



Northwest Commission on College and University (NWCCU)
Annual Update for WSQA
Academic Year 2015-2016
Due November 15, 2016

College Name: Grays Harbor College

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Accreditation recommendations to the College and year of recommendation	Actions taken by the college to address recommendations	Improvement results
Grays Harbor College is addressing four recommendations from its Year Three Resources and Capacity Accreditation Peer Evaluation submitted in the spring of 2014. The Year Three Self Evaluation Report along with the Commendations and Recommendations that resulted can be found on the Grays Harbor Accreditation Web Page .		
Recommendation 1		
The evaluation committee recommends that Grays Harbor College continue to build and develop the process of mission fulfillment with the well-crafted Mission Fulfillment Snapshot as a tool to share with stakeholders and to build an overall system of monitoring improvement of	Grays Harbor College has reorganized its Strategic Planning structure to provide more monitoring and accountability around its Mission Fulfillment Snapshot (Scorecard). A Strategic Planning Committee (SPC) has been formed, replacing both the Accreditation and Planning Committees. The SPC monitors Core	The newly restructured organization around Strategic Planning and Mission Fulfillment has already produced results. First, the changes have led to robust conversations about strategic planning and institutional effectiveness at the Executive Team, Exempt Team, and at Faculty Meetings. Communication about the Strategic

<p>the College’s progress moving forward (Standard 1.B.2).</p>	<p>Theme Achievement and will work with the College’s four Core Theme Teams to ensure that the Core Theme Objectives and Indicators in the Mission Fulfillment Snapshot are rigorous, meaningful and that they measure the intended outcomes. The Core Theme Teams (CTT) have replaced the Optimization Action Teams from the last planning cycle. Each CTT is charged with ensuring and demonstrating that GHC fulfills its mission in regard to their specific core theme area by gathering analyzing and using the results of meaningful measurement indicators for assessment and improvement.</p>	<p>Planning Process and all of its components is helping the college to work toward a broader understanding of Mission Fulfillment. Second, the College has identified the need for multiple indices to replace a heavy reliance on Student Achievement Indicators in the Mission Fulfillment Snapshot (Scorecard). This has led instruction to prepare information from their program review and student learning outcomes data for inclusion into the Strategic Planning Process. Finally, the College is revising its budget development process to tie resource allocation to mission fulfillment and ensure that strategic priorities get funded.</p>
<p>Recommendation 2</p>		
<p>The evaluation committee recommends that GHC adopt and publish a policy regarding the safe use, storage, and disposal of hazardous and toxic materials (Standard 2.G.2).</p>	<p>Operational Policy 525 “Management and Disposal of Hazardous Wastes” was adopted by the Grays Harbor College Board of Trustees on 9/16/14 and is posted on the college’s website.</p> <p>In addition to the Operational Policy, the College has adopted and posted Administrative Procedures 525.01 “Hazardous Waste Materials Information and Training”, 525.02 “Spill Response”, and 525.03 “Hazardous Waste Disposal”. Operational Policies and Administrative Procedures can be found on the Grays Harbor College Operational Policies and Administrative Procedures web page.</p>	<p>In a letter dated February 4, 2015, The Commission accepted The College’s report addressing this recommendation. They indicated that: “expectations have been met and the College is now substantially in compliance with Commission criteria for accreditation.”</p>

Recommendation 3

It is recommended that Grays Harbor College develop a robust system for the collection and analysis of appropriately defined data to fully inform the planning and evaluation process for the institution, its programs and services, as well as core theme objectives and mission fulfillment and that it develop feedback mechanisms that more systematically use assessment data to improve practices and make changes to programs and services in support of mission fulfillment (Standard 3.A.3, 4.B.1).

A number of systematic assessment efforts implemented and/or updated over the past year are producing data to enhance the college's existing information around student learning and student success. The evidence being collected will provide the foundation to support a more robust system of measurement for the Mission Fulfillment Scorecard and further enhance the Strategic Planning Process discussed in Recommendation 1 above.

Changes made in the past year include:

- Updates to Instructional Program Review to include a more robust system of measures and a more frequent reporting schedule. The measures and data identified for this were a collaborative effort between the College's Instructional Team and the Institutional Effectives, Research and Planning Office.
- A revised process for Course and Program-Level Student Learning Outcomes Assessment developed by the Faculty.
- Implementation of Non-Academic Program Assessment (NAPA) for all administrative and student support areas.
- Renewed commitment to administering the Community College Survey of Student Engagement that includes the addition of the faculty component, the Community College Faculty Survey of Student Engagement (CCFSE).

Grays Harbor College has recognized and taken steps to move toward multiple indices for measuring the Mission Fulfillment Snapshot (Scorecard). The Core Theme Teams discussed above will use the results of the systematic assessment efforts to diversify Core Theme Indicators and better measure mission fulfillment.

Additionally, there has been a broadening of involvement of the campus community in the collection, analysis and use of data at all levels. Efforts to focus on Mission Fulfillment in shared governance and decision-making contexts are helping employees to recognize and understand their role in measuring and achieving Mission Fulfillment. For example, the Exempt Team has committed to focusing their monthly meetings on Core Theme achievements and the Board of Trustees is now structuring their agenda items to address the Core Themes.

Recommendation 4

It is recommended that for each year of operation, the College undergo an external financial audit and that the results from such audits, including findings and management letter recommendations, be considered in a timely, appropriate and comprehensive manner by the Board of Trustees (Eligibility Requirement 19 and Standard 2.F.7).

On June 21, 2016 Grays Harbor College received its Financial Statements Audit Report for Fiscal Year 2014 from the Washington State Auditor's Office, completing the Fiscal Year 2014 audit process within two fiscal years of the year being audited. State Auditors presented the Financial Statements Audit Report to Grays Harbor College in a meeting where the College President, the Board of Trustees Chair, and the Vice President of Administrative Services were all present. At the June 27, 2016 meeting of the Grays Harbor College Board of Trustees (governing board), the Board reviewed the College's 2014 Financial Statements and the Financial Statements Audit Report with the Vice President of Administrative Services, the President and members of the Executive Team.

While Grays Harbor College received a clean audit with no findings for Fiscal Year 2014 from the State Auditor's Office within two fiscal years of the year-end close, the 2014 Audit was not completed prior to the College submitting its required ad-hoc report to the Northwest Commission on Colleges and Universities in February of 2016. As a result of this timing issue, Grays Harbor College was placed on Probation and required to submit a Special Report by October 1, 2016 to again address this recommendation. The College submitted this Special Report in late August, including a Financial Statement Audit Report, the Grays Harbor College Fiscal Year 2014 Financial

Completion of the Fiscal Year 2014 audit puts the college on track to begin its Fiscal Year 2015 Audit in November of 2016 and to receive timely annual fiscal audits in the future. Additionally, the College has added an additional staff member to the Business Office, a full-time exempt Financial Reporting position, to ensure the necessary capacity to prepare for future audits. The College Administration and its Board of Trustees value the work of the independent audit process and understand the importance of completing the audit process in a timely manner.

	Report and Meeting Minutes from the Board of Trustees detailing their discussion of the audit. It is not expected that the College will hear about the outcome of this report until after the Commissioners meet in January of 2017.	
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New Programs Approved 2015-2016:

- None

Programs Discontinued 2015-2016:

- None

Substantive Changes 2015-2016:

- Approved Bachelor of Applied Science Degree in Organizational Management (BASOM) – December 2015
- Approved Bachelor of Applied Science Degree in Forestry Resource Management (BAS-FRM) – February 2016
- Approved Bachelor of Applied Science Degree in Teacher Education (BAS-TE) – September 2016