

Year Seven Self-Study

All-Staff Accreditation Meeting

May 7, 2015

Accreditation Timeline

April 2015 - April 2017

DATE	STANDARD ONE and TWO DATA COLLECTION		DRAFT YEAR SEVEN REPORT, ELIGIBILITY REQUIREMENTS, YEAR 3 REPORT RECOMMENDATIONS						FINALIZE REPORT					SITE VISIT	
	April-May 2015	April - July 2015	June-September 2015	June-September 2015	June-September 2015	Sept-December 2015	Sept-December 2015	Sept-December 2015	Sept-December 2015	March 2016	June to Sept. 2016	Oct- Dec. 2016	Jan 2017	Feb 2017	March 2017
ACTION	<p>Complete Core Theme Worksheet</p> <p>1. Identification of SPA to: - Collect, analyze and report indicator attainment</p> <p>2. Identify Mission Critical Activities to inform: - 3 year budgeting process. - allocation of resources and work plans</p> <p>Train SPAs and have SPA begin to submit data on indicators</p>	<p>Complete list of exhibits</p> <p>Creation of complete NWIC policy master list</p> <p>- Merge accreditation policy exhibit list and NWIC policy list (meet with Justin and Linda)</p> <p>Describe 3 year budget process</p>	<p>Standard 3A</p> <p>Complete Institutional Comprehensive plan</p> <p>- Create narrative description of Comprehensive plan</p> <p>- Including timeline</p> <p>Draft response to year three report recommendations 1 and 2</p>	<p>Standard 3B</p> <p>Complete Core Theme plan</p> <p>- Create mechanism to collect and report CT data (continuation of standard 1 worksheet)</p> <p>- NWIC report card</p> <p>- Create mechanism to assess CT indicator attainment</p> <p>- Create narrative description of CT plan for SPAs</p>	<p>Standard 3A</p> <p>Complete Emergency recovery plan</p> <p>- Recommend chief financial officer join Emergency preparedness and contingency planning process as applicable</p> <p>- Identify SPA to Create Emergency preparedness contingency plan</p> <p>- Train employees on contingency plan</p> <p>- Include recovery of operations plan</p>	<p>Standard 4</p> <p>Assessment of NWIC programs and services</p> <p>- Create program purpose, goals and or outcomes identification template</p> <p>- Reference NWIC effectiveness and evaluation plan</p> <p>- Leadership team discussion</p> <p>- Use assessment plan 14 steps as template for all programs</p> <p>- Identify data collection, analysis and reporting mechanism</p>	<p>Standard 4</p> <p>Assessment of student learning outcomes</p> <p>- Reference assessment plan</p> <p>- Student success report</p> <p>- Utilize technology including online databases</p>	<p>Standard 5</p> <p>Create mechanism for completing cycle of continuous improvement</p> <p>- Create a SMARTER process to assess outcome achievement at the institutional/core theme, program and service, and student learning levels</p> <p>- Revision to narrative standard 1 and 2</p>	<p>Standard 5B</p> <p>SWOT analysis</p> <p>-Align strategic planning process with evaluation of using core themes to attain mission fulfillment</p> <p>- Institutional data</p> <p>- Patterns and trends</p> <p>- Demographics</p> <p>- Community needs survey</p> <p>- CCSE</p>	<p>Year 7, Core Theme Team Work, data and plan status updates</p> <p>- status of indicator and workplan data collection</p> <p>-status of implementing changes based on data collected</p> <p>-Draft of final report</p>	<p>report subsections compiled and edited into appropriate format.</p> <p>Draft version of entire yr 7 report compiled into appropriate format</p> <p>Compile appendices</p> <p>Complete Basic Institutional Data Form</p> <p>include any other necessary sections of report</p>	<p>Final Edit of entire report following NWCCU yr 7 report guidelines</p> <p>Finalize appendices</p> <p>begin to post appendices and other evidence online</p> <p>Final Word and pdf Report and appendices</p>	<p>"Mock" Accreditation visit - All Staff</p> <p>-identify evaluators</p> <p>-articulate process</p> <p>Convene site visit planning committee to begin planning for visit by peer-evaluation team</p>	<p>Submit Year Seven Report To NWCCU (print and electronic)</p> <p>Post online with all evidence</p>	<p>Site-Visit planning committee oversees visit/evidence and meeting room</p> <p>Site visit completed and all responses to NWCCU completed</p> <p>Celebration post site-visit (April 2017)</p>
PRODUCT	<p>Completed worksheets from each core theme team</p> <p>Indicator data reporting tool developed and implemented</p> <p>SPA indicator collection and reporting training</p> <p>Final mission-critical activities list sent to core theme team</p>	<p>Master Policy List, Updated Policy Calendar</p>	<p>Comprehensive Plan Finalized & timeline</p>	<p>Core Theme Plan</p>	<p>Emergency Preparedness Plan</p>	<p>Assessment Report</p>	<p>Assessment Report, SSR report</p>	<p>Narrative report for standard 5A</p> <p>Standard 1 and 2 narrative updated report draft</p>	<p>SWOT analysis, community needs survey results</p>	<p>Draft report of core theme indicator and workplan data</p> <p>Gap analysis report- which indicators do not have adequate data, which mission-critical activities have not been incorporated in workplans and reported upon</p>	<p>Review draft of entire final report</p>	<p>Final Word and pdf Report and appendices</p>	<p>Mock visit held and feedback presented to steering committee/president</p>	<p>Photocopied and bound report and appendices in print form. Electronic pdf</p>	<p>Site visit completed and all responses to NWCCU completed</p> <p>Celebration post site-visit (April 2017)</p>

Accreditation Timeline

Data and Exhibits - Spring and Summer 2015

Data Collection - April and May 2015

Complete Core Theme Worksheets

1. Identification of individuals (SPAs) who collect, analyze and report on indicator attainment
2. Identify Mission Critical Activities (MCAs) to inform 3 year budgeting process, allocation of resources, and departmental and program work plans

Train key individuals (SPAs) on how to submit data on indicators

Exhibits - May through July 2015

Complete list of exhibits and coordinate with policy initiative

Accreditation Timeline

Standards 3, 4, and 5

Recommendations 1 and 2 from Year three report

Standard 3

- Complete Institutional Comprehensive plan
- Complete Core Theme plan – includes: NWIC report card, core theme indicator measurements, narrative for core theme plan
- Draft response to year three report recommendations 1 and 2
- Address Emergency Recovery Plan

Standard 4

- Assess NWIC programs and services
- Assess student learning outcomes

Standard 5

- Complete cycle of continuous – Report on mission-fulfillment
- Sustainability – Perform SWOT analysis and prepare for next strategic plan

Revise Narrative for Standard 1 and 2

Accreditation Timeline

Finalize Report and Site visit

March 2016 - Indicator data and mission-critical activities gap analysis

June-Sept. 2016 - compile all subsections of final report

October - December 2016 - Final edits to report

January 2017 - Mock Accreditation visit

February 2017 - Submit final year seven report to NWCCU

March 2017 - On-site peer-evaluation visit

April 2017 - Celebration

Accreditation Worksheets

Example

Core Theme Four						
G.O.I	Indicator	Minimum Threshold	Who	Frequency	SPA-Analysis/Report	Mission-Critical Activities
Goal Objective Indicator	A brief description of the particular indicator	A brief description of the threshold for this indicator	Who will be collecting the necessary data	How often data is collected	Who will analyze the data and report it for the year seven report	Activities that are essential to achieving the objective
Goal 9: NWIC promotes healthy living and nutrition, leadership, and financial security						
Objective 1: NWIC provides professional development, community education classes, and workshops in support of tribal community training needs						
9.1.1	Number of professional development and Community education classes and workshops offered each year	Increase overall by 10% to 199 per year. Baseline: 181 in AY2011	Coop Extension – Edna R Financial Lit. classes –Ruth S Cult Arts, plants & others – Indigenous Service Learning – Ane B Center for Health – Colleen B. Student Activities – Talia L. Extended Sites – Angel J and site managers Quarterly email by SPA to all staff to identify any other workshops/activities	Collected and submitted by classes/workshop facilitators for each event into centralized database Collated by SPA quarterly and reported annually	Community Outreach Program Coordinator (Tami C)	A)Develop, Implement, and assess a community education plan that includes: i) planning and delivery of activities/classes/workshops in all appropriate departments ii) coordination and training across programs to ensuring all possible CEUs collected iii) creation and publication of a master schedule of all community education activities offered quarterly iv) creation, dissemination, and regular updating of a centralized list of qualified and approved CEU providers
9.1.2	Number of enrollments each year in professional development and community education classes and workshops	Increase overall by 10% to 2996 per year (duplicated headcount) Baseline: 2,724 in AY2011	Same as for 9.1.1	Collected quarterly and reported annually	Community Outreach Program Coordinator	
9.1.3	Number of Continuing Education Units (CEUs) completed each year by participants	Increase overall by 10% to 3,950. Baseline: 3,590 in AY2011	SPA contacts Registrar quarterly for CEU data, run appropriate infomaker and other data reports	Collected quarterly and reported annually	Community Outreach Program Coordinator	

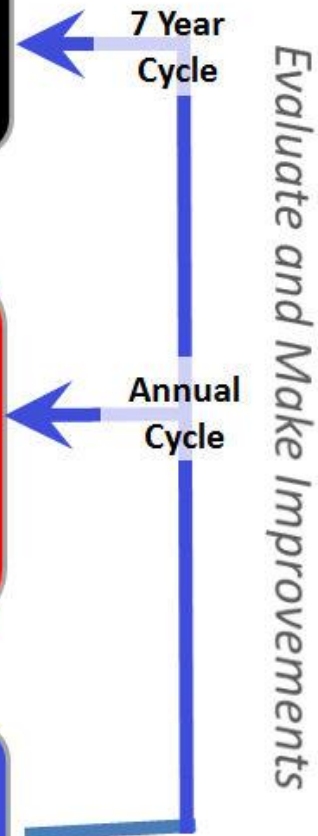
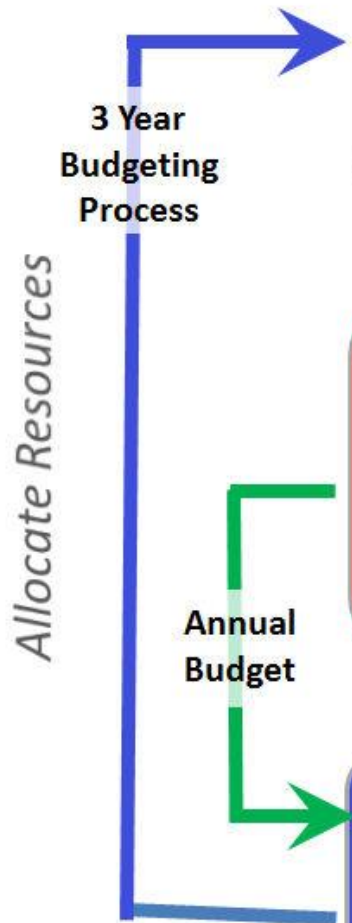
NWIC COMPREHENSIVE PLANNING PROCESS

The Vision of the Ancestors

Mission, Strategic Plan
Core Theme Goals and Objectives

Program and Departmental Plans
Assessment, Land Grant, Teaching and Learning,
Emergency Preparedness Plans, etc.
Departmental Workplans
Connect to Strategic Plan Objectives and Mission-Critical Activities

Implement Plans and Activities
Collect Data



Institutional and Program Work Plans

CURRENT PLANS		
Institutional Plans (Institution-wide)	Departmental Plans (Includes collaboration with more than one program)	Program Plans (Individual programs)
Master Plan	4-Year Academic Plan	Grant Projects
3-Year Budget Plan	Land-Grant Plan (Wellness and Research Policy)	4-Year program implementation plans
Core Theme Objectives	Title III Capacity Building grants	Student Executive Board goals
Assessment Plan	Committee Goals	Academic Program Plans
	First Year Experience	Non-Academic Program Plans, e.g. BFET; Tutor Center; Recruitment; Advising; Enrollment Management; Financial Aid
	Distance Learning Plan	Program Assessment Plans
	Retention Plan	Curriculum Plan
	Achieving the Dream-sustainability	NICMERE
	Teaching and Learning	

Institutional and Program Work Plans

PLANS THAT NEED TO BE DEVELOPED OR STRENGTHENED		
Institutional	Departmental	Program
Emergency Preparedness (be sure to include extended campuses in the plan)	Technology Plan (replacement and/or updating of hardware, software, ...)	Work Force Education Strategic Plan
Financial Management Plan (Financial Philosophy; reliance on grant funding)	Extended Campus Plans (include appropriate 4-year programs)	Students with Disabilities
Professional Development plan include Growing Our Own strategies	Academic Plan-include course sequencing and sufficient frequency to for on-time program completion; increase access to online hybrid modality for other programs	Career Advising
Master Plan include adequate office and classroom facilities at extended campuses; all facilities have access for individuals with disabilities	Indigenous Service Learning	Job Placement
MOU (process, guidelines, and implementation)	Cooperative Extension	Transfer Advising (transfers into NWIC 4-year programs; transfers to graduate programs)
Website Development and maintenance	Coast Salish Institute	Retention Plan include data collection on non-returning students
	Center for Health	Financial Aid workplan-expand scholarship opportunities
		Continuing Education (CEU)
		Human Resources-include employee orientation and support
		Two-Year Academic Program plans
		Food Service-cafeteria
	Any department that does not currently have a plan	Any program that does not have a plan

Institutional and Program Work Plans

Work Plan Template

Department/Program/Position Name: _____

Program Purpose: _____

Strategic Plan Goal: _____

Objective 1: _____

MCA Number	ACTIVITIES	RESOURCES	OUTPUTS	EVALUATION/DATA	Timeline
<i>Leave blank if activity is not a MCA e.g., 3.1.A</i>	<i>Name the essential activities to reach your program objective</i>	<i>Resources dedicated to the implementation of activities</i>	<i>Describe what will be achieved as a result of the activity</i>	<i>Evidence of objective attainment and frequency of review</i>	<i>This is the timeline or deadline of the activity</i>
	1.				
	2.				
	3.				

Objectives 2, 3, ...

Complete a table for each objective in the work plan

Next Steps in the Accreditation Process

Developing work plans for AY 2016

- Articulation of departmental and program purpose statements
- Articulation of work plan objectives

Core theme team activities

- Standard 3 – core theme planning

SPA Training

Link to core theme indicator data collector:

<https://www.surveymonkey.com/s/7B9SFT9>