

**Northwest Commission on College and University (NWCCU)**

**Annual Update for WSQA**

**Academic Year 2015-2016**

College Name: Clover Park Technical College

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| **Accreditation recommendations to the College and year of recommendation** | **Actions taken by the college to address recommendations** | **Improvement results** |
| NWCCU conducted a site visit at CPTC on October 2014. In response to this visit and the College’s Year Seven Self- Evaluation Report, the Commission identified four recommendations. 1. The evaluation committee recommended that CPTC develop and update policies and procedures (Standard 2.A and 2.F).  | In response to this recommendation, CPTC had previously completed two major steps with significant results for the College community:1. Established a college-wide policy and procedure review process.
2. Assigned responsibility for maintaining and updating the College policy and procedure process to the Strategic Development Division.
 | Since August of 2014, CPTC has approved or reviewed 48 out of 126 total policies (current as of Sept. 1, 2016). Our prior policy review system, eliminated in 2014, averaged just 6.5 policies per year.This recommendation was reported on in our 2016 Ad Hoc Report, as requested by NWCCU. |

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| 2. While acknowledging the complexities of revising financial processes motivated by changes in generally accepted auditing standards, it is recommended that the College complete financials as planned and undergo an external financial audit, in a reasonable timeframe, by professionally qualified personnel in accordance with generally accepted auditing standards (Eligibility Requirement 19, Standard 2.F.7).  | The auditor’s results of our external audit were received by CPTC on May 26, 2016.The Board of Trustees reviewed the results during their Board of Trustees’ meeting on June 8, 2016.The next external audit has been scheduled. | Sarah Mahugh and Conor Clingman, from the State Auditor’s Office, gave a formal out brief presentation on the audit results on May 26, 2016. CPTC received a clean audit with no findings. These results were combined with our final financial statements and posted to our external website at <http://www.cptc.edu/about>. In our continued efforts to uphold our responsibility to undergo an annual external financial audit, the College has tentatively agreed with State Auditor’s Office to schedule the next external audit for February 2017.This recommendation was reported on in our 2015 Ad Hoc Report and Special Reports submitted on May 1, and Oct. 1, 2016, as requested by NWCCU. |
| 3. The evaluation committee recommends that the College engage in ongoing systematic collection and analysis of meaningful, assessable, and verifiable data at the course, program and institutional levels, and that the College regularly review assessment processes to ensure authentic results that lead to improvement (Standard 4.A and 4.B). | Highlights of accomplishments in improvement include:* Hired a new Executive Director of Institutional Effectiveness and Accreditation.
* Hired a new Institutional Research Analyst.
* Executed a contract with Decisive Data to complete a data dashboard project.
* Completed the Community College Survey of Student Engagement (CCSSE).
* Established the Class Climate survey of all courses.
* Formalized an enrollment dashboard to monitor College registration.
* Initiated a program health analysis.
* Expanded use of Taskstream for monitoring and assessing College effectiveness.
 | In September 2016, a contract was executed to create a culture of evidence for decision-making and continuous quality improvement through the construction of Tableau dashboards. To date 8 new dashboards assessing institution and program level data have been finalized and posted at <http://www.cptc.edu/institutional-effectiveness/data-dashboards>. In the Spring of 2016, CPTC completed the CCSSE in an effort to continue longitudinal looks at student engagement. Starting with the Fall Quarter of 2015, CPTC implemented a new online evaluation tool called Class Climate, built by Scantron. In the four quarters we have been using the survey, we have received 9,474 responses, a response rate of 24.38%. In Summer Quarter of 2015, the College expanded use of Taskstream to include implementing a strategic plan monitoring effort to track department-level goals tied to the Core Themes, Strategic Initiatives, and Strategic Plan goals. Beginning in the Fall of 2015, the President’s Cabinet initiated a presentation rotation from each department on their goals, progress toward the goals and lessons learned. This added effort has allowed additional college-level outcomes monitoring in each assessment cycle. 14 of 24 college departments have already presented to the President’s.This recommendation was reported on in our 2016 Ad Hoc Report, as requested by NWCCU. |
| 4. The evaluation committee recommends that the College clearly define authority, roles, and responsibilities. Its decision-making structures have significantly changed during the past year. The current communication and restructuring is intended to foster the consideration of views of faculty, staff, administrators and students on matters in which they have direct and reasonable interest, but the formalization of the process is not complete (Standard 2.A.1).  | - Quarterly: Continued shared governance continual improvement meetings with leaders amongst the model.* - Summer 2016: Updated bylaws for the President’s Cabinet and refined membership.
 | This recommendation was reported on in our 2015 Ad Hoc Report, as requested by NWCCU. |