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January 23, 2019

Dr. Marty R. Cavalluzzi
President
Olympic College
1600 Chester Avenue
Bremerton, WA 98337-1699

Dear President Cavalluzzi:

This letter serves as formal notification and official record of action by the Northwest Commission on Colleges and Universities (NWCCU) at its meeting on January 9-11, 2019, taken concerning the Fall 2018 Mission Fulfillment and Sustainability Evaluation of Olympic College. This action was taken after consideration of evidence, including the institution's Self-Evaluation Report, the Peer-Evaluation Report, the optional Institutional Response to the Peer-Evaluation Report, and information received as part of the institutional representative meeting with Commissioners.

Accreditation

- Reaffirm Accreditation.

Commendations

The Commission commends Olympic College for:

1. Its commitment to the local community and for the creative and innovative approach to meeting community needs through its academic programs and consistent, widespread involvement of advisory boards for the design and implementation of community-based professional and technical programs, as exemplified through the partnership with the Puget Sound Naval Shipyard.
2. The extensive program of information literacy and outreach provided by Library faculty and staff, and for consistently promoting and maintaining a welcoming and inviting atmosphere for student learning and engagement.
3. Its commitment to diversity, equity and inclusion, as evidenced by the creation of the Office of Equity and Inclusion and the Multicultural Services Office. Noteworthy activities initiated in support of this commitment include the Equity and Inclusion Toolkit, Equity Institutes, the Diversity Leadership Institute, the Student of Color Conference, Cultural Club and Conversation Partners.

Recommendations for Areas Out of Compliance

The Commission finds that the following Recommendations are areas where Olympic College is out of compliance with the NWCCU Standards for Accreditation. According to U.S. Department of Education Regulation 34 CFR 602.20 and Commission Policy, Commission Action Regarding Institutional Compliance Within Specified Period (enclosed), the Commission requires that Olympic College must take

appropriate action to ensure these Recommendations are addressed and resolved in the prescribed two-year period.

The Commission recommends that Olympic College:

3. Regularly and systematically evaluate classified staff in accordance with its annual evaluation procedures (Standard 2.B.2).
4. Develop financial planning and budget development policies and processes that include appropriate opportunities for participation by its constituencies (Standard 2.F.3).
5. Adopt, publish, regularly review and adhere to policies and procedures regarding the safe use, storage, and disposal of hazardous or toxic materials (Standard 2.G.2).

Recommendations for Areas Substantially in Compliance but in Need of Improvement

The Commission recommends that Olympic College must:

1. Improve transparency and college-wide involvement of all constituencies to increase investment in strategic decision-making through a comprehensive review and revision of its shared governance policies and procedures, that include: Clear identification of roles, responsibilities, and authority of the president, administrators, staff, and faculty with particular attention on identifying the executive responsibilities of the president, the primary operational responsibilities of administrators and staff, and the primary instructional responsibilities of the faculty (Standard 2.A.1).
2. Immediately develop a recruitment plan which will lead to implementation of an effective system of leadership, staffed by qualified administrators, with appropriate levels of responsibility and accountability, who are charged with planning, organizing, and managing the institution and assessing its achievements and effectiveness, because of the disruption that has resulted from an inordinate number of interim and temporary positions across the organizational structure of the College (Standard 2.A.9).
6. Define procedures for evaluating the alignment and integration of institutional planning and the allocation of resources for achieving the intended outcomes of programs and services with respect to accomplishment of core theme objectives (Standards 3.A.4, 4.A.4, 4.B.1).
7. Systematically evaluate its non-instructional programs and services to provide direction for the institution that leads to accomplishment of its core themes, and fulfillment of its mission (Standards 3.B.1, 3.B.2, 4.A.2, 4.A.4, 4.A.5).
8. Implement an effective, regular, and comprehensive system of assessment of student learning outcomes at the course, program, degree, general education, and related instruction levels, and use the results to inform academic and learning-support planning and practices that lead to enhancement of student learning achievements (Standard 4.A.3, 4.A.6, 4.B.2).

Required Follow-Up

- Address Recommendations 1, 2, 3, 4, and 5 of the Fall 2018 Mission Fulfillment and Sustainability Evaluation Report in an Ad Hoc Report without a visit in Spring 2020.
- Address Recommendations 6, 7, and 8 of the Fall 2018 Mission Fulfillment and Sustainability Peer-Evaluation Report as an addendum to the Fall 2021 Mid-Cycle Self-Evaluation Report.

Future Evaluations

- Mission and Core Themes Report in Spring 2020.
- Ad Hoc Report without a visit in Spring 2020 to address Recommendations 1, 2, 3, 4, and 5 of the Fall 2018 Mission Fulfillment and Sustainability Peer-Evaluation Report.
- Mid-Cycle Evaluation and visit in Fall 2021 with an addendum to address Recommendations 6, 7, and 8 of the Fall 2018 Mission Fulfillment and Sustainability Peer-Evaluation Report.
- Mission Fulfillment and Sustainability Evaluation and visit in Fall 2025.

NWCCU is committed to an accreditation process that adds value to institutions while contributing to public accountability, and we thank you for your continued support of this process. If you have questions about any of the information in this letter, please contact your staff liaison, Vice President Valerie Martinez.

Sincerely,



Sonny Ramaswamy
President

SR:rb

cc: Dr. Mary Garguile, Accreditation Liaison Officer
Ms. Harriette Bryant, Chair, Olympic College Board of Trustees
Dr. Roberto Gutierrez, Fall 2018 Mission Fulfillment and Sustainability Peer-Evaluation
Committee Chair