



Northwest Commission on College and University (NWCCU)
Annual Update for WSQA
Academic Year 2017-2018
Due October 31, 2018

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Accreditation recommendations to the College and year of recommendation	Actions taken by the college to address recommendations	Improvement results
<p>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.</p>		
<p>Recommendation 1</p>		
<p>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 the College’s progress moving forward (Standard 1.B.2).</p>	<p>Since its Year-Three Report and virtual visit, Grays Harbor College has revised both the evaluation tools used to monitor mission fulfillment/core-theme achievement and the process it relies on to ensure accountability of this work.</p> <p>Since 2011, Grays Harbor College has had a snapshot for measuring mission-fulfillment, a tool known as the College Scorecard. Over the last several years, as the college has sought to</p>	<p>The results of the data derived from the new and revised indicators has informed the projects identified for improvement by the core theme teams in their 2017–18 strategic action plans.</p> <p>Engagement among faculty and staff with the core-theme and topic-specific groups has increased since the strategic planning committee was charged. Leadership from the executive team and other strategic plan sub-committee</p>

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	<p>more systematically impact the core-theme objectives and indicators, it has become apparent that a more diverse set of indicators and supporting data were needed to measure mission fulfillment and inform the actions of the core theme teams. In 2017–18, the core theme leads, and their teams, identified some additions and changes to the core-theme objectives and indicators to help better define and monitor mission fulfillment. At the same time, each of the core-theme teams also identified additional data it needed to break down the factors affecting achievement of the targets.</p> <p>The implementation in 2016 of a pan-institutional strategic planning committee marked a significant shift in the college’s approach to implementing and monitoring core-theme achievement. Since its formation, the strategic planning committee has developed a number of mechanisms and tools to help strategic planning subgroup leads (core theme and topic specific) track and ensure progress toward the core-theme objectives and indicators outlined in the college’s scorecard.</p>	<p>leads has broadened the efforts around strategic planning. In particular, there are now multiple faculty dedicated to working on each of the four core themes.</p> <p>Documentation and communication of strategic processes, activities, and results has also increased as part of this change.</p> <p>Information from the strategic action plans is used to formalize annual strategic priorities for the year and these priorities are part of the executive team’s budget process. The strategic planning committee reports out to the college in a quarterly report, keeping the college informed on the work of the core-theme teams and topic-specific groups. Quarterly reports are sent via e-mail and posted to the college’s intranet.</p> <p>Another tool GHC has developed is the Mission Fulfillment Report and Dashboard. Using the definition of mission fulfillment, the report and dashboard allow the college stakeholders to understand where GHC is in meeting its mission, both for the college as a whole and by core theme. The strategic planning committee mailed the Spring 2018 Mission Fulfillment report out to the entire campus and shared it with the Board of Trustees at their annual retreat in August of 2018.</p>
Recommendation 2		

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<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> <p>Hazardous materials are disposed of annually using licensed contractors, most recently in April 2018.</p> <p>As part of continual process improvement, starting in July of 2018 Grays Harbor College Campus Operations contracted with Vivid Learning Systems for ongoing computer based training. Topics include, but are not limited to: Laboratory Safety; Oil Spill Control, Prevention, and Countermeasure; Hazardous Waste Management; and Environmental Management Fundamentals. The Vivid LMS will also be used to track our annual requirement for all staff to review Policy 525 and related procedures.</p>
<p>Recommendation 3</p>		
<p>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</p>	<p>Since the Year 3 Report in 2014, Grays Harbor College has taken steps to ensure that meaningful data is available to the campus, that the data leads to solid information, and that this information gets used to inform decisions that lead to core-theme achievement at the strategic and operational levels.</p>	<p>One of the major results of the investment in Institutional Effectiveness is an increased capacity for accessing meaningful data and turning that data into information for decision making. Increased collaboration between IERP and Information Technology has allowed for development of technology-related tools such as a SQL-based data warehouse and use of SQL</p>

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<p>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).</p>	<p>With additional research capacity and collaboration between the data custodians' committee and the college community in place, there is increased ability to support assessment activities and evidence-based decision-making. While some individuals and areas have long used data to improve practice, recent processes implemented by the college have increased this activity.</p> <p>Movement toward a data-informed culture of continuous improvement has been as much about education as it has been about action. Helping employees to see the connection between their work and core-theme achievement is an ongoing effort at GHC reinforced at all major institutional events. For example, the subject of the spring 2018 All-College Day was "Making Assessment, Strategic Planning and Accreditation Inclusive AND Useful!" GHC brought in Charlie Blaich (director) and Kathy Wise (associate director) from the Center of Inquiry at Wabash College to facilitate a college-wide discussion of the impact everyone who works at the college has on mission fulfillment.</p>	<p>Server Reporting Services (SSRS) and Tableau to share user-friendly data tools with the campus community via the college intranet.</p> <p>For example, college employees can access weekly enrollment reports via the Enrollment Reporting HUB. Data from the Core Theme Scorecard are also online and available for the entire campus to access. Tableau Dashboards allow faculty and staff to slice and dice data around things such as the college's Community College Survey of Student Engagement Data. Faculty and instructional administrators have access to their own Instructional Report HUB, which provides actionable information for class scheduling, program review, and outcomes assessment, along with reports such as class completion rates.</p> <p>More broadly, both academic and non-academic programs are now engaged in annual program review processes to assess and improve their work.</p>
<p>Recommendation 4</p>		
<p>It is recommended that for each year of operation, the College undergo an external financial audit and that the</p>	<p>Washington community and technical colleges historically have been included in the State of Washington's financial statements. Around the</p>	<p>The college is currently—and expects to remain—in compliance with the Commission's recently clarified policy requiring audits be</p>

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<p>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).</p>	<p>time of Grays Harbor College's Year-Three Report in 2014, several Washington State Community Colleges, including Grays Harbor, were informed that this approach was not adequate to meet NWCCU requirements.</p> <p>As such, the college made arrangement, beginning with its fiscal year 2014 audit to contracts with the Washington State Auditor's Office (SAO) for its own audit services. Unfortunately, getting on the SAO's schedule, preparing the requisite reports, and setting up regular place on the SOA's schedule for annual audits took longer than expected.</p> <p>In April 2017, Grays Harbor College submitted to NWCCU its fiscal year 2015 audit. Since that time, Grays Harbor College has completed its fiscal year 2016 and fiscal year 2017 audits and submitted both of these documents to NWCCU in March 2018.</p>	<p>completed within nine months of the fiscal year closing. The college administration and its Board of Trustees value the work of the independent audit process and understand the importance of completing it in a timely manner.</p>

New Programs Approved 2017-2018:

- Associate of Applied Science Degree in Medical Assistant – Approved July 2017
- Associate of Applied Science Degree in Early Childhood Education – Approved April 2018

Programs Discontinued 2017-2018:

- None

Substantive Changes 2017-2018

- Associate in Technology – Diesel Technology – September 2017
- Associate Degree Program in Nursing Direct Transfer Agreement/ Major Related Program – October 2017
- Associate in Technology Degree in Welding (Construction Welding) – June 2018
- Certificate of Achievement in Log Truck Driving – June 2018