



**Northwest Commission on College and University (NWCCU)  
Annual Update for WSQA  
Academic Year 2018-2019  
Due October 30, 2019**

College Name: Bellingham Technical College

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Accreditation recommendations to the College and year of recommendation	Actions taken by the college to address recommendations	Improvement results
<p>BTC submitted its <i>Year One Self-Evaluation Report</i> in September 2015. NWCCU notified BTC in February 2016 that the college had satisfied the Commission’s expectations regarding three recommendations from 2014 (to improve governance design, strengthen the Human Resources staffing structure, and use data more intentionally for assessment and improvement purposes) and two</p>	<p>Although BTC’s prior recommendations have been cleared, the college has continued to prioritize and make progress in these areas.</p> <p><u>Recommendations from 2014:</u> 1) <i>Continue to implement an effective and widely understood system of governance.</i></p> <p>Implementation of the college’s new governance structure included establishment of a College Assembly in 2016-17. This cross-constituency group is now in full operation and provides input, policy direction, general advice and recommendations to the Administration and</p>	<p><u>Improvement results based on work done to address recommendations from 2014:</u> 1) The college continues full implementation of a participatory governance structure, with nine governance committees in full operation. This development and implementation has moved BTC towards a more collaborative, transparent governance structure.</p>

<p>recommendations from 2011 (to improve student learning outcomes and better link strategic planning to resource allocation).</p> <p>The college submitted an ad hoc report in March 2016 in response to the final remaining 2014 recommendation (to undergo external fiscal audits), and NWCCU notified BTC in July 2016 that the college had satisfied expectations.</p> <p>The college submitted its Mid-Cycle Self-Evaluation Report in September of 2017 and hosted a site visit in October 2017. No recommendations resulted from that report or visit.</p>	<p>Board of Trustees. This group also sets the institutional agenda for the college, monitors the college's progress toward achieving its goals, serves as a communication network, and helps maintain consistency of major college processes. As part of its governance work, BTC also developed or revitalized eight additional governance committees, each with new operating guidelines and broad representation, and a variety of operational committees.</p> <p>2) <i>Employ qualified human resources personnel to maintain and support the operational functions of the college.</i></p> <p>BTC filled the previously vacant position of Executive Director of Human Resources in January of 2015. The college filled this role with an employee qualified to maintain and support BTC's operational functions in the area of human resources. BTC's Executive Director of Human Resources left the college in July 2018 and BTC's Associate Director of Human Resources, who has worked in the college's Human Resources department since 1991, is currently serving as Interim Executive Director.</p> <p>3) <i>Undergo and consider the results of an external financial audit for each year of operation.</i></p> <p>The college began a regular schedule of full financial audits in Fall 2016. Auditor reports since these audits were implemented have included no management letters or findings.</p> <p>4) <i>Regularly use evaluation results to support planning, practice, resource allocation, application of institutional capacity, and improvement as needed.</i></p>	<p>2) The college provides support and review of needed updates for existing policies and practices, and has increased consistency regarding application of BTC policies and procedures.</p> <p>3) The college has improved its financial controls and quality of financial reporting as a result of these regular audits.</p> <p>4) Employees have more access to, confidence in, and opportunities to engage with college data resources. The college created a robust data management and access system, which has facilitated</p>
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	<p>The college’s Institutional Planning and Advancement (IPA) department has built a wide variety of online data dashboards and reports, and performs ongoing analysis of relevant institutional data. The dashboards allow faculty and staff to explore data by factors such as instructional program, student demographics, and specific timeframe. IPA staff also regularly work with members of the campus community to conduct specialized studies to inform planning and decision-making.</p> <p><u>Recommendations from 2011:</u></p> <p>1) <i>Continue to make progress in fully completing the assessment cycle by “closing the loop” to demonstrate that student learning has been achieved as stated.</i></p> <p>As part of the college’s ongoing focus on development of effective student learning outcomes (SLOs), faculty and administration have worked together to improve SLO assessment processes, combining course- and program-level SLO reports to emphasize the integration of SLOs across the curriculum, improve faculty training, streamline the reporting process, and make the resulting data more accessible for analysis and application to future practice.</p> <p>2) <i>Improve connection between mission (core themes and strategic planning) and the allocation of resources.</i></p> <p>BTC’s Planning and Resource Allocation (PARA) Committee was established as one of the college’s nine governance committees in Winter 2017. This cross-constituency group develops, implements, and assesses annual and multi-year institutional strategic planning and resource allocation processes. The group also provides input, policy direction, and general advice to the College</p>	<p>campus-wide, data-informed planning and decision-making efforts.</p> <p><u>Improvements results based on work done to address recommendations from 2011:</u></p> <p>1) The new process for SLO development and assessment ensures that faculty—working in conjunction with the VP of Academic Affairs &amp; Student Learning, deans, and Institutional Planning &amp; Advancement staff—have identified specific, measurable SLOs, defined effective assessment methods to measure student achievement across each SLO, and have engaged in meaningful use of assessment results to improve the teaching and learning process.</p> <p>2) The PARA committee work has built stronger connections between strategic planning and resource allocation, while enhancing collaboration and transparency around BTC budgeting and planning processes. The committee has continued to work towards fine-tuning a college-wide planning and resource allocation process model and related materials. This more formalized approach will move the campus toward a continuing full cycle of</p>
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	<p>Assembly; serves as a campus-wide communication network centered on planning and resource allocation activities; and maintains consistency of major planning and resource allocation processes. The PARA committee led development of the college's new 2018-23 Strategic Plan, which was finalized in March 2018. This plan is helping guide BTC's resource development and allocation processes.</p>	<p>institutional assessment that translates annual planning and outcomes assessment into practice.</p>
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