. Your cooperation in this matter is appreciated.

Sincerely,

A handwritten signature in cursive script that reads "Barbara Gellman-Danley".

Barbara Gellman-Danley
President

cc: Kelly Scott, Accreditation Liaison Officer
Jamie Stanesa, HLC Staff Liaison