

Exhibits Required in Standards

Standard	Description	SPA (Who develops or updates- person or committee)	Status (exists, Needs to be Updated, Needs to be developed)	Date of Review or Approval (MM/DD/YYYY)	Priority (1, 2, 3)	Deadline (When it goes to board, By Quarter, Ex: Fall 2015)	Review Completed (Y or N)	Comments
2.A.1	Institutional governance policies	C Davis	Needs to be developed		1	Spring 2016	N	Could not locate a policy
2.A.2	System governance policies	N/A	N/A	N/A	N/A	N/A	N/A	Does not apply to NWIC
2.A.4	Mutiple board governing policies	N/A	N/A	N/A	N/A	N/A	N/A	Does not apply to NWIC
2.A.6	Board's calendar for reviewing institutional policies and their own policies	L Schnell	Being Developed		1	Fall 2015	N	BOT september review
2.A.8	Examples of board's review of its own performance	C Davis						
2.A.9	Resumes of administrators	C Davis						
2.A.10	Resume of president	C Davis						
2.A.11	Leadership organizational chart	C Davis						
2.A.12	Policies related to teaching, scholarship, service, and artistic creation	B Portervint	Needs to be developed	N/A	1	Spring 2016	N	Part of Faculty Handbook although not specifically addressed
2.A.13	Policies related to the use of library and information resources	V Retasket	Exists	2014	3	Completed	Y	Policy binder only includes 2007 copy
2.A.14	Transfer of credit policies	V Retasket	Exists	2006	2	Winter 2016	Y	No official approval date listed. Should be put in the new policy template.
2.A.15	Student rights and responsibilities policies which include academic honesty, appeals, greivances, and accommodations for persons with disabilities.	V Retasket	Exists	3/9/2015	0	Completed	Y	Board approved
2.A.16	Admission and placement policies. Policies related to continuation and termination from educational programs including appeal process and readmission policy	V Retasket	Exists	N/A	3	Fall 2015	N	This policy exists in catalog. Should be put in new template.
2.A.17	Policies that state relationship of institution to co-curricular activites including the role and responsibilities of students for those activities including student publications and media	C Rave	Exists (Partial)	2013-2014 most recent	2	Winter 2016	N	Partial policy exists in student handbook. We indicated a travel policy for students but we do not have a student publication or media policy.
2.A.18	Human resources policies and procedures	L Schnell	Exists	2007	3	Fall 2015	Y	Contained in the Personnel Policies Manual.
2.A.19	Policies and procedures that apprise employees of working conditions, rights, and responsibilities, evaluation, retention, promotion, and termination	L Schnell	Exists	2007	3	Fall 2015	Y	Contained in the Personnel Policies Manual.
2.A.20	Policy/procedures ensuring security and confidentiality of human resource records	L Schnell	Exists	2007	3	Fall 2015	Y	Contained in the Personnel Policies Manual.
2.A.21	Policy reviewing publications that assures integrity	S Kinley	Needs to be developed	N/A	1	Spring 2016	N	
2.A.22	Policies related to internal and external complaints and grievances	L Schnell	Exists	2007	2	Winter 2016	Y	The grievacne policy is found within the perosnnel polciy manual but doesn't address outside grievances
2.A.23	Policies prohibiting confict of interest of employees and board members, ensures educational autonomy, and provides notice if the institution requires constituents to conform to a specific code of conduct	L Schnell	Exists	2007	2	Winter 2016	Y	Contained in the Personnel Policies Manual. But does not mention the board of trustees.
2.A.24	Policies with respect to ownership, copyright, control, compensation, and revenue derived from the creation and production of intellectual property	B Portervint	Needs to be developed	N/A	1	Spring 2016	N	Copyright on p.21 of catalog - put in template, rest does not exist relates to academic freedom policy
2.A.26	Policies related to contractual agreements with external entities	C Davis	Personal services contract exists	N/A	2	Winter 2016	N	We have not entered into such aggreements in the past - do we need this policy? Board should approve the personal services contract that we do have in place.
2.A.27	Academic freedom policies	B Portervint	Exists, put in template	2002?	2	Spring 2016	N	Catalog p22, Fac Handbook - put into template, update?
2.A.29	Policies related to plagiarism by faculty and staff	B Portervint	Needs to be developed	N/A	1	Spring 2016	N	Components for employees (not students) in Code of Conduct

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2.A.30	Policies regarding oversight and management of financial resources including planning, monitoring, of operating and capital budgets, reserves, investments, fundraising, cash management, debt management, transfers and borrowing between funds	S Zawoysky	Exists in finance manual		2	Winter 2016	N	Policies exist in finance manual. When was this last approved?
2.B.1	Procedures for hiring personnel are published	L Schnell	Exist	2007	3	Fall 2015		Contained in the Personnel Policy Manual.
2.B.2	Administrator/staff evaluation policy	L Schnell	Exsits	2007	3	Fall 2015		Contained in the Personnel Policy Manual.
2.B.3	Employee professional development policy	L Schnell	Exists	2007	3	Fall 2015		Contained in the Personnel Policy Manual.
2.B.4	Resumes of all faculty	L Schnell	Unknown					Not mentioned in year 3 report
2.B.5	Faculty workload policy	B Portervint	Exists, outdated	N/A	1	Spring 2016	N	In Faculty Handbook - put in template and update
2.B.6	Faculty evaluation policy	B Portervint	Need to be developed	N/A	1	Spring 2016	N	components articulated as process in Person. Pol. Manual and described in Yr. 3 report but no policy exists
2.C.1	Learning outcomes for all programs	P Cueva	Exists	N/A	3	N/A	Y	Learning outcomes for all programs exist and listed online and in catalog.
2.C.2	Learning outcomes for all courses, programs, and degrees	P Cueva	Needs to be updated	N/A	1	Winter 2016	N	also a recommendation. Some need to be posted, others need to be created. A review needs to occur.
2.C.3	Policies related to the awarding of credit and degrees	V Retasket	Needs to be developed	N/A	1	Winter 2016	N	there is no formal policy established, but there is procedure for awarding and conferring degrees. Year 3 report discusses curricular review process and assessment plan
2.C.4	Admission and graduation requirement for degree programs	V Retasket	Exists	2014	3	Spring 2016	Y	Graduation requirements exist in catalog. Does this need to be put into template?? Admissions does not have program specific admission criteria.
2.C.5	Policy/procedure related to faculty role revision of curriculum, selection of new faculty, and assessing achievement of student learning outcomes	B Portervint	Need to be developed	N/A	1	Spring 2016	N	no policy exists, procedure for faculty in Curriculum Comm. Handbook
2.C.6	Policy/procedure for faculty/library personnel assurance that library and information resources is integrated into learning process	C Rave	Exists	1/28/2014	3	N/A	Y	Library Collections Development Policy.
2.C.7	Policy for approval of experiential learning	B Portervint	Exists, update	N/A	1	Spring 2016	N	In catalog p.20 - put into template
2.C.8	Transfer of credit policy	V Retasket	Exists		3	N/A	Y	Duplicate
2.C.9	Description of general education program	B Portervint						
2.C.10	Learning outcomes for all general education components of baccalaureate and transfer degree programs	B Portervint						
2.C.11	Learning outcoms for all related instructional programs	B Portervint						
2.C.13	Policies related to graduate admission, retention, and transfer of credit	V Retasket	N/A	N/A	N/A	N/A	N/A	N/A
2.C.14	Policies for internships, field experiences, clinical practices, and experiential learning	N/A	No need to develop	N/A	N/A	N/A	N/A	In accreditation standards only for graduate program - no need to address
2.C.15	Program descriptions for graduate programs that prepare students for research, professional practice, scholarship or artistic creation	N/A	N/A	N/A	N/A	N/A	N/A	Does not apply to NWIC
2.C.16	Description of credit and non-credit continuing education programs	S Kinley	Needs to be updated	N/A	3	Spring 2016	N	Continuing ed programs listed in catalog but needs updating.
2.C.17	Policy for assuring academic quality of all continuing education programs	S Kinley	Does not exist	N/A	1	Spring 2016	N	Could not locate a policy

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2.C.18	Policy for granting credit for continuing education programs including student learning outcomes	S Kinley	Does not exist	N/A	1	Spring 2016	N	Could not locate a policy
2.C.19	Policy related to keeping records of continuing education programs	S Kinley	Does not exist	N/A	1	Winter 2016	N	Enrollment houses CEU records but no official "policy" appears to exist.
2.D.2	Policy related to safety and security of students including the reporting of crime statistics	V Retasket	Needs to be updated		1	Winter 2016	N	Safety and Security Manual. Is this currently being updated?
2.D.3	Policy for admitting and advising students	V Retasket	Exists (Partial)		1	Spring 2016	N	Advising policy does not exist (admitting students does)
2.D.4	Policy for program elimination	B Portervint	Need to be developed	N/A	1	Spring 2016	N	no policy exists, only info is in catalog disclaimer on P.6
2.D.5	Catalog which provides information regarding mission and core themes, entrance requirements, grading policy, degree requirements, learning outcomes, course requirements, names of titles of administrators and faculty, code of conduct, costs, refund policies, financial aid, academic calendar	P Cueva	Exists	2015-2017	3	N/A	Y	Recommendation to move some policies into separate areas, needs review.
2.D.6	Publication policy	N Davis	Does not exist	N/A	1	Spring 2016		Currently in development
2.D.7	Policies and procedures regarding secure retention of student records	V Retasket	Needs to be updated	N/A	2	Fall 2015	Y	FERPA guideline in catalog and back up of student management system. Could be developed into "policy"
2.D.8	Financial aid policies	V Retasket	Exists	N/A	3	Fall 2015	Y	Financial aid handbook. Approved?
2.D.10	Description of advising program	V Retasket	Exists	N/A	3	N/A	Y	Not "policy" but description exists in catalog.
2.D.11	Policies and procedures regarding co-curricular activities	B Portervint	Need to be developed	N/A	1	Spring 2016	N	Some description in catalog but not specific, see ISL and Bylaws of SEB
2.D.12	Policies regarding auxiliary services	V Retasket	Needs to be updated	N/A	2	Spring 2016	Y	Housing Handbook exists (board approved?) Bookstore policies/guidelines? Food Services? ELC has established policies/procedures
2.D.13	Intercollegiate athletic policies	V Retasket	Needs to be developed	N/A	3	Spring 2016	N	Athletics has description of program but could not locate "policy"
2.D.14	Policy for assuring identity verification for distance education	B Portervint	Need to be developed	N/A	1	Spring 2016	N	Does not exist - FERPA identity verification described on page 18 of catalog
2.E.1	Library access policy	V McBeth	Exists	2007	3	Fall 2015	Y	Contained in the Personnel Policy Manual
2.E.2	Library data collection procedure/policy	V McBeth	Does not exist		1	Spring 2016		Valerie needs further explanation/definiton
2.E.3	Library instructional policy	C Rave	Needs to be developed	N/A	1	Spring 2016		Does this exist in the library policy manual? Need to review
2.E.4	Library self-evaluation policy	C Rave	Needs to be developed	N/A	2	Winter 2016		Library has a procedure and practice established but need to develop a policy
2.F.3	Policy, guidelines, and procedures for finacial planning and budget development	S Zawoysky	Exists		3	Fall 2015		Policy regarding institutional budgeting exists in financial manual. May need updating?
2.F.4	Description of internal financial controls	S Zawoysky						
2.F.5	Capital budget policy	S Zawoysky	Needs to be developed		1	Spring		Captail campaign - is there a policy? Perhaps this is located in the financial manual or foundation board manual.

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2.F.6	General operations/auxiliary operations budget policy	S Zawoysky	N/A					auxiliary operations do not "exist" at the college but the plan is to have the bookstore, ELC, and RLC become self-supporting enterprises. Do we need to look at this?
2.F.7	Latest example of external financial audit including management letter	S Zawoysky						
2.F.8	Agreement between institution and foundation	G Masten	Unknown					
2.G.2	Policies for the use, storage, and disposal of hazardous waste	D Oreiro	exists		3	Fall 2015		Hazardous waste and toxic material policy exists. May need to be updated/placed in template.
2.G.3	Master Plan	D Oreiro						
2.G.4	Equipment replacement policy	M James	Needs to be developed		1	Spring 2016		
2.G.6	Instructional technology training and use policy	S Ellsworth	Needs to be updated		2	Winter 2016	Y	NWIC 5-Year DL plan to be revised to include 2.G.6
2.G.7	Technology plan	S Ellsworth	Needs to be updated developed		2		N	**Within the Online course development handbook, tech prep should be added
2.G.8	Technology replacement plan	M James	Needs to be developed		2			
3.A.1	Strategic Plan	Exec Team	Exists	11.17.10	1		N	2018-2024 Strategic Plan planning underway
3.A.5	Emergency preparedness plan	D Oreiro						
4.A.1	Assessment Plan	C Bland	Exists	10.24.2012			Y	Assessment Plan
4.A.5	Policy for reviewing assessment plan	C Bland	Needs to be developed		1	Spring 2016		
4.B.2	Feedback process for informing institution of assessment results especially its assessment of student learning to inform academic planning and practices	C Bland	Exists	10.24.2012			Y	Assessment Plan
5.A.1	Description of institutional self assessment process	C Bland	Exists	10.24.2012			Y	Assessment Plan
5.A.2	Determination of mission fulfillment	Exec Team						
5.B.1	Procedure for evaluating adequacy of resources to accomplish mission	Exec Team	Needs to be developed		1	Spring 2016		Was this accomplished through program prioritization?
5.B.2	Procedure for assessing mission fulfillment	Exec Team	Needs to be developed		1	Spring 2016		
5.B.3	SWOT analysis	Exec Team						
	Credit hour policy	B Portervint	Exists	3/12/2014	0	N/A	Y	Board approved, may need to be updated to address hybrid definition
	Record of student complaint policy	V Retasket	Exists	2015	0	N/A	Y	Board approved