



**Northwest Commission on College and University (NWCCU)
Annual Update for WSQA
Academic Year 2010-2011
Due October 15, 2011**

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Accreditation recommendations to the College and year of recommendation	Actions taken by the college to address recommendations	Improvement results
<p>1. <i>The committee recommends the College ensure consistency and accuracy of all statements and representation of basic information, specifically regarding the College website, catalog, organizational charts and other official documents (Policy 3.1). (2010)</i></p>	<p>In February 2011, the College formed a work group to address the issue of content management. The group devised a three part strategy for developing consistency in the information disseminated to the communities served by the College.</p> <p>Strategy 1: Identify Document Points of Origin</p> <p>The group identified sources of origin for documentation to achieve consistency and accuracy of information. This involved inventorying all of the documents distributed in the College’s name, both</p>	<p>Through the inventory process, the College has clearly documented where the major inconsistencies lie among the various web pages. This inventory is a specific resource to use in fixing errors.</p> <p>The project also had the impact of bringing visibility to the importance of clear and consistent documentation for people to begin integrating into their own work.</p>

	<p>print and electronic, categorizing them in terms of owners and stake holders, and identifying source documents and channels of dissemination fed by those documents.</p> <p>Strategy 2: Systematizing Document Production</p> <p>The work group determined that the College’s website should be the most current source of information for internal and external stakeholders alike and recommended that it would use a content management system (involving uniform processes and a supporting software platform) to update information from source documents. This would include categorizing each inventoried document and developing procedures for the following:</p> <ul style="list-style-type: none"> • Updating documents from protected source documents • Identifying which documents were for internal or external publication • Creating an approval process for content and specifying which documents would be subject to approval by College Relations <p>Strategy 3: Ongoing Version Control</p> <p>Following best practices at other colleges and addressing the needs of the various departments on campus, the work group</p>	
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	<p>recommended a process to ensure ongoing version control so that only the most current information would be distributed to the community. The version control strategic plan includes:</p> <ul style="list-style-type: none">• Establishing a college-wide team of content management subject matter experts (SMEs) assigned to support a defined workgroup.• Creating a schedule for ongoing document updates and a process where changes to source documents would reach the relevant points of publication and dissemination• Designing standards for version control to ensure proper labeling and tracking of documents and information	
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Name of College _____

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<p>2. <i>The committee recommends the College fully and consistently implement the institutional policy regarding evaluation of adjunct/associate faculty (Standard 4.A.5; Policy 4.1). (2010)</i></p>	<p>Article IX, Section 2, pg. 26-27 of the College’s faculty contract articulates the process of adjunct professor evaluations. That process requires that new adjunct professors have student evaluations in all classes taught during their first two quarters with the College and at least annually thereafter or when the adjunct professor is teaching a course for the first time. Peer observations by tenured professors are conducted every other year beginning in the second year of teaching. Adjunct professors teaching at least once per year will conduct a self-evaluation beginning their third year of part-time teaching. In the fourth year of part-time teaching the division dean performs an evaluation using student and peer evaluations, and the supervisor’s own evaluation with all adjunct professors who teach at least once per year. In the fifth year of teaching, the division dean prepares a summative evaluation which incorporates performance data and information for the five-year evaluation cycle for each adjunct professor who is in the fifth year of the evaluation cycle. The College uses an “Adjunct Professor Summative Evaluation” set of guidelines which includes the evaluative summary, dates and signatures. All evaluative</p>	<p>At the time of the accreditation visit, the evaluation cycle was just reaching its fifth year. Since then, the College has been consistently following the above process and documentation in the division and human resources office confirms this assertion.</p> <p>The college has fully addressed the recommendation and believes it is in substantive compliance with Standard 4.A.5; Policy 4.1.</p>

	<p>results are shared with the adjunct professor.</p> <p>The division support personnel chart and track the five year cycle to ensure the evaluations are completed in accordance with the process identified in the faculty contract. During the five year evaluation cycle, individual work files are maintained in the division offices for each of the adjunct professors and all documents connected with the evaluation process are included. At the end of the five years, the cumulating report is forwarded to the College's human resource office, where it is inserted into the adjunct professor's permanent file.</p>	
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<p>3. <i>The committee recommends the College ensure that financial planning includes a minimum three-year projection of financial forecasting (Standard 7.A.2). (2010)</i></p>	<p>In light of the current economic downturn, it is difficult to project what actions the Washington Legislature will take in the short-term or over the next three years. The College, using historical trends, its current base budget, its perception of normal times, and information provided by the State Board, drew some fairly logical assumptions and made projections based on enrollment, broken out in revenue and institutional expenditures. The President presented the projections to the Board of Trustees on December 10, 2010, but he refrained to ask the Board to vote on something in which he has little confidence in its potential for actualization.</p>	<p>The College, however, will continue its practice of closely monitoring legislative actions and align its forecasting projections on an iterative basis, and include the Board of Trustees in discussions related to a minimum of three-year projections.</p> <p>The college has fully addressed the recommendation and believes it is in substantive compliance with Standard 7.A.2.</p>

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<p>4. <i>The committee recommends the College develop and adopt a governing board policy guiding the use and limit of debt (Standard 7.A.4). (2010)</i></p>	<p>On November 10, 2011, the College’s Board of Trustees reviewed a draft proposal to incorporate a Use and Limit of Debt statement in the Board’s current Financial Stability and Solvency policy. The proposal was based on a statewide review of other colleges. The current Board policy on Financial Stability and Solvency (Chapter2, IXX) requires only that the board maintain a level of fund balances (12.5% of the Operating Budget). The proposed changes to the policy have been shared with the College Council for review, input and suggestions. The motion that “The Board adopt the proposed changes to the Board policy on Financial Stability and Solvency expanding it to include the College’s Use and Limit of Debt as presented was carried. The complete statement is as follows:</p> <p>The administration is to comply with the following for debt management:</p> <p>A. In accordance with RCW 29B.50.140(b) and with approval by the board of trustees and by the State Board for Community and Technical Colleges (SBCTC), the College may borrow money and issue and sell revenue bonds in accordance with the provisions of</p>	<p>The college has fully addressed the recommendation and believes it is in substantive compliance with Standard 7.A.4.</p>

	<p>RCW 28B.10.300 through RCW 28B.10.330 and RCW 39.94.</p> <p>B. The College shall not incur debt or borrow money which will cause the aggregate debt contracted by the College to exceed that amount for which payments of principal and interest in any fiscal year would require the College to expend more than 7 (seven) percent of the average general operating revenues, to include general operating revenue and auxiliary services revenue, for the three immediately preceding fiscal years.</p>	
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