



**Northwest Commission on College and Universities (NWCCU)**  
**Annual Update for WSQA**  
**Academic Year 2014-2015**  
**Due November 6, 2015**

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Accreditation recommendations to the College and year of recommendation	Actions taken by the college to address recommendations	Improvement results
<p>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.</p> <p>1. The evaluation committee recommended that CPTC develop and update policies and procedures (Standard 2.A and 2.F).</p>	<p>Senior administrators developed a more systematic approach to charting, outlining, and scheduling policies for review, and addition to a college-wide review process. Additionally, there have been college conversations as to the merit and viability of hiring either an internal or external consultant to assist with policy development, management, and procedure review.</p> <p>As a part of the college’s Phase-II (continuous improvement efforts), the Strategic Development division has taken the lead to ensure the college regularly reviews its policies and procedures. Per NWCCU’s request, this response will be a part of the 2016 Ad Hoc Report.</p>	<p>Clover Park has made considerable gains reviewing and revising college policies and procedures. Between the October 2014 site visit and August 2015, we approved 23 policies, more than tripling our average production in one year.</p>

<p>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).</p>	<p>To assure completion of an external audit within the timeframe specified by the Commission, the College has taken the following steps:</p> <ul style="list-style-type: none"> <li>– An audit of the College’s foundation has been conducted by an outside accounting firm.</li> <li>– An audit of the college’s financial statements by the WA State Auditor’s Office is scheduled to begin mid-November, 2015.</li> <li>– A full-time permanent accountant has been hired to assist the Director of Budget and Finance with current and future accounting processes and audit preparation.</li> </ul>	<p>The college has prepared appropriately for the external audit. Following completion of the audit conducted by the WA State Auditor’s office, CPTC’s Vice President for Finance and Administration will review the statements with College administration. In addition, auditing standards require the auditor to present his or her report to college management and the governing board. This will be accomplished by having the President and our Board Chair attend the audit exit conference, along with our financial managers. During a regular monthly board meeting, CPTC and the Board as a whole will review and consider the financial statements and audit results.</p>
<p>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).</p>	<p>In March of 2015, the College hired an Institutional Research Analyst to bolster our IR staffing, but that same month experienced a vacancy in the director position. A change of staff continues to affect our ability to efficiently collect and analyze data. In an effort to improve, the College set aside one-time funding intended to support our IR efforts through a software solution purchase and further development. A new Executive Director of Institutional Effectiveness was hired in the fall of 2015, with added responsibility for assessment. Faculty at CPTC continue to use the TaskStream (an assessment management system) to assess student achievement of program outcomes.</p>	<p>Assessment at the course, program, and institutional levels remains a priority for CPTC. Faculty review student learning of program outcomes on an annual basis. In summer 2015, a process for assessing institutional planning results was initiated. 2015-16 is the first year of process implementation, and assessment will occur at designated times during the year.</p> <p>This recommendation will be reported on in the 2016 Ad Hoc Report, as requested by NWCCU.</p>

<p>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).</p>	<p>The College has made great strides since the NWCCU site visit in October 2014. Here are some highlights:</p> <ul style="list-style-type: none"> <li>– December 2014 - Cabinet bylaws finalized to formalize roles, responsibilities, and decision authority.</li> <li>– February 2015 – A College Budget Committee comprised representative members was formalized.</li> <li>– April 2015 – The Strategic Planning Committee formalized a tracking system for our college’s Strategic Plan.</li> <li>– May 2015 - College Assembly bylaws were finalized.</li> </ul>	<p>The second annual All Shared Governance meeting was held in August 2015 to receive feedback on our pilot model and discuss continual improvement to the system. During that meeting the Shared Governance model for CPTC was ratified through consensus and is now our formal framework to provide opportunities for input at CPTC.</p>
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