

	A	B	C	D	
1	Higher Learning Commission Accreditation Worksheet				
2	Requirement	Tasks	Status		
3	1. "Development and implementation of an institutional plan for systematic review of data connected with institutional complaints; especially student complaints. The plan should include a process that ensures oversight by knowledgeable persons of the analysis of trends associated with complaints; especially those connected to Title I compliance and student complaints."	a. The Student Satisfaction and Complaints Review Committee was formed and held its first meeting in October. Membership is comprised of: Compliance Officer; VP for Student Affairs; Student Activities Director, IT, Admissions, VP for Academic Affairs; Faculty; Financial Aid; Athletics; Student Support Services; and, 2-3 students.	Complete		
4		b. Student Affairs and Compliance are developing new handbook procedures for complaints.	Complete		
5		c. Dining Hall action plan to be reviewed by Board in January.	Complete		
6		d. Maxient software purchased and goes live January 11, training during In-Service.	Complete		
7		e. Marketing campaign planned to promote the use of the Maxient software.	Complete		
8		f. Title IX Coordinator appointed.	Complete		
9		g. Comprehensive review of current Title IX processes and procedures.	Complete		
10		h. Title IX overview training for all employees held at January In-Service.	Complete		
11		i. All dorm residents receive general Title IX policy training.	Complete/Ongoing		
12		j. All athletes receive gender-specific Title IX training.	Complete/Ongoing		
13		k. Additional Title IX training included in College Success course and other student activities.	Complete/Ongoing		
14		Requirement	Tasks	Status	
15		2. "Development and implementation of a technology plan that aligns with strategic objectives and budgetary plans. The plan must assure that security policies regarding the onboarding and off-boarding of employees is included in policies and procedures and that the process for determining access to secure institutional data and the network is clear and assures that only employees with a need to know and/or input responsibilities have access."	a. Technology Plan drafted, to be reviewed by Technology Committee by April 1.	Complete	
16	b. Revisions to Technology Committee presented and approved by Council of Chairs and President's Office, revisions included in February Board packet for final approval. Complete mission and membership change for Technology Committee with the primary purpose of guiding Technology Plan development.		Complete		
17	c. Technology Plan reviewed and approved by Board of Trustees		Complete		
18	Requirement	Tasks	Status		
19	3. "Development of a long-range institutional plan to fully address deferred maintenance of facilities; inclusive of projected timelines, resources needed, and possible funding. The plan should include prioritization policies and procedures to assure that issues directly connected to impacts on student learning and safety are prioritized."	a. Update 5-year Maintenance Plan by March 1.	Complete		

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20		b. Deferred maintenance items will be separated or identified in the Maintenance Plan. Complete		
21		c. Academic Building Committee has finalized priorities list; quotes being gathered now. Budget is being revised for 2018-2019 fiscal year. Complete		
22		d. Facilities Plan includes 5-year plan to upgrade fire safety. Complete		
23		e. Ad hoc Committee currently reviewing Facilities accessibility to meet federal ADA requirements. Complete - priority list created		
24		f. KBOR Civil rights/ADA audit completed Complete - only item remaining is site visit		
25	Requirement	Tasks	Status	
26	4. "The plan for program review has been fully implemented and institutionalized according to the proposed plan. The College should provide evidence that results from program reviews have been incorporated into budget and strategic plans and have been used for improvement of courses, programs, and the larger institution."	a. Program Review Manual complete and approved by Board. Complete		
27		b. Program Review Standing Committee formed. Complete		
28		c. 28 Programs completing annual Program Review. Complete		
29		d. 13 Programs completing cumulative Program Review. Complete		
30		e. Deadline for Review completion is March 1, 2018 to allow for budget consideration and annual Strategic Plan Review. Complete		
31	Requirement	Tasks	Status	
32	5. "Existence of a culture of using data from student learning in curricular and co-curricular programs, as evidenced by at least one to two years of using data for improvement of programs from program assessment processes and related data, and evidence of using data collected from co-curricular programs to improve student experiences and activities."	a. Program Review includes analysis of student learning data and setting new goals. Complete		
33		b. Board now reviews both annual and cumulative Program Reviews. Complete		
34		c. Assessment training sessions for new faculty. Complete/Ongoing		
35		d. Faculty will meet weekly to identify immediate academic assessment tasks. Complete/Ongoing		
36		e. Due to inadequate progress on academic assessment work, VPAA has assumed leadership of that area. Complete		
37				
38		f. Assessment Committee: The 2014-2016 Institutional Assessment Plan Survey has been completed, with 69 employees responding to survey questions. Complete		
39		g. 2017-2018 is what is considered a "Reflection Year"; what worked/what did not work/what improvements can be made? As a result, the Assessment Plan is under revision for a new plan that begins in the fall. Complete		
40		h. This semester and next, assessment of co-curricular groups will commence. In progress		
41	Requirement	Tasks	Status	

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42	6. "Identification of appropriate comparison benchmarks and institutional targets for persistence, completion, retention, and graduation in all programs and at the overall institutional level, which are appropriate for the College based on its mission, values, and characteristics"	a. Retention and Completion Report submitted to HLC December 2017, goals set	Complete		
43		b. Strategic Plan Annual Review now includes specific sections on retention, completion, and graduation rates, goals set.	Complete		
44		c. The Navigator Program has been created and will work with students from Admission to Graduation; students will be guided throughout their time at ICC will implementation of this intrusive and interactive advising program.	Ongoing		
45		d. ICC's retention data from Fall 2015 to Fall 2016, and from Fall 2016 to Fall 2017, has been compared to the retention rate for all community colleges and for the retention rate for southeast Kansas community colleges which are posted by the Kansas Board of Regents. A 2-year comparison has also been made through information provided by the National Student Clearinghouse Research Center regarding first-year persistence and retention for students who started college in 2-year public institutions.	Complete/Benchmarks have been determined, trends identified, and goals set as a result of these comparisons. The overall retention goal set for the Navigator Program is an increase from 28.99 percent to 31 percent from Fall 2017 to Fall 2018.		
46		e. The Assistant Director for Enrollment and Retention Management is tracking all students who did not return and will set goals for retaining those who did return and recruiting additional students.	Complete		
47		f. Program reviews will determine prioritization; annual reviews are due this week and cumulative reviews are due in two weeks.	Complete		
48		g. Navigators are visiting with faculty members and goals are being set for each program; target goals will be set by March 1, 2018 to drive the budget and tie to the Strategic Plan. Budget ties will identify where marketing, recruiting, personnel, and other monies should focus.	Complete		
49		h. Faculty members have committed to specific dates for goal setting.	Complete		
50		Requirement	Tasks	Status	
51		7. "Development and documentation of decision-making responsibilities and processes across campus constituencies, including students, faculty, and staff. The College should clearly delineate final decision responsibilities above simple participation in input of information."	a. Compliance Officer reviewing processes for accuracy and completeness.	In progress/On-going.	1/3 reviewed each year.
52	b. Compliance Officer charged with creating a college-wide document depicting flow charts which clarify decision-making responsibilities.		Partially complete		
53	c. Student Government President placed on Cabinet.		Complete		
54	d. Faculty have completed first draft of policies for Senate.		Complete		

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55		e. Final draft of policies for Faculty Senate completed by faculty and administration, approved by board	Complete	
56		f. Individual areas complete process documentation	Partially complete; spring break set as deadline	
57	Requirement	Tasks	Status	
58	8. "Development of a clear, well-documented process for the systematic integration of campus planning, with intentional processes and connections between all planning documents on campus, that is inclusive of the results of assessment of student learning."	a. Strategic Plan Annual Review now completed prior to budget development.	Complete	
59		b. Departments conduct information sessions about current year budget	Complete	
60		c. Program Review completed prior to budget development.	Complete	
61	Requirement	Tasks	Status	
62	9. "Development of a systematic process of regular review of institutional data with clear processes for collection and review of data, and improvement of considerations based on the results of data review that is in-line with institutional benchmarks and targets. The College should provide evidence of long-range planning with trending data used to project plans and targets for three to five years forward. The College must provide evidence of at least one year of improvements based on this regular review of data analysis."	a. New process for collecting feedback from all constituencies with quarterly review of data received from Maxient.	Complete for this quarter-ongoing on a quarterly basis through January 2019: July 2018; October 2018; and, January 2019.	
63		b. Strategic Plan Annual Review now includes specific sections on retention, completion, and graduation rates, goals set.	Complete	
64		c. Technology Plan draft extends plan three additional years; Maintenance Plan extended two additional years.	Complete	
65		d. Assessment plan being updated now to extend it the length of the Assessment Academy.	Complete	
66		e. A column has been added to the budget sheet of each program which provides documentation of budget encumbrances and expenditures resulting from review and analysis of assessment data and planning purposes.	Complete	
67		f. Operational plans are expanded to include all areas of the college, including Ing Center, Fab Lab, and all Standing Committees.	Complete	
68		g. Review of operational plan progress expanded beyond Board of Trustees to include regular reviews at President's Cabinet	Complete	
69		h. Strategic Plan Coordinator appointed	Complete	
70		i. Strategic Plan Process Committee formed	Complete	
71		j. Strategic Plan Gap Analysis Committee formed	Complete	
72		k. Focus groups scheduled	Complete	
73		l. Focus groups facilitators appointed	Complete	
74		m. Community Survey administered	Complete	
75		n. Focus Groups held	Complete	
76		o. Work Groups Formed	Partially complete	