Monitoring Report Review Team Member Orientation

Outcomes for this orientation

After this orientation, you will be able to:

1. Explain why regional accreditation is important to our students.
2. Describe the college's basic institutional effectiveness structure, consisting of Key Performance Indicators (KPIs) that are organized into five Mission Areas representing the different aspects of our mission.
3. Define the terms "mission fulfillment" and "stretch goal."
4. Feel prepared to participate in the annual data review meeting for your respective team, consisting primarily of a SWOT (Strengths, Weaknesses, Opportunities and Threats) analysis of the data.
5. Feel prepared to participate in the annual planning meeting for your respective team, consisting primarily of answering two questions about the relevant Mission Area (where are we doing well, and where are we doing less well and might need to improve).
6. Know where to go for help understanding the data, your role in holding the institution accountable, or have questions about the monitoring report review process.

Regional Accreditation

- LCC is accredited by the Northwest Commission on Colleges and Universities (**NWCCU**).
- Regional accreditation is what allows us to distribute federal financial aid to our students.

Institutional Effectiveness Structure

- **Key Performance Indicators (KPIs)** give us clues about the health of our institution, just like blood pressure and cholesterol levels provide clues about individual health. They are required by the NWCCU, and make up a good portion of the LCC President's annual performance evaluation.
- Our KPIs are grouped into five **Mission Areas:**
    I. Workforce and Economic Development (data review April-May)
    II. Preparation for College Level Studies (data review March-April)
    III. Academic Transfer (data review January-February)
    IV. Student Access, Support and Completion (data review November-December)
    V. Institutional Excellence and Community Enrichment (data review May-June)

Mission Fulfillment Thresholds vs. Stretch Goals

- Mission fulfillment threshold: minimal acceptable metric for any given KPI (required by NWCCU).
- Stretch goal: where we really want to be (requested by LCC Board of Trustees).

Annual Data Review Meetings

- Review report before coming to meeting (sent out about a week ahead).
- SWOT (strengths, weaknesses, opportunities and threats) analysis:
    - Based on the information in this report, what are LCC's strengths (in this area)?
    - Based on the information in this report, what are LCC's weaknesses (in this area)?
    - Based on the information in this report, what are LCC's opportunities (in this area)?
    - Based on the information in this report, what are LCC's threats (in this area)?
- Provide recommendations for mission fulfillment and stretch goals, as needed.
- Optional: submit comments to Effectiveness & College Relations in writing prior to meeting if you cannot attend.

Annual Planning Meetings

- Led by LCC President; in ordinary times, these are lunch meetings typically scheduled in January (food provided).
- Typical format: name one thing going well related to your respective Mission Area, and describe one thing going less well that may be in need of improvement.

Where to Go for Help

- Angie Rogers (arogers@lowercolumbia.edu)
- Wendy Hall (whall@lowercolumbia.edu)

Additional Resources (available on LCC website)

1. Under "About Us/Public Disclosure/Institutional Effectiveness & Monitoring" you can find:

    a. A complete history of LCC's Institutional Monitoring Reports dating back to 1999

    b. Current Monitoring Report Review Team membership list

2. Under "About Us/Public Disclosure/Accreditation" you can find:

    a. LCC's Accreditation Calendar

    b. Link to the Northwest Commission on Colleges and Universities (NWCCU) accreditation standards

    c. Links to all recent accreditation reports submitted by LCC and provided to LCC by accreditation evaluators (for more than you ever wanted to know about LCC's assessment and accreditation processes). See the Fall 2021: Mid-Cycle Evaluation Report

3. Under "About Us/College Leadership/Strategic Plan" you can find:

    a. LCC's Strategic Plan, which contains:

        i. Current list of Annual Priorities, grouped by Mission Area

        ii. List of all of our Key Performance Indicators, grouped by Mission Area

    b. Key Performance Indicator (KPI) dashboard – shows five year performance history at a glance