SBCTC Logo color

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

**Annual Update for WSQA**

**Academic Year 2016-2017**

College Name: Clover Park Technical College

Contact Person: Tawny M. Dotson

Contact Phone: 253-589-6048

Contact email: tawny.dotson@cptc.edu

|  |  |  |
| --- | --- | --- |
| **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). | CPTC continued with its newly established college-wide policy and procedure review process. The assigned responsibility for maintaining and updating the College policy and procedure process was maintained through the Strategic Development Division.  CPTC submitted the Fall 2016 Ad Hoc Report to address *Recommendation 1* of the Fall 2014 Year Seven Peer Evaluation Report on September 4, 2016. | Since August of 2014 to September 2, 2017, CPTC approved or reviewed 73 out of 126 (57%) of its total policies. Our prior policy review system, eliminated in 2014, averaged just 6.5 policies per year.  The NWCCU Board of Commissioners accepted CPTC’s Fall 2016 Ad Hoc Report and in doing so determined that expectations regarding *Recommendation 1* of the Fall 2014 Year Seven Peer Evaluation Report were met. |

**Name of College: Clover Park Technical College**

|  |  |  |
| --- | --- | --- |
| **Accreditation recommendations to the College and year of recommendation** | **Actions taken by the college to address recommendations** | **Improvement results** |
| 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). | CPTC submitted the Fall 2016 Special Report to address *Recommendation 2* of the Fall 2014 Year Seven Peer Evaluation Report.  The College scheduled their next external audit for February 2017 with the State Auditor’s office. Findings for Fiscal Year 2015 were presented to the College at an exit session on April 7, 2017.  The Board of Trustees reviewed key points from the 2015 Financial Audit Report at the April 12, 2017 Meeting.  The next external audit has been scheduled for January, 2018 with the State Auditor’s Office. | The NWCCU Board of Commissioners accepted CPTC’s Fall 2016 Special Report and determined that expectations regarding *Recommendation 2* of the Fall 2014 Year Seven Peer Evaluation Report were met in its February 15, 2017 response.  The external audit report presented by the auditor to the College on April 7, 2017 had no findings. |
| 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). | Institutional Effectiveness led the development of 13 dashboards associated with indicators of student success to monitor college completions, fall to fall retention rates and job placement rates over quarterly, annual and three year time intervals.  The Dean of Instruction for Academics & Instructional Support and Committee on Learning Assessment created a three-year strategic plan for student learning outcomes and designed learning outcomes for Four Core Abilities. At the spring faculty in-service, all faculty received training, then reviewed their program outcomes to ensure quality, rigor, appropriateness, observability and accessibility.  CPTC submitted the Fall 2016 Ad Hoc Report to address *Recommendation 3* of the Fall 2014 Year Seven Peer Evaluation Report. | Results from the dashboard indicators led to a number of changes including greater monitoring of program statistics, auto awarding of completion credentials and greater outreach to student groups with lower retention rates.  CPTC institutional, courses and program outcome processes were developed to support the College’s mission and core themes so that students could achieve identified course, program and institutional learning outcomes to prepare them for the workforce. These learning outcomes were then cross-walked into a single document to align to each of the College’s technical programs.  The NWCCU Board of Commissioners accepted CPTC’s Fall 2016 Ad Hoc Report and in doing so determined that expectations regarding *Recommendation 3* of the Fall 2014 Year Seven Peer Evaluation Report were met. |
| 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). | * CPTC continued its shared governance continual improvement meetings with leaders at the College. In response to institutional changes, it revisited the College’s Assembly voice and purpose. | The College Assembly expanded its membership to include representatives from all represented union categories. Effective October 1, 2017, meeting times were changed to the first and third Tuesday of the month.  This recommendation was reported on in our 2015 Ad Hoc Report, as requested by NWCCU. The Commission determined CPTC had met their expectations on February 17, 2016. |