Walla Walla Community College

NWCCU Ad Hoc Report

August 28, 2024

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INTRODUCTION

In October 2022, Walla Walla Community College (WWCC) hosted a Northwest Commission for Colleges and Universities (NWCCU) evaluation team related to the Year Seven Self-Evaluation Report, which was submitted to the commission on August 15, 2022. Following the site visit, the commission provided a summary of findings and recommended actions in a letter submitted to the College on February 27, 2023. In response to that letter, WWCC submitted an Ad Hoc Report in response to Recommendation 5: "Complete a comprehensive alignment of policies, procedures, and administrative guidelines that are clearly stated, easily understandable and regularly reviewed (2020 Standard(s) 2.C)" in August 2023. In a letter from NWCCU to WWCC dated March 1, 2024, the commission requested an Ad Hoc Report with a Visit to address Recommendations 2 and 3, "develop and implement a systematic learning outcomes assessment process that involves regular and comprehensive evaluation of identified program learning outcomes and institutional learning outcomes (2020 Standard(s) 1.C.5;1.C.6), and utilize the results of learning outcomes assessments for continuous improvement, and to inform academic and learning support planning practices (2020 Standard(s) 1.C.7)", respectively. The March 1, 2024 letter also requires WWCC to report on progress that has occurred pertaining to Recommendation 5 since submission of the August 2023 Ad Hoc Report. In response to the commission's request, this Ad Hoc Report summarizes actions taken to address Recommendations 2, 3, and 5.

The organization of this report is as follows: Section 1 will address Recommendations 2 and 3. This section will detail the ongoing efforts that have occurred since the Fall 2022 Evaluation of Institutional Effectiveness and briefly provide a roadmap that outlines the plan for the upcoming academic years. Section 2 will provide a detailed update on Recommendation 5 from the point of submission of last year's Ad Hoc Report, which was dedicated to that recommendation.

Exhibits

- [2022 Year Seven Self-Evaluation Report (Webpage PDF)](#)
- [2023 NWCCU Year Seven Self-Evaluation Response (Webpage PDF)](#)
- [2024 NWCCU Record of Action (Webpage PDF)](#)

SECTION 1: RESPONSE TO RECOMMENDATIONS 2 and 3

Recommendation 2: Develop and implement a systematic learning outcomes assessment process that involves regular and comprehensive evaluation of identified program learning outcomes and institutional learning outcomes. (2020 Standard(s) 1.C.5; 1.C.6)

Recommendation 3: Utilize the results of learning outcomes assessments for continuous improvement and to inform academic and learning support planning and practices. (2020 Standards(s) 1.C.7).

Since its NWCCU visit in the Fall of 2022, the College has implemented five initiatives involving all areas and stakeholders to ensure and improve institutional effectiveness and reinvigorate student learning outcomes (SLOs) assessment. These include:

1. Course Outcomes and Assessment Review (COAR)
2. NWCCU Mission Fulfillment Fellowship Project
3. Guided Pathways Review
4. Insights for Canvas and the Continuous Improvement Cycle
5. Standardized Evaluation of Programs and Services (STEPS)

A reflective description of WWCC's main efforts to build an integrated system of program and institutional learning outcomes (ILOs) assessment, planning, and continuous improvement follows, including work that remains to be completed. This coordinated approach will help the College address these specific Recommendations, and two additional Recommendations on planning and institutional effectiveness, which will be reviewed at an upcoming visit. Table 1 below details milestones related to these initiatives.

Table 1. WWCC Initiatives

2022-2023 AY	
Winter	• Budget Council formed – February • Mission Fulfillment Fellowship Project accepted by NWCCU for cohort 2023-2024 AY
Spring	• Modern Campus Catalog (Acalog) implementation began
Summer	• COAR I Cohort 1 launched for 2023-2024 AY • Fellows attended Mission Fulfillment Fellows June seminar • Acalog digital catalogs published for 2022-2023 AY and 2023-2024 AY, making PLOs public for campus and community members for the first time in two years
2023-2024 AY	
Fall	• STEPS deployed • STEPS Instructional Dashboard provides disaggregated indicators of student success by programs and courses • Modern Campus Curriculum (Curriculog) implementation began • COAR II Cohort 1 launched for 2023-2024 AY (smaller group)
Winter	• Mission Fulfillment Fellows Project launched • Curriculum Council approved the Curriculum Council Handbook, including course and program level changes - program approvals and changes were not submitted through the Curriculum Council under the old committee structure • Acalog updates added course outcomes and topics to every course listing in the active catalog, making course outcomes/topics public for faculty since April 2022

	• STEPS reports due to the Accreditation Review Committee (ARC), which is under the Institutional Effectiveness Council; ARC reviewed and provided feedback to reporting program leads and VPs • Budget Values & Principles for FY25 planning cycle adopted
Spring	• Curriculog new (electronic) curricular forms reviewed/accepted • ARC created a summary report with lessons learned and options for improvement, including better integrating planning and budget processes • Budget Council debriefed on the FY25 planning process (what went well, what could be improved)
Summer	• COAR 2024 launched (offered to Cohort 1 and Guided Pathways review workgroup) • Guided Pathways review workgroups initiated (courses, programs) • Faculty testing of Curriculog forms and processes • STEPS and budget request process integrated • ARC adapted STEPS guidebook and streamlined annual report template for fall
2024-2025 AY	
Fall	• COAR presentations to faculty (mandatory faculty session) • Guided Pathways review presentation to faculty (mandatory faculty session) • Campus launch of Insights through a session at Fall Conference (mandatory faculty session) • Campus launch of Curriculog through a session at Fall Conference • Presentation at Fall Conference regarding planning, budget, and STEPS to include FY25 cycle takeaways (what worked, what didn't); FY26 planning timeline; what's new in the process for FY26 (earlier start, open presentations for transparency); 1st deployment evaluation of budget process (2nd deployment planned for the end of cycle)

Course Outcomes and Assessment Review

WWCC began by comprehensively self-evaluating its learning culture and how it structures, supports, and measures student learning to establish this current assessment plan. The illustration in Figure 1 below, adapted from Driscoll and Wood (2007), offers a useful visual representation of the entire assessment cycle.

In the 2022-2023 AY, the College's critical consideration of SLOs assessment and achievement included listening to faculty and stakeholders involved in assessment work, meeting directly with faculty across all programs to review outcomes, reevaluating the assessment structure that had been in place at the time of the pandemic, especially in light of the new Curriculum Council formed in 2022, and identifying opportunities for improvement in deepening faculty engagement and making use of results. This included an honest assessment of how past efforts failed to obtain faculty buy-in and left in their wake the prevailing sense that outcomes and assessment work were a performative exercise at all levels of our college structure. The feedback obtained through these informal discussions revealed that if we wanted to do this work effectively, it would need to be a proven priority of the College, evident in a revised structure (the Center for Integrated Learning), networking (Faculty Assessment Coordinator), and faculty incentive (COAR, Guided Pathways Review, etc.).
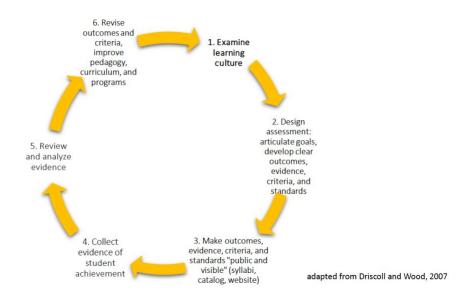
Figure 1. Continuous Improvement Cycle, Driscoll and Wood 2007, Developing Outcomes-Based Assessment for Learner-Centered Education: A Faculty Introduction. Sterling, VA: Stylus.

Moreover, there were essential inputs from the Commission itself: in October 2022, the NWCCU visiting team's suggestion was to establish a crosswalk between the previous institution-wide assessment efforts and any new approach, as well as to rely on faculty expertise to define, assess, and identify ways to improve student learning. Through participatory governance initiatives across the College, the Curriculum Council and the Institutional Effectiveness Council both took shape. With their involvement, the decision was made to maintain the same ILOs. This shifted the effort from starting with new ILOs to working toward systematic assessment based on alignment of outcomes at different levels, using authentic, course-embedded assessment. It honored the good work done previously to match ILOs to the College mission and pinpoint performance levels for the ILOs, allowing the College to build from there. This critical look at student outcomes, assessment, and achievement in the 2022-2023 AY identified the following areas for growth:

- Provide professional development for faculty and staff on principles and practices of outcomes-based assessment.
- Incentivize and improve faculty engagement in assessing student learning, including opportunities for interdisciplinary exchange and learning among faculty peers.
- Integrate and evaluate student achievement aligned to ILOs by non-instructional programs and services.
- Develop systematic methods and tools to help faculty and staff implement assessment processes.
- Develop viable methods for reporting assessment results and making evidence-based decisions to improve student learning and achievement across the institution.

As reflected above, the need for faculty training in assessment was identified in the 2022-2023 AY. The Course Outcomes and Assessment Review (COAR) training program, developed in 2023, centers our campus culture on meaningful outcomes and assessment practices while exemplifying how different areas within the organization can work together. The COAR workshop series targeted the first three goals

of the Institutional Assessment Plan (IAP), which outlines the development and implementation of the College's systematic learning outcomes assessment process.

The initial COAR I training focused on Goal 1: "Increase faculty and staff understanding of assessment practice to strengthen teaching and learning for all WWCC students." COAR I emphasizes essential assessment concepts, developing and revising course learning outcomes, and planning course-embedded assessment aligned to outcomes. The training also provides time and space for faculty to engage with each other around assessment practice. Thus, COAR I empowers faculty to accomplish steps 2 and 3 of the assessment cycle while promoting a culture of continuous improvement.

COAR I was inaugurated June 14-16, 2023, with 25 faculty participants both in-person in Walla Walla and online from Clarkston. The training was designed and delivered by a team comprised of staff from the Teaching and Learning Center (TLC) and Faculty Assessment Coordinator, J.R. Van Slyke. The COAR I Report for Summer 2023 exhibit details the inaugural training. Continuity of COAR in the 2023-2024 AY included two components in Fall 2023: COAR I was delivered to faculty teaching at Department of Corrections sites on November 3, and a COAR II training was delivered on November 20 to a subset of faculty who had completed COAR I in June. COAR II contributes directly to steps 4 and 5 of the assessment cycle by empowering faculty to use their course-embedded assessments in Canvas, the College's learning management system (LMS), to measure SLOs at the course, program, and institutional levels. COAR II faculty provided first-hand accounts of how they are implementing and engaging in this process in response to a mid-winter quarter check-in with the Faculty Assessment Coordinator, which is included in the COAR II MidWinter Quarter Check-in exhibit.

COAR 2024 aims to enrich the focus on best practices in outcomes assessment from previous COAR sessions while adding the value of Insights (see the following section) to help ensure that a critical mass of faculty is equipped for a robust assessment cycle in the 2024-2025 AY. The initial implementation of Insights is expected to take approximately six months. Our goal is to have Insights fully available to faculty as of Fall 2024 and to continue onboarding faculty throughout the following three-year period. There are numerous advantages to using Insights, but first and foremost among these is the ability to align the course-embedded assessment of student learning with program and institutional learning outcomes, which are linked across Canvas and Insights along with the course learning outcomes. Thus, when faculty plan and assess their courses, the results show student progress toward program and institutional learning outcomes and specific course learning outcomes. This eliminates any need for overlay assessments or separate sampling mechanisms aimed strictly at monitoring student learning rather than engaging deeply in the continuous improvement of teaching and learning. By design, the College's intent is to increase efficiencies by consolidating the process that enables the simultaneous assessment of student learning at the course, program, and institutional scales while minimizing the impact on faculty workload. The IAP outlines the development and implementation of the College's systematic learning outcomes assessment process, including the three-year onboarding of faculty.

Next Steps

COAR 2024 will meet at the end of the winter and spring quarters of the 2024-2025 AY. Each cohort member will be asked to share an outcomes-based question, an assessment-based metric, and a data-informed adaptation they made with their cohort. Faculty will use the reflection category of Insights to capture this information for future review and follow-up.

NWCCU Mission Fulfillment Project

A subset of last summer's COAR I participants have engaged in a pilot assessment project throughout the 2023-2024 AY and the summer of 2024, led by Faculty Assessment Coordinator and NWCCU Mission Fulfillment Fellow J.R. Van Slyke. The culmination of this group's work will be to analyze the results of course assessments in Winter and Spring 2024 and to identify and report findings as well as assessment-informed plans for improvement. This is being carried out as J.R. Van Slyke's fellowship project and focuses on assessing CLOs in Canvas, which align to the ILOs, also included in Canvas. The aim is to promote student learning through embedded assessment practices. Alongside this objective, COAR trainings will expand to a growing segment of campus faculty while developing faculty experts to onboard new faculty for embedded assessment across the College's multiple disciplines. The initial approach of the Mission Fulfillment Project was for cohort members to use the native functionality of Canvas to define outcomes, embed assessments, collect the results, and analyze the results to inform improvement. The group realized that the Canvas tools require a fair amount of preparation and additional work on the back end to support steps 4 through 6 of our IAP. Despite the challenges, several members of the pilot group were able to identify areas of improvement and implement changes in their courses, as reflected in the Mission Fulfillment Fellowship Project exhibit. As mentioned above, as we fully integrate Insights in the coming weeks, our Mission Fulfillment cohort will have a more comprehensive toolbox for completing steps 4-6 in our overall assessment efforts.

Guided Pathways Review

May 2024 launched faculty re-engagement work around Guided Pathways. During summer 2024 two faculty work groups were deployed to review the Associate in Arts (AA) degree requirements and catalog courses and programs. Group one was tasked with reviewing AA degree requirements and comparing them to Washington's Intercollege Relations Commission (ICRC) requirements, conducting a benefits and barriers analysis, with deliverables to include recommendations and a Fall Conference presentation to the broader community regarding findings and recommendations. Group two was tasked with reviewing program length and courses, thinking about concentrations and pathways, with deliverables to include draft revisions for courses or programs (e.g., descriptions, outcomes, topics) and a fall conference presentation of findings and recommendations. Although the primary focus was AA degree requirements, faculty leads from welding, computer science, and other disciplines also participated.

Next Steps

Fall Quarter work will include a broader review by faculty of recommendations (look at recommendation); professional development opportunities on program mapping, including outcomes and assessment using Insights for Canvas (see number 4 below); departmental reviews of courses; and departmental conversations about concentrations or subplans. Winter Quarter work will focus on curricular changes and completing the process. Spring Quarter work will include prioritizing future programmatic changes, communicating changes made, and finalizing two-year plans for course offerings.

Insights for Canvas and the Continuous Improvement Cycle

In Winter 2024, WWCC evaluated tools to maximize the use of Canvas for outcomes assessment in both instructional and non-instructional areas. Ultimately, WWCC selected Insights by eLumen, developed in partnership with Instructure and integrated seamlessly within Canvas.

The main advantage of the Insights software is that it provides an intuitive environment where faculty can perform the different stages of the continuous improvement paradigm with minimal additional work, thus freeing faculty to focus on the high-value functions of the analysis and feedback loop.

Insights works seamlessly within the Canvas environment and provides the functionality listed below. Each of these items supports the steps in the continuous improvement cycle, as outlined by Driscoll and Wood in Figure 1.

- Defining Outcomes and Standards (Steps 1 and 2)
- Curriculum Mapping (Steps 2 and 3)
- Determining Mastery (Steps 3 and 4)
- Data Collection and Analysis (Steps 4 and 5)
- Reporting and Feedback Loops (Step 6)

Insights offers a space where faculty can enter their reflections on the outcomes assessment and lay out action plans for improvement. The Program Coordinator (department chair) role approves program and course outcomes so these can be used in assessment. They also develop the curriculum map and assessment plan for their program(s) to be shared with faculty teaching those courses. This content is also shareable so that other faculty can benefit from best practices.

Implementation of Insights began in April 2024, with integration anticipated to be complete in six months. Having implemented Acalog and Curriculog, along with the work for integration by the TLC, course, program, and institutional-level outcomes are now reflected in Insights. The timeline is on track and efforts continue, with WWCC and eLumen partnering to provide training to the COAR 2024 faculty in order for them to pilot Insights as a systematic way to assess student learning and achievement in Fall 2024. A full deployment will be rolled out over the next three years. Faculty will receive professional development throughout the process, as the College builds its institutional culture of continuous improvement that is meaningful and essential for student learning. Training for Fall 2024 includes five sessions led by the Insights consultant, in collaboration with the TLC, that focus on Insights functionality and integration with Canvas. The TLC will provide support for assessment in Canvas that yields data and results in Insights. Session one includes syncing course-level outcomes to Canvas (process for faculty, checking consistency, etc.), the faculty interface (dashboard functionality, actions/reflections), and the next steps of assessment. Session two includes setting up assessments (and linking to ILOs), follow-up and solutions, as well as questions/comments/struggles. Session three will prepare COAR 2024 faculty to ensure the results of their assessment in Insights allow other faculty, Program Coordinators, and Deans to see the significance of course-embedded assessments that align to PLOs and ILOs. Sessions four and five will be held for support and troubleshooting with faculty, especially as Fall quarter commences.

Various issues dogged previous efforts to implement effective outcomes and assessment work by WWCC. These problems have been addressed in its more recent efforts. First, WWCC's Outcomes & Assessments team identified a lack of incentives for faculty to invest time to develop the extensive skills necessary for effective assessment. The current IAP seeks to correct that by emphasizing faculty support and offering appropriate off-contract compensation to those willing to do this important work. Second, past college-wide assessment efforts failed to make results readily accessible to faculty. This limited the usefulness of results for improvement and bred frustration. Because Insights integrates directly into Canvas, it affords features that faculty can use to monitor their course-embedded assessment directly. In effect, the assessment data is decentralized and accessible at any time, which allows faculty to see and share results and administrators to assess student progress and achievement. Meanwhile, the emphasis

on course-embedded assessment empowers faculty, whose expertise in their students' learning is indispensable. The ability to assess at the course level and use results to understand progress toward program and institutional outcomes was very limited before, but Insights affords a systematic approach through the alignment of outcomes, assessment planning, and curriculum mapping all in one place. The Program Coordinator role in Insights affords a view of all assessments conducted in the courses within a given sequence or across a department, so faculty can collaboratively come to conclusions about adjustments they should make or what resources are needed to support student success in their program.

Beyond the faculty-focused aspects of the IAP, it also includes non-instructional areas in assessing SLOs, ILOs, and learning outcomes identified by departments. This does not require creating a Canvas course on a term-specific basis but provides the means to involve non-instructional programs. It even allows those not formally attached to the College, such as community members, to participate in a unique project. This affords the institution a much-needed way to structure assessment of SLOs and achievement beyond instructional programs. The 2023-2024 STEPS process of has been instrumental in identifying the current state of SLO across non-instructional programs and services so that support and guidance can be provided in AY 2024-2025.

The continued rollout of Insights to faculty will be coupled with launching Insights in non-instructional areas as a tool that allows assessment of SLOs without being linked to a course in Canvas. This assessment may be possible through other means, including surveys or direct data collection in certain activities or programmed events. This flexibility enables broad participation in assessing systematic SLOs at the College.

Table 2 below details milestones for implementing Insights and the developmental continuum of systematic assessment across WWCC.

Table 2. Insights Implementation

Area/Term	Spring 2024	Summer 2024	Fall 2024	Winter 2025	Spring 2025	Summer 2025
Instructional	**April-June:** Integration and initial training of TLC and FAC for implementation of Insights; identification of coordinators in academic programs	**June-August:** Training (COAR + Insights) for faculty	**Sept.-Dec.:** Insights in use across multiple programs in almost all areas of Instruction; **Nov.-Jan.:** Second cycle of training for faculty and first cycle of training for program coordinators	**Jan.-March:** Insights in use across more programs in all areas of Instruction; evaluate prior quarter's use; identify urgent needs to include in STEPS report budget requests in February; **March-April:** Third training cycle for faculty	**April-June:** Insights in use in all programs in Instruction to contribute to annual report based on analysis of results	**July-August** Evaluate assessment results from AY 2024-2025 and include resource requests in STEPS report (February 2026) to inform budget allocations
Student Services						
Administrative Services		**June-August:** TLC and IRE support revision or creation of SLO to plan for assessment using Insights or other mechanisms, as necessary	**Sept.-Dec.:** TLC and IRE support revision of creation of SLO to plan for assessment using Insights or other mechanisms, as necessary			
Planning, Effectiveness, Economic Development	**March-April:** Conclude STEPS reviews to identify services or programs that need SLO					**July-August:** Prepare for AY 2024-2025 STEPS by making any needed adjustments to the reporting and review process

Next Steps

- 2024-2025 AY develop/improve outcomes in non-instructional areas through STEPS.
- 2024-2025 AY utilize faculty mentors from COAR cohort to provide in-services and one-on-one guidance to expedite faculty adoption of outcomes and assessment paradigm.
- 2024-2025 AY continue centering COAR's efforts on the College's culture of continuous improvement by tying it closely to adjacent efforts like the Curriculum Council, Guided Pathways, the TLC, and STEPS.
- Present a draft of the IAP to Curriculum Council (including the Council's Outcomes and Assessment Committee) and Institutional Effectiveness Council (including the Council's Accreditation Steering Committee). Following the College's participatory governance process, if accepted, a recommendation will be presented to the Executive Leadership Team for approval.
- 2025-2026 AY deploy Insights for non-instructional areas.

Standardized Evaluation of Programs and Services

Standardized Evaluation of Programs and Services (STEPS) was presented at Fall Conference 2022, and a pilot process followed to gather feedback about this vehicle for annual evaluation, planning, and budgeting. The STEPS report collects information about programs' compliance with the standard of

assessing SLOs at various levels from course to program and institution (Standard 3 of the STEPS process). It also collects data on what they learned and plan to do with the results of their assessments. Although STEPS is not where outcomes assessment happens, it is where assessment results integrate with planning and resource allocation.

This resulted in adjustments to STEPS by the Mission Fulfillment Program Review Committee (subsequently named Annual Review Committee), the most significant being the inclusion of standards for all components, adapted from those of the Council for the Advancement of Standards in Higher Education, as stakeholders requested greater clarity about evaluating their programs and services critically and consistently. In the 2023-2024 AY, STEPS was completed by non-instructional programs and services.

Next Steps

The STEPS process is under revision with a simplified annual report. The Institutional Research and Effectiveness Department is also adjusting the timeline of the STEPS review process to align with the budget process. The revisions will be presented at WWCC's 2024 Fall Conference for discussion and feedback and relaunched shortly after, with the intent for instructional and non-instructional programs to complete their STEPS by the close of Fall quarter 2024.

With leadership from Business Services, the Budget Council has revised the budget planning timeline, and the updated draft describes a four-phase process that starts in September and culminates with the budget presented to the Board of Trustees for approval in June. In between, specific phases are dedicated to resource planning and budget deliberations. Along with this timeline, a draft rubric is under development to guide the ranking of budget requests and their alignment with the College's strategic priorities.

Exhibits

- COAR 1 Report - Summer 2023
- COAR II MidWinter Quarter Check-in
- Mission Fulfillment Fellowship Project
- Institutional Assessment Plan
- Standardized Evaluation of Programs and Services Guide
- STEPS Guidebook_2024 Revision

Conclusion

The College has made significant progress towards Recommendation 2: Develop and implement a systematic learning outcomes assessment process that involves regular and comprehensive evaluation of identified program learning outcomes and institutional learning outcomes (2020 Standard(s) 1.C.5; 1.C.6) and Recommendation 3: Utilize the results of learning outcomes assessments for continuous improvement and to inform academic and learning support planning and practices (2020 Standards(s) 1.C.7).

The learning outcomes assessment process has expanded from course to program and institutional level outcomes. While program outcomes are publicly missing for a few programs, work is being done to

remedy this through Curriculog and the Curriculum Council process. Assessment at the program level has begun with the implementation and training of faculty in COAR 2024. A three-year training plan for faculty to evaluate program outcomes development and assessment has been established and is underway. Assessment practices and measured results have been included in the STEPS process to inform planning and practice.

SECTION 2: RESPONSE TO RECOMMENDATION 5

Complete a comprehensive alignment of policies, procedures, and administrative guidelines that are clearly stated, easily understandable, readily accessible, and regularly reviewed. (2020 Standard(s) 2.C)

Exhibits

- 2021 Year Six PRFR Report (Webpage PDF)
- 2022 NWCCU Year Six PRFR Response (Webpage PDF)
- 2022 Year Seven Self-Evaluation Report (Webpage PDF)
- 2023 NWCCU Year Seven Self-Evaluation Response (Webpage PDF)
- 2023 Ad Hoc Report (Webpage PDF)
- 2024 Letter of Action (Webpage PDF)

Systematic Development and Review of Institutional Policies and Procedures

Since submission of the 2023 Ad Hoc Report, WWCC has maintained its commitment to align its policies, procedures, and administrative guidelines with NWCCU standards, so that College employees, students, and the public can easily access and understand the College's institutional environment. The College continues to leverage and to build from the foundation that was established in 2021, which entails maintaining a spreadsheet (Appendix A) that tracks and guides policy work according to the categories listed below:

- Board Policies
- General Operations
- Health & Safety
- Financial Operations
- Human Resources
- Instruction
- Student Services
- Technology Services

Board Policy Review Calendar

The College adopted a Board Policy Review Calendar to facilitate the institutionalization and ongoing review of current Board policies. The review process occurs annually over a three-year cycle from September to April, commencing in September 2023. The calendar was thoughtfully created, grouping similar policies for concomitant review and allocating time for the individual assessments of Washington

Administrative Code (WAC) policies, which tend to be lengthier in nature. This systematic approach provides a formalized process for timely review of policies and allows the College and the Board to ensure policies remain relevant and responsive to the institution's current and future needs.

Table 3. WWCC Board Policy Review Calendar

WWCC Board Policy Review Calendar

Board Policies	Year 1					
AY 2023-2024	Sept	Oct	Nov	Jan	Feb	Apr
1000 Philosophy Statement	x					
1010 College Mission		x				
1020 College Vision		x				
1030 College Values		x				
1060 WAC 132T-06 Tenure Regulations Policy			x			
1070 WAC 132T-12 Miscellaneous Policy				x		
1080 WAC 132T-16 Negotiations by Certificated Personnel					x	
1090 WAC 132T-32 Integration of State Environmental Policy Act Into Capital Construction Projects Policy						x

Board Policies	Year 2					
AY 2024-2025	Sept	Oct	Nov	Jan	Feb	Apr
1350 By-Laws Policy	x					
1360 Board of Trustees Code of Ethics Policy		x				
1370 Delegation of Authority Board Policy			x			
1380 President Emeritus Designation Board Policy			x			
1600 Communication/Counsel to the Board of Trustees Policy				x		
1610 Emergency Succession Board Policy				x		
1620 General Executive Accountability Board Policy					x	
1630 Compensation and Benefits Board Policy					x	
1640 Fiduciary responsibility/Financial Condition Board Policy						x
1650 Asset Protection Board Policies						x

Board Policies	Year 3					
AY 2025-2026	Sept	Oct	Nov	Jan	Feb	Apr
1660 Financial Planning/Forcasting Board Policy	x					
1670 Reserves Board Policy	x					
1680 Treatment of Employees Board Policy		x				
1690 Treatment of People Board Policy		x				
1330 Governance Commitment Board Policy			x			
1340 Participatory Governance Board Policy				x		
1390 WAC 132T-09 Practice and Procedure Policy					x	
1400 WAC 132T-113 Legislative Liaison Policy						x

Next Steps

The Board adhered to the policy review calendar for the 2023-2024 AY as presented in Table 3 - Year 1. The Board's policy review for the upcoming year will follow the schedule for Year 2. At the end of Year 3, the Board will then follow the review guide for Year 1 and begin the three-year cycle anew.

Exhibits

- WWCC Board of Trustees Meeting Agenda, 9/27/2023 (Webpage PDF)
- WWCC Board of Trustees Meeting Agenda, 10/25/2023 (Webpage PDF)
- WWCC Board of Trustees Meeting Agenda, 11/29/2023 (Webpage PDF)
- WWCC Board of Trustees Meeting Agenda, 1/24/2024 (Webpage PDF)
- WWCC Board of Trustees Meeting Agenda, 2/28/2024 (Webpage PDF)
- WWCC Board of Trustees Meeting Agenda, 4/24/2024 (Webpage PDF)

Institutional Policy and Procedure Review Schedule

As mentioned in the 2023 Ad Hoc Report, the policy and procedure gap analysis conducted in the 2021-2022 AY resulted in the creation of a spreadsheet designed to monitor and track the status of policy and procedure development in the seven broad categories listed above. Since then, college leadership has referred to that spreadsheet to prioritize and track the review of administrative policies and procedures that fall outside the purview of the Board. The spreadsheet also informs the prioritization process for institutional policy and procedure review, which is monitored by the Office of the President. Progress in the review and development of PRFR related policies and procedures has continued, with priorities determined by college leadership. In addition to developing PRFR-related policies and procedures, the College continues to review and develop policies and procedures beyond those mandated by PRFR standards. As these efforts continue, we intend to develop a schedule that governs the review process. "PRFR related policies and procedures" refers to policies and procedures identified in the PRFR Team Template for institutions to provide as evidence in the PRFR Report for Standard Two.

Next Steps

During the 2024-2025 AY, the executive leadership team will continue to identify and establish policy and procedure priorities. Once review of PRFR related policies is complete, the College will begin review of policies and procedures beyond those mandated by PRFR standards. Areas that are high priority include Business Services, Technology Services, Student Services, and Instruction. To advance this work, the College identified policy development as a high priority for the receipt of technical assistance through a Complete College Accelerator technical assistance grant that is supported by the Bill & Melinda Gates Foundation and Complete College America. We are currently in the first of five years of the grant.

Exhibits

- [WWCC Policies and Procedures, Board Policies – 1000 (Webpage)](#)
- [2021 Year Six PRFR Report (Webpage PDF)](#)
- [2022 Year Seven Self-Evaluation Report (Webpage PDF)](#)

Progress Update on Policies and Procedures

Since submitting the Ad Hoc Report in August of 2023, the College has approved 24 new and updated policies and procedures (Table 4). Since submission of the Year Seven Self-Evaluation (2022), the College has approved over 40 new and updated policies and procedures. The policy and procedure gap analysis created in the 2021-2022 AY guided this work. Policies and procedures adopted since submission of the Year Seven Self-Evaluation are identified in Appendix B.

While initially a significant amount of effort was directed at updating required WAC and Board policies, recent focus has pointed to creating a systematic review process and aligning practices with NWCCU standards. Consequently, PRFR related policies and procedures are being prioritized in the development of the Institutional Policy and Procedure Review Schedule to ensure an organized, methodical, and timely approach to this process.

Table 4. Policies and Procedures, 2023-2024 AY

Policy/Procedure Name	Date Approved	Status	PRFR Required
8000 Information Resources Acceptable Use Policy	9/7/2023	New	
8200 IT Service Management Policy	7/16/2024	New	
8210 IT Third-Party Service Provider Management Policy	7/16/2024	New	
8400 Information Protection Policy	7/16/2024	New	
8410 Access Control Policy	7/16/2024	New	
8420 IT Physical and Environmental Security Policy	7/16/2024	New	
1000 Philosophy Statement Board Policy	1/24/2024	Updated	
1010 College Mission Board Policy	1/24/2024	Updated	PRFR
1020 College Vision Board Policy	1/24/2024	Updated	PRFR
1030 College Guiding Principles Board Policy	1/24/2024	Updated	PRFR
7345 FERPA Administrative Policy	7/9/2024	New	PRFR
7345 FERPA Administrative Procedure	7/9/2024	New	PRFR
7900 Accommodations for Persons with Disabilities Administrative Policy	7/9/2024	New	PRFR
7900 Accommodations for Persons with Disabilities Administrative Procedure	7/9/2024	New	PRFR
7320 Admissions and Placement Administrative Policy	7/23/2024	New	PRFR
7320 Admissions and Placement Administrative Procedure	7/23/2024	New	PRFR
7360 Essential College Publications Administrative Policy	7/23/2024	New	PRFR
7360 Essential College Publications Administrative Procedure	7/23/2024	New	PRFR
7750 Satisfactory Academic Progress Administrative Policy	7/23/2024	New	PRFR
7760 Return of Title IV Funds and State Aid Repayment Administrative Policy	7/23/2024	New	PRFR
4540 Coffee and Light Refreshments Administrative Policy	6/11/2024	New	
4540 Coffee and Light Refreshments Administrative Procedure	6/11/2024	New	
7370 Student Records Retention Administrative Policy	7/23/2024	New	PRFR
7370 Student Records Retention Administrative Procedure	7/23/2024	New	PRFR

Next Steps

While we continue to make considerable progress in response to Recommendation 5, we also realize the tremendous volume of work that remains to fill out the policy and procedure infrastructure at WWCC. To help build institutional capacity and continue to advance policy work, the College is leveraging its work through a technical assistance grant received through Complete College America, known as Complete College Accelerator (CCA). Institutional policy is one of the areas the College leadership and the student

success team identified as a high priority for technical assistance. Additional priorities include strategic budgeting and guided pathways. As mentioned above, the College will continue to advance its work on the review and development of PRFR and PRFR related policies and procedures throughout the 2024-2025 AY.

Conclusion

Despite enduring challenges, such as persistent turnover and vacancies in crucial administrative and leadership roles, the College has made substantial progress with its review and development of both PRFR related and general policies and procedures since the Evaluation of Institutional Effectiveness in 2022. Continued progress will be supported by the Board Policy Review Calendar and by college leadership developing a regular process for the review and development of policies and procedures over the next academic year. This approach to policy and procedure development and maintenance creates conditions in which alignment with NWCCU standards is achieved: The continued relevance and adaptability of policies to the institution's present and future needs is guaranteed, and the College remains steadfast to the commitment of achieving mission fulfillment.

Appendix A:

PRFR Policy Tracker

WACs

Completed									
Proposed Review Schedule	**Creation Date**	**Reviewed or Revised Date**	**Policy/ Procedure**	**#**	**Title**	**Category**	**Responsible Party**	**WAC #**	**Notes**
Fall 2027	10/24/1977	9/1/2022	POL	2220	Policy on the Use of the College Facilities	General Operations - Facilities	PRES	132T-190	
Fall 2027	5/20/1975	8/30/2022	POL	7120	Supplemental Title IX Student Conduct Rules	Student Services - Student Rights and Responsibilties	VPSS	132T-105	
Fall 2027	5/20/1975	8/29/2022	POL	7110	Student Code of Conduct	Student Services - Student Rights and Responsibilties	VPSS	132T-100	
Fall 2027	3/23/1973	5/30/2019	POL	2420	Public Records	General Operations - Standards and Accountability	VPHR	132T-175	
Winter 2026	5/2/1972	8/29/2022	POL	1390	Practice & Procedure	Board of Trustees - Governance	PRES	132T-09	
Fall 2027	5/20/1975	8/29/2022	POL	7340	Implementation of the Family Educational Rights and Privacy Act of 1974	Student Services - Adminssion and Records	VPSS	132T-90	

Board Policies									
Needs Attention									
Proposed Review Schedule	**Creation Date**	**Reviewed or Revised Date**	**Policy/ Procedure**	**#**	**Title**	**Category**	**Responsible Party**	**Notes**	
Fall 2024	11/16/76	4/20/05	POL	1350	ByLaws	Governance Process	PRES		
Fall 2024	4/20/05	n/a	POL	1360	Board of Trustees Code of Ethics	Governance Process	PRES		
Fall 2024	6/29/16	n/a	POL	1370	Delegation of Authority	Board Staff Relationships	PRES		

Completed									
Fall 2025	4/28/21	n/a	POL	1330	Governance Commitment	Governance Process	PRES		
Winter 2026	1/22/21	10/26/22	POL	1340	Participatory Governance	Governance Process	PRES		
Winter 2026	5/1/72	8/29/22	POL	1390 (WAC 132T-09)	Practice and Procedure	Governance Process	PRES		

					General Operations Policies			

Needs Attention

Proposed Review Schedule	Creation Date	Reviewed or Revised Date	Policy/ Procedure	#	Title	Category	Responsible Party	Notes
			POL	2700	Accreditation	Institutional Research and Effectiveness	ALO	
			PRO	2700	Accreditation	Institutional Research and Effectiveness	ALO	
			POL	2800	Website Development Policy/Procedure	Communications	MARCOM	
			PRO	2800	Website Development Policy/Procedure	Communications	MARCOM	
			POL	2820	Published Material (Digital & Print)	Communications	MARCOM	See Policy 2120A - Western Wyoming Community College
			PRO	2820	Published Material (Digital & Print)	Communications	MARCOM	See Policy 2120A - Western Wyoming Community College

Completed

	4/11/22		POL	2010	Records Retention & Management	General	VPHR	Student Services policy and procedure will need to align with records retention policy and procedure
	4/11/22		PRO	2010	Records Retention & Management	General	VPHR	Student Services policy and procedure will need to align with records retention policy and procedure
	5/30/19	11/1/20	POL	2400	Discrimination, Harrassment, and Grievance	Standards & Accountability	VPHR	Need to separate policy and procedure; relocate form to a forms page
	5/30/19	11/1/20	PRO	2400	Discrimination, Harrassment, and Grievance	Standards & Accountability	VPHR	Need to separate policy and procedure; relocate form to a forms page
	6/24/76	10/19/16	POL	2410	Title IX: Equal Opportunity	Standards & Accountability	VPHR	
	5/30/19	11/1/20	PRO	2410	Title IX Grievance	Standards & Accountability	VPHR	Need to develop policy; no WAC needed
	10/24/1977	9/1/2022	POL	2220 (WAC 132T-190)	Use of the College Facilities	General Operations - Facilities	PRES	WAC 132T-190
	5/23/22		POL	2230	Use of College Facilities for Expressive Speech	Facilities	PRES	
	5/23/22		PRO	2230	Use of College Facilities for Expressive Speech	Facilities	PRES	
	5/23/22		POL	2710	Mission Fulfillment Review	Institutional Research and Effectiveness	VPPEED	
	5/23/22		PRO	2710	Mission Fulfillment Review	Institutional Research and Effectiveness	VPPEED	
	3/23/1973	5/30/2019	POL	2420 (WAC 132T-175)	Public Records	General Operations - Standards and Accountability	VPHR	
	3/7/22	3/7/22	POL	2000	Policy and Procedure Development	General Operations	PRES	
	3/7/22	3/7/22	PRO	2000	Policy and Procedure Development	General Operations	PRES	

Health & Safety Policies								
Completed								
Proposed Review Schedule	**Creation Date**	**Reviewed or Revised Date**	**Policy/ Procedure**	**#**	**Title**	**Category**	**Responsible Party**	**Notes**
Spring 2027	3/7/2022		POL	3010	COVID-19	Health	VPSS	Moved from General Operations

						Financial Operations Policies			
Needs Attention									
Proposed Review Schedule	**Creation Date**	**Reviewed or Revised Date**	**Policy/ Procedure**	**#**	**Title**	**Category**	**Responsible Party**	**Notes**	
			POL	4010	Transfer and Borrowing Between Funds	General	VPAS		
			PRO	4010	Transfer and Borrowing Between Funds	General	VPAS		
	4/20/2005		POL	4100	Cash Management	Accounting	VPAS		
			PRO	4100	Cash Management	Accounting	VPAS		
			POL	4420	Fundraising, Gifts, and Donations	Accounting	VPAS	DRAFT, approved by ELT pending review by VPAS	
			PRO	4420	Fundraising, Gifts, and Donations	Accounting	VPAS	DRAFT, approved by ELT pending review by VPAS	
			POL	4###	Monitoring Operating and Capital Budget	Accounting	VPAS		
			PRO	4###	Monitoring Operating and Capital Budget	Accounting	VPAS		
			POL	4###	Financial Planning	Accounting	VPAS	Needs administrative operation planning policy and procedure	
			PRO	4###	Financial Planning	Accounting	VPAS	Needs administrative operation planning policy and procedure	
	6/29/2016		POL	4300	Investments	Accounting	VPAS	Need to separate policy from procedure	
			PRO	4300	Investments	Accounting	VPAS	Need to separate policy from procedure	
	4/20/2005		POL	4310	Use of Debt	Accounting	VPAS	Related to AR - Collection of Bad Debt; need to separate policy from procedure	
			PRO	4310	Use of Debt	Accounting	VPAS	Related to AR - Collection of Bad Debt; need to separate policy from procedure	
			POL	4110	Accounts Receivable	Accounting	VPAS	Not PRFR Related	
			PRO	4110	Accounts Receivable	Accounting	VPAS	Not PRFR Related	
			POL	48##	Agency Services	Grants & Contracts	VPAS	Not PRFR Related	
			PRO	48##	Agency Services	Grants & Contracts	VPAS	Not PRFR Related	
			POL	4040	Delegation of Authority	General	VPAS	Not PRFR Related	
			PRO	4040	Delegation of Authority	General	VPAS	Not PRFR Related	

Human Resources Policies								
Needs Attention								
Proposed Review Schedule	Creation Date	Reviewed or Revised Date	Policy/Procedure	#	Title	Category	Responsible Party	Notes
			PRO	5000	Affirmative Action/Equal Opportunity	General	VPHR	
			POL	5200	Recruitment/Onboarding New Employees	Appointment, Advancement, and Seperation	VPHR	
			PRO	5200	Recruitment/Onboarding New Employees	Appointment, Advancement, and Seperation	VPHR	
			POL	5250	Classified Employee Probationary, Trial Service and Transitional Appointments/Reviews	Appointment, Advancement, and Seperation	VPHR	Create a policy or remove the policy language from the procedure
	2/13/2006		PRO	5250	Classified Employee Probationary, Trial Service and Transitional Appointments/Reviews	Appointment, Advancement, and Seperation	VPHR	Create a policy or remove the policy language from the procedure
			PRO	5640	Title IX Employee Supplemental Discuplinary Hearing Procedure	Regulations and Standards	VPHR	Needs merged into or with Title IX Policy/Procedure; need to seperate policy and procedure
			POL	5860	Pregnancy Disability and Parental Leave	Leave and Absenses	VPHR	DRAFT - Under review with Instructional Leadership
			POL	5140	Professional Development	Personnel	VPHR	
			PRO	5140	Professional Development	Personnel	VPHR	
			POL	5230	Classified Personnel Selection	Appointment, Advancement, and Seperation	VPHR	Create a policy or remove the policy language from the procedure
	3/3/2008	7/6/09	PRO	5230	Classified Personnel Selection	Appointment, Advancement, and Seperation	VPHR	
	11/16/2010		POL	5605	Reasonable Accomodations	Regulations and Standards	VPHR	Need to separate the policy and the procedure
	11/16/2010		PRO	5605	Reasonable Accomodations	Regulations and Standards	VPHR	Need to separate the policy and the procedure

Completed								
Fall 2024	6/24/1976	8/15/2018	POL	5000	Affirmative Action/Equal Opportunity	General	VPHR	Needs merged into or with Title IX Policy/Procedure; need to seperate policy and procedure
Fall 2027	1/10/2014	8/1/2022	POL	5430	Ethics	Salaries and Benefits	VPHR	
Fall 2027	1/10/2014	8/1/2022	PRO	5430	Ethics	Salaries and Benefits	VPHR	
Spring 2026	6/2003	4/18/2022	POL	5010	Nepotism	General	VPHR	
Spring 2026	4/18/22	n/a	PRO	5010	Nepotism	General	VPHR	
Winter 2024	11/1/2020	n/a	POL	5640	Title IX Employee Supplemental Disciplinary Hearing Procedure	Regulations and Standards	VPHR	Needs merged into or with Title IX Policy/Procedure; need to seperate policy and procedure
Fall 2024	7/1/17	n/a	PRO	5860	Pregnancy Disability and Parental Leave	Leave and Absenses	VPHR	DRAFT - Under review with Instructional Leadership
Spring 2025	6/28/2021	n/a	POL	5120	Employment Applicant Sexual Misconduct Disclosure	Personnel	VPHR	
Fall 2027	8/8/2022	n/a	POL	5620	Employee Evaluation Process (all levels)	Regulations and Standards	VPHR	
Fall 2027	8/8/2022	n/a	PRO	5620	Employee Evaluation Process (all levels)	Regulations and Standards	VPHR	

							Instruction Policies			

Instruction Policies

Needs Attention

Proposed Review Schedule	Creation Date	Reviewed or Revised Date	Policy/ Procedure	#	Title	Category	Responsible Party	Notes
			POL	6210	Grading Policy	Standards	VPI	DRAFT - Under review with Instructional Leadership
			PRO	6210	Grading Policy	Standards	VPI	DRAFT - Under review with Instructional Leadership
			POL	6230	Faculty Credentials	Standards	VPI	
			PRO	6230	Faculty Credentials	Standards	VPI	
			POL	6010	Instructional Year Calendar	General	VPI	DRAFT
			PRO	6010	Instructional Year Calendar	General	VPI	DRAFT
			POL	6430	Pathway Development	Curriculum	VPI	
			PRO	6430	Pathway Development	Curriculum	VPI	
			POL	6630	Contracted Educational Services	Integrated Learning	VPI	
			PRO	6630	Contracted Educational Services	Integrated Learning	VPI	
	12/18/69		POL	6050	Creation of Faculty Senate	General	VPI	
			PRO	6050	Creation of Faculty Senate	General	VPI	Policy exists, but no procedure

Completed

Proposed Review Schedule	Creation Date	Reviewed or Revised Date	Policy/ Procedure	#	Title	Category	Responsible Party	Notes
Winter 2028	2/13/23		POL	6200	Academic Standing	Standards	VPI	
Winter 2028	2/14/23		PRO	6200	Academic Standing	Standards	VPI	
Fall 2027	6/21/2022		POL	6600	Distance Education	Integrated Learning	VPI	
Fall 2027	6/22/2022		PRO	6600	Distance Education	Integrated Learning	VPI	
Fall 2027	6/21/2022		POL	6400	Credit Hour	Curriculum	VPI	
Fall 2027	6/22/2022		PRO	6400	Credit Hour	Curriculum	VPI	
Fall 2027	5/23/2022		POL	6800	Library PLanning & Collection Development	Library Services	VPI	
Fall 2027	5/24/2022		PRO	6800	Library PLanning & Collection Development	Library Services	VPI	
Fall 2027	6/21/2022		POL	6250	Intellectual Property & Copyright	Standards	VPI	
Fall 2027	6/21/2022		PRO	6250	Intellectual Property & Copyright	Standards	VPI	
Fall 2027	5/2/2022		POL	6260	Academic Integrity	Standards	VPI	
Fall 2027	5/2/2022		PRO	6260	Academic Integrity	Standards	VPI	
Fall 2027	6/21/2022		POL	6480	Correspondence Education	Curriculum	VPI	
Fall 2027	11/14/17	5/23/22	POL	6040	Instructional Grievance	General	VPI	
Fall 2027	11/14/17	5/23/22	PRO	6040	Instructional Grievance	General	VPI	
Spring 2027	2/2/2022		POL	6240	Academic Freedom	Standards	VPI	
Spring 2027	2/3/2022		PRO	6240	Academic Freedom	Standards	VPI	
Fall 2027	6/20/2022		POL	6490	Teach-Out	Curriculum	VPI	
Fall 2027	6/21/2022		PRO	6490	Teach-Out	Curriculum	VPI	

Needs Attention

Proposed Review Schedule	Creation Date	Reviewed or Revised Date	Policy/ Procedure	#	Title	Category	Responsible Party	Notes
			POL	7130	Hazing	Student Rights and Responsibilities	VPSS	Needs developed - required by law - Not PRFR Related
			PRO	7130	Hazing	Student Rights and Responsibilities	VPSS	Needs developed - required by law - Not PRFR Related
			POL	7740	Scholarships	Financial Aid	VPSS	
			PRO	7740	Scholarships	Financial Aid	VPSS	
			POL	7750	Satisfactory Academic Progress	Financial Aid	VPSS	Already have policy - needs to be converted to new format DRAFT - awaiting VPSS edits
			PRO	7750	Satisfactory Academic Progress	Financial Aid	VPSS	Already have policy - needs to be converted to new format DRAFT - awaiting VPSS edits
			POL	7760	Return of Title IV	Financial Aid	VPSS	Already have policy - needs to be converted to new format DRAFT - awaiting VPSS edits
			PRO	7760	Return of Title IV	Financial Aid	VPSS	Already have policy - needs to be converted to new format DRAFT - awaiting VPSS edits
			POL	7900	ADA for Persons with Disabilities (Students)	Counseling and Disabilities	VPSS	DRAFT - awaiting VPSS edits
			PRO	7900	ADA for Persons with Disabilities (Students)	Counseling and Disabilities	VPSS	DRAFT - awaiting VPSS edits
			POL	7320	Admissions, Placement, and Academic Standing	Admissions and Records	VPSS	
			PRO	7320	Admissions, Placement, and Academic Standing	Admissions and Records	VPSS	
			POL	7730	Use of Emergency Funds	Financial Aid	VPSS	
			PRO	7730	Use of Emergency Funds	Financial Aid	VPSS	
			POL	73XX	Student Records Retention	Admissions and Records	VPSS	Needs to align with HR records retention policy and procedure (Spring 2024)
			PRO	73XX	Student Records Retention	Admissions and Records	VPSS	Needs to align with HR records retention policy and procedure (Spring 2024)
			POL	7000	Advisor Professional Development	General	VPSS	
			PRO	7000	Advisor Professional Development	General	VPSS	
			POL	7010	Systematic Evaluation of Advising	General	VPSS	
			PRO	7010	Systematic Evaluation of Advising	General	VPSS	
			POL	7360	Essential College Publications: Catalog and Quarterly Schedule	Admissions and Records	VPSS	
			PRO	7360	Essential College Publications: Catalog and Quarterly Schedule	Admissions and Records	VPSS	
			POL	7700	Financial Literacy	Financial Aid	VPSS	
			PRO	7700	Financial Literacy	Financial Aid	VPSS	

Completed

Proposed Review Schedule	Creation Date	Reviewed or Revised Date	Policy/ Procedure	#	Title	Category	Responsible Party	Notes
Fall 2027	5/20/1975	8/29/2022	POL	40 WAC 132T-	FERPA	Admissions and Records	VPSS	
Spring 2027	2/28/2022		POL	7350	Transfer of Credit and Alternative College Credit	Admissions and Records	VPSS	
Spring 2027	2/28/2022		PRO	7350	Transfer of Credit and Alternative College Credit	Admissions and Records	VPSS	
Fall 2027	5/20/1975	8/29/22	POL	7110 WAC 132T-100	Student Code of Conduct	Student Rights and Responsibilities	VPSS	
Fall 2027	n/a	8/30/2022	POL	7120 WAC 132T-105	Supplemental Title IX Student Conduct Rules	Student Rights and Responsibilities	VPSS	
Fall 2027	6/21/22		POL	7310	Identity Verification	Admissions and Records	VPSS	
Fall 2027	6/22/22		PRO	7310	Identity Verification	Admissions and Records	VPSS	

Technology Services Policies								
Needs Attention								
Proposed Review Schedule	**Creation Date**	**Reviewed or Revised Date**	**Policy/ Procedure**	**#**	**Title**	**Category**	**Responsible Party**	**Notes**
			POL	8XXX	Equipment Replacement	General	VPAS	
			PRO	8XXX	Equipment Replacement	General	VPAS	

Appendix B:

Annual Policy Tracker

Policy/Procedure Name	Date Approved	Status	PRFR Required
7910 Religious Accommodation Administrative Policy	7/6/2020	New	
2400 Discrimination, Harrassment, and Grievance Administrative Policy	11/1/2020	Updated	PRFR
2410 Title IX Grievance Administrative Procedure	11/1/2020	Updated	PRFR
5640 Title IX Employee Supplemental Disciplinary Hearing Administrative Procedure	11/1/2020	New	PRFR
2430 Disclosure of Public Records Employee Workplace Sexual Harassment or Stalking Administrative Policy	11/1/2020	New	
3550 Security and Access to Campus Facilities Administrative Policy	3/26/2021	Updated	
1330 Governance Commitment Board Policy	4/28/2021	New	PRFR
5120 Employment Applicant Sexual Miscoduct Disclosure Administrative Policy	6/28/2021	New	PRFR

Policy/Procedure Name	Date Approved	Status	PRFR Required
5600 Remote Work Administrative Policy	1/6/2022	Updated	
6240 Academic Freedom Administrative Policy	2/2/2022	New	PRFR
6240 Academic Freedom Administrative Procedure	2/2/2022	New	PRFR
5130 Employee Affinity Groups Administrative Policy	2/14/2022	New	
7350 Transfer of Credit and Alternative College Credit Administrative Policy	2/28/2022	New	PRFR
7350 Transfer of Credit and Alternative College Credit Administrative Procedure	2/28/2022	New	PRFR
2000 Policy and Procedure Development Administrative Policy	3/7/2022	New	PRFR
2000 Policy and Procedure Development Administrative Procedure	3/7/2022	New	PRFR
3010 COVID-19 Administrative Policy	3/7/2022	New	PRFR
2010 Records Retention & Management Administrative Policy	4/11/2022	New	PRFR
2010 Records Retention & Management Administrative Procedure	4/11/2022	New	PRFR
5010 Nepotism Administrative Policy	4/18/2022	Updated	PRFR
5010 Nepotism Administrative Procedure	4/18/2022	New	PRFR
6260 Academic Integrity Administrative Policy	5/2/2022	New	PRFR
6260 Academic Integrity Administrative Procedure	5/2/2022	New	PRFR
2230 Use of College Facilities for Expressive Speech Administrative Policy	5/23/2022	New	PRFR
2230 Use of College Facilities for Expressive Speech Administrative Procedure	5/23/2022	New	PRFR
2710 Mission Fulfillment Review Administrative Policy	5/23/2022	New	PRFR
2710 Mission Fulfillment Review Administrative Procedure	5/23/2022	New	PRFR
6800 Library PLanning & Collection Development Administrative Policy	5/23/2022	New	PRFR
6800 Library PLanning & Collection Development Administrative Procedure	5/23/2022	New	PRFR
6040 Instructional Grievance Administrative Policy	5/23/2022	Updated	PRFR
6040 Instructional Grievance Administrative Procedure	5/23/2022	Updated	PRFR
6490 Teach-Out Administrative Policy	6/20/2022	New	PRFR
6490 Teach-Out Administrative Procedure	6/20/2022	New	PRFR
6600 Distance Education Administrative Policy	6/21/2022	New	PRFR
6600 Distance Education Administrative Procedure	6/21/2022	New	PRFR
6400 Credit Hour Administrative Policy	6/21/2022	New	PRFR
6400 Credit Hour Administrative Procedure	6/21/2022	New	PRFR
6480 Correspondence Education Administrative Policy	6/21/2022	New	PRFR
6250 Intellectual Property & Copyright Administrative Policy	6/21/2022	New	PRFR
6250 Intellectual Property & Copyright Administrative Procedure	6/21/2022	New	PRFR
7310 Identity Verification Administrative Policy	6/21/2022	New	PRFR
7310 Identity Verification Administrative Procedure	6/21/2022	New	PRFR
5240 Personnel Selection Administrative Policy	6/27/2022	New	
5260 Part-Time Classified Employees Administrative Policy	6/27/2022	New	

Policy/Procedure Name	Date Approved	Status	PRFR Required
5450 Faculty Emeritus Administrative Policy	7/18/2022	New	
5450 Faculty Emeritus Administrative Procedure	7/18/2022	New	
5460 PEBB Benefits Eligibility Notification Administrative Policy	7/18/2022	New	
5460 PEBB Benefits Eligibility Notification Administrative Procedure	7/18/2022	New	
2300 Service Animal Administrative Policy	7/18/2022	New	
2300 Service Animal Administrative Procedure	7/18/2022	New	
5615 Information Technology Professional Structure Inclusion Evaluation Administrative Policy	7/25/2022	Updated	
5615 Information Technology Professional Structure Inclusion Evaluation Administrative Procedure	7/25/2022	New	
5430 Ethics Administrative Policy	8/1/2022	Updated	PRFR
5430 Ethics Administrative Procedure	8/1/2022	New	PRFR
5410 Healthcare Benefits Enrollment and/or Eligibility Request for Review Administrative Procedure	8/3/2022	Updated	
5620 Performance Evaluations Administrative Policy	8/8/2022	New	PRFR
5620 Performance Evaluations Administrative Procedure	8/8/2022	New	PRFR
7110 WAC 132T-100 Student Code of Conduct Administrative Policy	8/29/2022	Updated	PRFR
1390 WAC 132T-09 Practice & Procedure Administrative Policy	8/29/2022	Updated	PRFR
7340 WAC 132T-90 Family Educational Rights and Privacy Act Administrative Policy	8/29/2022	Updated	PRFR
7120 WAC 132T-105 Supplemental Title IX Student Conduct Rules Administrative Policy	8/30/2022	Updated	PRFR
2220 WAC 132T-190 Use of the College Facilities Administrative Policy	9/1/2022	Updated	PRFR
1340 Participatory Governance Board Policy	10/26/2022	Updated	PRFR
6200 Academic Standing Administrative Policy	2/13/2023	New	PRFR
6200 Academic Standing Administrative Procedure	2/13/2023	New	PRFR
4500 Procurement Cards Administrative Policy	2/13/2023	New	
4500 Procurement Cards Administrative Procedure	2/13/2023	New	

Policy/Procedure Name	Date Approved	Status	PRFR Required
8000 Information Resources Acceptable Use Administrative Policy	9/7/2023	New	
1000 Philosophy Statement Board Policy	1/24/2024	Updated	
1010 College Mission Board Policy	1/24/2024	Updated	PRFR
1020 College Vision Board Policy	1/24/2024	Updated	PRFR
1030 College Guiding Principles Board Policy	1/24/2024	Updated	PRFR
5675 Whistleblower Protection Administrative Policy	4/18/2024	Updated	
4540 Coffee and Light Refreshments Administrative Policy	6/11/2024	New	
4540 Coffee and Light Refreshments Administrative Procedure	6/11/2024	New	

Policy/Procedure Name	Date Approved	Status	PRFR Required
7345 FERPA Administrative Policy	7/9/2024	New	PRFR
7345 FERPA Administrative Procedure	7/9/2024	New	PRFR
7900 Accommodations for Persons with Disabilities Administrative Policy	7/9/2024	New	PRFR
7900 Accommodations for Persons with Disabilities Administrative Procedure	7/9/2024	New	PRFR
8200 IT Service Management Administrative Policy	7/16/2024	New	
8210 IT Third-Party Service Provider Management Administrative Policy	7/16/2024	New	
8400 Information Protection Administrative Policy	7/16/2024	New	
8410 Access Control Administrative Policy	7/16/2024	New	
8420 IT Physical and Environmental Security Administrative Policy	7/16/2024	New	
7320 Admissions and Placement Administrative Policy	7/23/2024	New	PRFR
7320 Admissions and Placement Administrative Procedure	7/23/2024	New	PRFR
7360 Essential College Publications Administrative Policy	7/23/2024	New	PRFR
7360 Essential College Publications Administrative Procedure	7/23/2024	New	PRFR
7750 Satisfactory Academic Progress Administrative Policy	7/23/2024	Updated	PRFR
7760 Return of Title IV Funds and State Aid Repayment Administrative Policy	7/23/2024	Updated	PRFR
7370 Student Records Retention Administrative Policy	7/23/2024	New	PRFR
7370 Student Records Retention Administrative Procedure	7/23/2024	New	PRFR
2400 Discrimination, Harassment and Grievance Aministrative Policy	In Process	Update	PRFR
2400 Discrimination, Harassment and Grievance Administrative Procedure	In Process	New	PRFR
2410 Title IX Sex Discrimination Investigation Administrative Procedure	In Process	New	PRFR
5640 Title IX Employee Sex Discrimination Disciplinary Administrative Procedure	In Process	Update	PRFR
24XX Title IX Pregnancy Administrative Policy	In Process	New	PRFR
24XX Title IX Pregnancy Administrative Procedure	In Process	New	PRFR
7110 WAC 132T-100 Student Code of Conduct Administrative Policy	In Process	Update	PRFR
7120 WAC 132T-105 Supplemental Title IX Student Conduct Rules Administrative Policy	In Process	Update	PRFR