

**AY2016**

**ACCOMPLISHMENTS  
AND GOALS**

**ACADEMIC  
PROGRAMS**



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# **ACADEMIC & DL ACCOMPLISHMENTS/HIGHLIGHTS 2015-2016**

- ✓ **Monitor, and support the assessment of the capstone courses and the overall assessment process within our 2 yr programming**
- ✓ **Monitor and support ISL activities and E-Learning implementation**
- ✓ **Monitor, support and provide oversight of the implementation of our FYE programming**
- ✓ **Monitor and provide on going support for our Workforce Education**
- ✓ **Monitor and provide ongoing support for our TVR programming**
- ✓ **Provided Ongoing Support for all 4-Year Programs – Continued the 4-Year Academic Planning Meetings, Worked with CSS and Enrollment to Ensure that all Programs lead to Student Success**
- ✓ **Provided Oversight and Support of our Site-based Programming**
- ✓ **Continue with moving forward with the Land-grant wellness plan and work with the T/L committee to implement professional development with faculty**
- ✓ **Continue Providing Quality Leadership as the Co-chair for Core Theme 2**



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# **ACADEMIC & DL GOALS FOR 2016-2017**

- ✓ **Support and Monitor the Implementation, Assessment and FYE Plan Including Updating Courses and Realigning FYE Courses – Move Toward an Integrated Learning Model , including ISL activities (*Core Theme 2, Objective 2*)**
- ✓ **Provide Quality Leadership in the Implementation of the Teaching and Learning Plan Including Professional Development (*Core Theme 1, Objective 2*)**
- ✓ **Monitor Assessment of the Capstone Courses (*Core Theme 1, Objective 2-3.2.1*)**
- ✓ **Scale up our assessment process for all part time faculty, ensure that outcomes are aligned. ( *Core Theme 2, Objective 1*)**
- ✓ **Support the Development of Culturally Accurate and Appropriate Faculty Orientation (*Core Theme 1, Objective 2*)**
- ✓ **Develop an Academic Plan for all 2 Year Programs Of Study including implementation of capstone courses (*Core Theme 2, Objective 1*)**
- ✓ **Support the Capacity for Research Among Faculty and Students (*Core Theme 1, Goal 2*)**
- ✓ **Support and Connect the Sites regarding all changes in Programs of Study in an effort to improve Teaching and Learning (*Core Theme 2, Objective 1*)**
- ✓ **Provide accessibility to all programs of study via implementation of E-Learning modalities.**

# **CARE**

## **ACCOMPLISHMENTS/HIGHLIGHTS**

### **FOR 2015-2016**

- **7 graduates Spring 2016**
- **CARE program approved at Muckleshoot and Port Gamble**
- **Indigenous Research Initiative**
  - Philosophy
  - Framework
  - Research Agenda
  - Policy
  - Connections
- **Teaching and Learning**



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# CARE

## GOALS FOR 2016-2017

- ✓ **Increase enrollment**
- ✓ **Hire additional faculty**
  - ✓ Collaborate on the development of faculty orientation materials
  - ✓ Monitor course syllabi and assessment
- ✓ **Indigenous Research Initiative**
  - ✓ Writing, implementation, policy development, training



# **NATIVE ENVIRONMENTAL SCIENCE ACCOMPLISHMENTS/HIGHLIGHTS 2015-2016**

- ✓ **Student Success – Graduating Native Environmental Scientists**
  - ✓ 8 BSNES graduates, 3 entering graduate school, continued job placement, and research/scholarship awards
  - ✓ 91 students enrolled in BSNES program
- ✓ **Partnership / Building Capacity**
  - ✓ Developing Pathways for students
- ✓ **Community Outreach / Scholarship**
  - ✓ Salish Sea Speaker Series
  - ✓ Vine Deloria, Jr. Indigenous Studies Symposium
- ✓ **Chemical Safety**
  - ✓ Removed all chemicals from bldg 11, safely disposed of chemical waste, and building chemical storage room



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# **NATIVE ENVIRONMENTAL SCIENCE GOALS FOR 2016-2017**

- ✓ **BSNES Program / Course Revamp to Reflect New Outcomes**
- ✓ **Increased Retention**
  - ✓ Wrap-around advising, Scholarships, Mentors, degree plans
- ✓ **Student Success / Foster Community of Learners**
  - ✓ Place-based activities, Fall orientation, gatherings, speakers, post-baccalaureate preparation
- ✓ **Research**
  - ✓ Refine Research Program and Priorities as it relates to Indigenous Research Framework and Community Needs
- ✓ **Curriculum Development**
  - ✓ Develop and launch cross-curricular, place-based, and culturally informed case studies



# **NICMERE**

## **ACCOMPLISHMENTS/HIGHLIGHTS**

### **2015-2016**

- ✓ **Four student poster awards**
- ✓ **~Ten student presentations**
- ✓ **Co-organized clam garden session at Salish Sea Ecosystem Conference**
- ✓ **Two new NIFA awards to study manila clams on reservation**
- ✓ **New staff member**
- ✓ **BIA grant to study climate impacts on intertidal (joint with Swinomish / Tulalip)**
- ✓ **National Science Foundation film crew visit**
- ✓ **Various outreach events**





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# **NICMERE**

## **GOALS FOR 2016-2017**

- ✓ **Work on unsolicited NSF proposal ~\$200k per PI/year for lab start up**
- ✓ **Maintain productivity of the lab**
- ✓ **Support a larger diversity of research projects (genetics and harmful algal blooms)**
- ✓ **Joint NIFA proposal with LNR and science faculty (perhaps crabs)**



# **NSL**

## **ACCOMPLISHMENTS/HIGHLIGHTS**

### **2015-2016**

- ❖ **2016 NSL Graduates**
- ❖ **Foundational Courses**
  - ❖ Canvas
- ❖ **Indigenous Research Initiative**
  - ❖ Philosophy, Framework, Research Agenda, Policy
- ❖ **Vine Deloria Jr Symposium**
- ❖ **Transfer Guide Development**

# NSL

## GOALS FOR 2016-2017

- ❖ Increase enrollment
- ❖ Advising/transfer guide
- ❖ Indigenous Research Initiative
  - ❖ Writing
- ❖ Teacher Capacity building
- ❖ PhD dissertation



# CSI & COOPERATIVE EXT ACCOMPLISHMENTS/HIGHLIGHTS 2015-2016

## -Research Initiative

- philosophy
- framework
- research agenda
- policy
- connections

## -Grants renewed

## -Language interviews

- Informs  
content/methods

Cultural Orientation draft

## -Community education

- Financial Literacy
  - # participants
- Traditional Foods & Plants
  - # participants
- Cultural Arts
  - # participants
- Interns - #



# CSI & COOPERATIVE EXT GOALS FOR 2016-2017

- **VISIONING**
  - Swinomish
  - Port Gamble
- **Online (Hybrid) Course Development & Training**
  - Foundational courses
  - NSL
  - Teaching interns
- **Research Initiative**
  - Writing; roll out; training
- **Community Education**
  - CEU policy development (standards)
- **Cultural Orientation**



# WORKFORCE ACCOMPLISHMENTS/HIGHLIGHTS 2015-2016

**ENROLLMENT:** We have met our enrollment numbers as required by our NACTEP grant:

	Enrollment	Completion	Retention	Employed
Fall 2015	33	30	30	0
Winter 2016	30	26	21	0
Spring 2016	36	28	TBD	3

<b>GED Students served</b>	<b>56</b>
Students pre and post tested with GED assessment test	31 ( more accurate enrollment figure)
Number of pre and post tested students who are making progress on the GED assessment test	9 or 30%
Number Attained GED	0

**CAPITOL HILL PRESENCE:**

- ✓ Attended a Senate Committee on Indian Affairs meeting with Justin and voiced NWIC’s urgency for support for building training facility
- ✓ One of our workforce students attended the Winter AIHEC Capital Hill meeting

**EMPLOYMENT:**

- ✓ Met with carpenters union to create a transition plan for our NACTEP students to gain employment skills
- ✓ Implemented an online math course to strengthen students’ math skills to meet union’s minimum math ability tests
- ✓ Three students employed this year for a total of 22 total students employed

**RENTENTION:**

- ✓ Implemented “Dependable Strengths” orientation
- ✓ Implemented quarterly staff and student social activities



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# **WORKFORCE GOALS FOR 2016-2017**

## **Employment:**

- ✓ **Finalize Carpenter's Union/NACTEP collaboration**
- ✓ **Increase employment target to 6 per year**
- ✓ **Finalize NACTEP curriculum as approved WA Pre-Apprenticeship Training Program**
- ✓ **GED instructor and advisor collaborate to create stronger employment plans**
- ✓ **Have at least 3 employer visits to our NACTEP classroom**



# **ACADEMIC PROGRAM DEVELOPER ACCOMPLISHMENTS/HIGHLIGHTS 2015-2016**

- ✓ **Accreditation Steering Committee – co-facilitated year seven self-study process, supported policy and procedure process**
- ✓ **Chaired the website working group in the Communications Committee to implement phase 1 of the NWIC website update, develop and maintain content**
- ✓ **Chaired Teaching and Learning Committee – Teaching and Learning Institute, implementing Teaching and Learning Plan**
- ✓ **Curriculum Committee – supported committee ongoing work, development of courses, articulated definitions and processes, CC handbook revision**
- ✓ **Assessment – supported academic assessment process**
- ✓ **Academic Leadership Committee – support agenda and facilitation, implement initiatives**





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# **ACADEMIC PROGRAM DEVELOPER GOALS FOR 2016-2017**

- ✓ **Accreditation Steering Committee – Completion of the Year Seven Self-Study Report – writing, data gathering, assessment**
- ✓ **Teaching and Learning – Institute, evaluate current plan, develop and implement new plan**
- ✓ **Communications Committee – Implement Phase 2 of the NWIC website – reimagining, improved content and navigation, website content, branding changes, improving communications**
- ✓ **Assessment – Support completion and evaluation of the 2012-17 Assessment Plan and development of the next assessment plan**
- ✓ **Wellness Initiative – Chair Wellness Committee to develop Indigenous Wellness Plan**
- ✓ **Curriculum Committee – Support course and program revisions, handbook revision, new catalog committee**

**AY2016**

**ACCOMPLISHMENTS  
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**NON-ACADEMIC  
PROGRAMS**



# **VP RESEARCH & SPONSORED PROGRAMS ACCOMPLISHMENTS/HIGHLIGHTS 2015-2016**

- ✓ **Title III-Part A, Grant (21010) Strengthen Academic Programs including 4 bachelor's degrees:**

<b>Degree</b>	<b>Headcount</b>	<b>Graduates</b>
NES	91	8
CARE	35	5
NSL	58	7
TGBM	161	17

- ✓ **Title III-Part F, Grant (21124) Strengthen Institutional Effectiveness through student services and institutional management projects**



# **VP RESEARCH & SPONSORED PROGRAMS GOALS FOR 2016-2017**

- ✓ **Use data to inform development of new plans – Strategic Plan, Assessment Plan**
- ✓ **Develop and implement an institutionalization plan for Title III funds; select a new program for development**
- ✓ **Increase use of data to inform plans for improvement by programs and institutional initiatives**



# **SPONSORED PROGRAMS ACCOMPLISHMENTS & HIGHLIGHTS 2015-2016**

- ✓ **Hired New Grant Writer**
- ✓ **Supported Sponsored Programs**
  - ✓ **AY2016 Grant Revenue \$13.8**
  - ✓ **Average of \$14.5M/Year Over the Last 5 Years**
- ✓ **Working Closely with Capital Campaign to Seek Funding**
- ✓ **Obtained New Grant Management Software for Tracking Proposals and Awards**
- ✓ **Began Review Process and Work on Updating Grant Manager's Manual**
- ✓ **Made Minimal Updates to Sponsored Programs Webpage**
- ✓ **Supported Institutional Research and Assessment Work**



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# **SPONSORED PROGRAMS**

## **GOALS FOR 2016-2017**

- ✓ **Update Grant/Proposal Management System to be Able to Generate Reports on Proposals, Grant Awards, etc.**
- ✓ **Continue to Update Sponsored Programs Section of Website**
- ✓ **Secure Funding for Capital Campaign for Construction of Health & Wellness Center**
- ✓ **Continue to Work Closely With Foundation on Capital Campaign to Secure Additional Funding for Phase IV Construction on South Campus**
- ✓ **Research Funding Opportunities to Support Development of Programs, Research Projects, and Capacity Building Activities in Alignment with the Strategic Plan**



# **INSTITUTIONAL RESEARCH & ASSESSMENT ACCOMPLISHMENTS/HIGHLIGHTS 2015-2016**

- ✓ **AY 15 AIHEC AIMS/AKIS Report**
- ✓ **AY 15 Student Success Report – Institutional Data for 2012-2017 Assessment Plan**
- ✓ **AY 15 Assessment Annual Narrative Reports**
- ✓ **AY 15 Institutional Strategic Plan Assessment Survey**
- ✓ **AY 15 Community Needs Survey**
- ✓ **AY 15 NWCCU Annual Report**



# **INSTITUTIONAL RESEARCH & ASSESSMENT GOALS FOR 2016-2017**

- ✓ **Create best practices for survey research**
- ✓ **Create online forum for assessment reporting**
- ✓ **Evaluation of the 2012-2017 Assessment Plan**
- ✓ **Conduct the following surveys outlined in the 2012-2017 Assessment Plan:**
  - ✓ **CCSSE**
  - ✓ **FSSE**
  - ✓ **Alumni survey**
  - ✓ **ACT**





# **VP FOR ADMIN & FACILITIES ACCOMPLISHMENTS/HIGHLIGHTS 2015-2016**

- ✓ **Lummi Day School Restoration Project funded thru USDA and completed**
- ✓ **Comprehensive Emergency Management Plan completed**
- ✓ **Conceptual Design for Health & Wellness and Workforce Training**
- ✓ **Site work contract for the two buildings bid ready for summer**
- ✓ **Lummi Day School Siding and Painting USDA grant application**
- ✓ **NARCH 9 application process started - due mid July**
- ✓ **Completed Training & Conferences:**
  - ✓ **\*Community Emergency Response Team**
  - ✓ **\*Emergency Management Framework for Tribal Governments**
  - ✓ **\*Attended 2 Emergency Preparedness related conferences**



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# **VP FOR ADMIN & FACILITIES GOALS FOR 2016-2017**

- ✓ **Continuity and Recovery Plan – Phase II of CEMP**
- ✓ **Campus Development strategy continues for Health & Wellness and the Workforce Training Center – various funding sources**
- ✓ **Transition of NICMERE Program**
- ✓ **Acquisition of two new vans**
- ✓ **CEMP program of strategic preparation & drills & simulations**
- ✓ **Continued committee and board work related to**
  - ✓ **Lummi Housing Authority Board**
  - ✓ **NWIC IRB**
  - ✓ **Strategic Planning, Budget, Finance, Housing, Personnel, Development, Sustainability, Admin & Exec & Leadership Teams**



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# **FINANCE DEPARTMENT ACCOMPLISHMENTS/HIGHLIGHTS FOR 2015-2016**

- **Successful FY15 audits for NWIC and NWIC Foundation**
- **Development and implementation of a three year budget projection process**
- **Creation of the structure of a Financial Management Plan**
- **Approval of FY17 institutional budget by NWIC Board of Trustees**
- **Review and revisions of Finance Department policies, procedures, and processes**



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# **FINANCE DEPARTMENT GOALS FOR 2016-2017**

- **Successful audit completion by February 15, 2017**
- **Hold one day Finance Department retreat**
- **Policy development, review, and approval**
  - Net Assets Utilization Policy
  - Reserve Account Policy
  - Investment Policy
  - Planning and Budget Development Policy
  - Capital Budget Policy
- **Content development for Financial Management Plan**
- **Develop Annual Budget Calendar**
- **Review and revision of key Finance Department processes**



# **DEVELOPMENT OFFICE/FOUNDATION ACCOMPLISHMENTS/HIGHLIGHTS 2015-2016**

## ✓ **Capital Campaign**

- ✓ Pledges \$350,000 (plus grants \$158,700)

## ✓ **Scholarships**

- ✓ Awarded 128 Annual (Endowed \$65,110; Other \$42,000 + events= \$147,110)
- ✓ Awarded 29 Emergency Assistance and 7 Second Chance Scholarships

## ✓ **Endowment/Institutional Support**

- ✓ Raised \$16,663 (plus events: BFJ \$35,000)
- ✓ Support to College \$426,000

## ✓ **Events**

- ✓ Billy Frank Jr. Endowment Dinner \$77,865
- ✓ tl'aneq' Cultural Arts Auction & Gala \$177,970
- ✓ Golf Scramble \$12,465

**TOTAL: \$955,777**



# DEVELOPMENT OFFICE/FOUNDATION GOALS FOR 2016-2017

## ✓ Capital Campaign \$2,500,000

- ✓ Swinomish \$250,000
- ✓ Tulalip \$1,000,000
- ✓ Shakopee \$2,500,000
- ✓ NMTC \$9,200,000 (Net \$2.5 Million)
- ✓ Follow up: Twenty-Nine Palms \$100,000; Trillium \$1,000,000
- ✓ Other/Grants: WA Building Communities Fund \$1,200,000; UBS, Seahawks, Cowboys, Microsoft.

## ✓ Scholarships \$150,000

- ✓ Awarded 175 Annual Scholarships

## ✓ Endowment/Institutional Support \$300,000 + 2% AF

## ✓ Events \$275,000 (tl'aneq' \$200,000; Joe DeLaCruz \$50,000; Golf Scramble \$25,000)



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# **HUMAN RESOURCES**

## **ACCOMPLISHMENTS/HIGHLIGHTS**

### **2015-2016**

- ✓ **Completed comprehensive review of the Personnel Policy Manual with the Personnel Policy Committee, in preparation for recommended changes to be presented to the Administrative Team and Board of Trustees**
- ✓ **Participated with other Lummi Entities in the implementation of the Affordable Care Act, including data reporting to IRS**
- ✓ **Completed comprehensive salary review for Full-Time Faculty**
- ✓ **Redesigned HR/Payroll forms as part of the Continuous Improvement Initiative**
- ✓ **Conducted Corrective Action/Progressive Discipline Training**



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# **HUMAN RESOURCES GOALS FOR 2016-2017**

- ✓ **Recommend changes to Personnel Policy Manual to Administrative Team and Board of Trustees and conduct institution-wide training**
- ✓ **Develop and recommend a new Performance Management Program, including forms/tools design, implementation and training**
- ✓ **Finalize Staff Cultural Components of New Employee Orientation Program in collaboration with content experts**
- ✓ **Continue improvements to HR-Payroll forms and processes**
- ✓ **Make improvements to Human Resources webpage**





# INFORMATION TECHNOLOGY DEPARTMENT ACCOMPLISHMENTS/HIGHLIGHTS FOR 2016-2017

- **National Science Foundation Grant for Cyberinfrastructure.**
  - Setting up a science DMZ
  - Create shared storage servers for collaboration with other universities, faculty and students
  - Connecting the extended sites to the main campus
  - Purchasing of Canvas (this replaced Moodle)
- **USDA\RUS Distance Learning Equipment Grant**
  - Replace Distance Learning Polycom equipment throughout the college and extended sites
- **Added extended sites to upgraded internet access as well as the Main campus**
  - Added better communication tools to extended sites to new system



# **INFORMATION TECHNOLOGY DEPARTMENT GOALS FOR 2016-2017**

- ✓ **Change Network Scheme from a Class C to A at extended sites**
  - ✓ We have completed Swinomish, Tulalip, Muckleshoot, Port Gamble and are on the cusp for Nisqually by August
- ✓ **Convert Extended Sites to K-20 Cyberinfrastructure Network**
  - ✓ Swinomish and Tulalip, Muckleshoot, Port Gamble and Nisqually will require a visit in order to complete
- ✓ **Replaced Distance Learning Equipment at Main Campus and Extended Campuses as well as some new PC's**
- ✓ **Need to Write Grants to Replace Additional PC Equipment at Main Campus and at the Extended Sites**



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# **LIBRARY**

## **ACCOMPLISHMENTS/HIGHLIGHTS**

### **2015-2016**

- ✓ **Met benchmark for MCA 3.3.1**
- ✓ **Improved library web presence**
- ✓ **Library Use September 2015 – June 2016**
  - ✓ **Gate Count: 10,760**
  - ✓ **Circulation: 2,361**



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# **LIBRARY**

## **GOALS FOR 2016-2017**

- ✓ **Continue progress on MCA 3.3.1**
- ✓ **Finish library disaster preparedness and recovery plan**
- ✓ **Continue progress on providing access to government documents via the library catalog**



# **INDIGENOUS SERVICE LEARNING ACCOMPLISHMENTS/HIGHLIGHTS 2015-2016**

- ✓ **HMDV course has integrated service learning projects – 25 students participated and provided reflections on main campus, 20 at the NWIC sites**
- ✓ **Sponsored National Days of Service Earth Day and Martin Luther King Day (50 students participated)**
- ✓ **Collaborated with ecoAmbassador grant**
- ✓ **Received award from Western Washington for the ecoAmbassador grant work**
- ✓ **Collaborated with Western Washington faculty fellows community engagement program: 3 NWIC faculty attended**



# **INDIGENOUS SERVICE LEARNING GOALS FOR 2016-2017**

- ✓ **Standardize Service Learning rubric across FYE and capstone curriculum**
- ✓ **Faculty Service Learning FIG groups to develop Service Learning course curriculum**
- ✓ **Increase Service Learning course and faculty participation by 50%**



# **VP INSTRUCTION & STUDENT SERVICES ACCOMPLISHMENTS/HIGHLIGHTS 2015-2016**

- ❖ **Dreamed about a Strategic Enrollment Management Plan for NWIC to create strategies resulting in designed future student enrollment**
- ❖ **Learned and participated on the Budget Team discussions to create a balanced budget with the resources available resulting in many voices being heard**
- ❖ **Invited to be a member of the Accreditation Steering Committee to complete a Yr 7 Report for accreditation purposes that will result in NWIC continuing to be an accredited 4 yr college**
- ❖ **Participated in future planning of a Wellness Center created with culturally integrated ideas that will result in students having the knowledge and skills to take home wellness plans for their communities**



# **VP INSTRUCTION & STUDENT SERVICES GOALS FOR 2016-2017**

- ❖ Follow our blue print for SEM and readjust when necessary to bring more students to NWIC**
- ❖ Continue on the path to a balanced budget with more needs met resulting in improved student retention rates**
- ❖ Strive for excellence when preparing the Yr 7 Report resulting in more commendations than recommendations**
- ❖ Complete a Wellness Center plan with team members resulting in student wellness that will reach into their communities**





# **DEAN OF STUDENT LIFE ACCOMPLISHMENTS/HIGHLIGHTS 2015-2016**

- ✓ **TRIO implementation**
- ✓ **AIHEC Basketball Tournament planning committee**
- ✓ **Strategic Enrollment Management Planning**
- ✓ **TCU BASICS interventions to reduce risky behavior research project – NWIC involved**
- ✓ **Student Services Policies:**
  - ✓ Financial Aid Policy
  - ✓ Admission and Placement
  - ✓ Secure Retention of Student Records
  - ✓ Incomplete Agreement
  - ✓ Grade Change
  - ✓ Co-curricular Activities
  - ✓ Refund Policy
- ✓ **State Financial Aid Audit**
- ✓ **Staff training: Clery Act Training, SKC Summer meeting, Federal Student Aid conference, BTC Enrollment Management meeting, bi-weekly CSS cross-trainings, AIHEC winter meeting – DC Advocacy**



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# **DEAN OF STUDENT LIFE GOALS FOR 2016-2017**

- ✓ **Implement enrollment management planning process as well keep track of the process**
- ✓ **Continuing to improve advising methods and advising team dynamic**
- ✓ **Update annual student handbook, RLC Policies/Kwina Apartment policies**
- ✓ **Continue to implement departmental assessment calendar**
- ✓ **Continue Cross-training for advisors, including bringing WWU staff to NWIC**
- ✓ **Continue membership in committees/task groups: Academic leadership, budget committee, accreditation Core Theme 2 co-chair, leadership team, communications committee, finance committee**
- ✓ **Continue work on MCAs:**
  - ✓ **Collect and report on Graduate Survey results**
  - ✓ **Develop, implement, and report on the student learning outcomes for all co-curricular activities**
  - ✓ **Develop, implement, and report on the assessment of student connection to identity and sense of place**
  - ✓ **Develop and implement activities and track participation rates**
  - ✓ **Support creating a plan that includes conducting a student satisfaction survey; gaps analysis, student orientation, site support and training for advisors**



# **ENROLLMENT SERVICES ACCOMPLISHMENTS/HIGHLIGHTS 2015-2016**

## **✓ \*Implemented revised Incomplete & Grade Change Policies**

- ✓ 204 Current Pending Incomplete Agreements
- ✓ 97 Grade Changes from “\*” Grades
- ✓ 203 Grade Changes from Incomplete Agreements
- ✓ 166 Grade Changes from Error
- ✓ 18 Grade Changes from Administrative Withdrawals (AWs)
- ✓ Total of 688 Grade Change/Incompletes

## **✓ New Modality Code created, removed “OLH” (VC)**

## **✓ Reorganized File Room, Prepare for Audit**

## **✓ Graduation Applications Processed (185)**



# **ENROLLMENT SERVICES GOALS FOR 2016-2017**

- ✓ **Implement new Pre-Requisite Procedure**
- ✓ **Implement New Modalities and revise Implementation Form**
- ✓ **Revise, Update, and Upload all current Enrollment forms to website**
- ✓ **Research Electronic Transcripts**
- ✓ **Internal Audit completed**
- ✓ **New Site Manager trainings**



# **FINANCIAL AID ACCOMPLISHMENTS/HIGHLIGHTS 2015-2016**

- ✓ **Underwent a WA State Need Grant program review performed by the Washington Student Achievement Council in Spring. Timely response and efficient communication with WSAC led to continued participation in WA State Need Grant and College Bound Scholarship**
- ✓ **Demonstrated functionality to the best of its abilities while undergoing staffing changes, including a leadership transition**
- ✓ **Attended the annual PowerFAIDS conference in early July, which resulted in an increased awareness in PowerFAIDS capabilities, as well as an update on changes regarding President Obama's executive decision to allow prior-prior year (PPY) income tax information on the FAFSA, resulting in a students ability to submit 2017-2018 FAFSAs beginning October 2016 instead of the normal January 1<sup>st</sup> start date.**
- ✓ **Reconciled 2014-2015 Pell records**



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# **FINANCIAL AID GOALS FOR 2016-2017**

- ✓ **Create PowerFAIDS efficiencies to reduce administrative error in packaging financial aid awards, tracking satisfactory academic progress, letter/email communication to students, and maintaining compliance with federal and state regulations.**
- ✓ **Prepare and develop best practices regarding PPY.**
- ✓ **Prepare for WSAC's follow-up visit.**
- ✓ **Update the Financial Resources webpage with a FAQ section.**
- ✓ **Update consumer information that maintains compliance with federal and state regulations.**
- ✓ **Hold Financial Aid info sessions for students.**
- ✓ **Create and maintain Standard Operating Procedures that reference step-by-step instructions using Best Practices.**
- ✓ **Work with the Foundation Office to organize a Foundation Scholarship committee.**
- ✓ **Work with staff and faculty to create a better understanding of financial aid policies and procedures.**
- ✓ **Complete a Financial Aid satisfaction survey to show areas of success, and areas needing improvement.**



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# **ADMISSIONS**

## **ACCOMPLISHMENTS/HIGHLIGHTS**

### **2015-2016**

- ✓ **Demonstrated functionality during leadership transition**
- ✓ **Performed file audit in conjunction with Enrollment Services**
- ✓ **Reviewed Transfer Policy for updates**
- ✓ **Performed outreach to prospective students with incomplete admissions applications**
- ✓ **Improved online submission of Program of Study updates**



# **ADMISSIONS GOALS FOR 2016-2017**

- ✓ **Submit updated Transfer Policy for approval**
- ✓ **Work with staff, faculty, and students to develop additional outreach plans**
- ✓ **Hold Running Start info sessions**
- ✓ **Overhaul on CDIB file maintenance**
- ✓ **Improve on transfer fair presentations at other organizations**
- ✓ **Continue to monitor Jenzabar improvements that would result in changes in admissions procedures**
- ✓ **Keep admissions webpage and forms current**



**AY2016**  
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**AND GOALS**



**THE END!**

