

NWCCU Annual Report 2020 Instructions

What's New

- This year we are using the new *Institutional Portal* to allow the ALO (Accreditation Liaison Officer) at each institution to review and update the information that we have for their institution. This is an effort to avoid reentering data, while keeping our records up to date.
- We have *reduced* the amount of enrollment-related data that we are requesting. If it exists in the IPEDS database, we are not asking you to enter it.
- We are asking each institution to provide a complete *listing of all academic programs* currently offered. We will use a template via the *Institutional Portal* to get the information into the correct format. After this year, the ALO will be asked to review and update the program listing for accuracy using the *Institutional Portal*. See *Grace Period* notice below.
- We are asking each institution to provide a *reflective statement* after providing their institutional data. This is an attempt to get beyond just the data, to help us better understand your institution's unique accomplishments, outcomes, goals, and challenges during the year in review.
- We are asking each institution to provide an annual update on progress made towards fulfilling each outstanding Recommendation from a prior evaluation.

2020 Summer of Substantive Change Notification Grace Period

With the request to have all institutions provide an updated list of academic programs, we are creating the possibility that institutions may find academic program changes that were not reported to NWCCU as required by the Substantive Change Policy. Or, there may be questions about whether specific changes were reported. We have decided that the goal is to get a complete and accurate list of all of the academic programs offered by our institutions, and we are not going to worry about all of the substantive change requests that might be generated as a result of creating these up-to-date and accurate lists.

There are some limitations. For example, if you discover programs that were suspended or terminated, and a teach-out was required, we would still need to be informed of the teach-out plan (or that it has been successfully concluded).

The grace period applies only to substantive change notifications. The process to report more significant substantive changes is unchanged.

Process for 2020

Start by accessing the *Institutional Portal* at <https://nwccu.force.com/nwccuport>.

Soon after May 10, 2020, the ALO will have access to the *Institutional Portal* via an email with login information. (If you have been involved in testing the *Institutional Portal*, you may continue to use your existing login information.)

Note: These steps do not have to be completed in a specific order, with one exception: step 3 must be completed before step 4.

1. Use the **Profile** tab to update basic information about your institution.

Note: There are three new fields this year:

- **OPEID Main Campus** – autopopulated from public information, please review and update as needed.
- **IPEDS ID** – autopopulated from IPEDS data, please review and update as needed.
- **Student Success Data Website** – autopopulated from information provided in the past. This data may well need to be updated.

2. Use the **People/Key Roles** tab to identify key individuals on your campus.

Note: There are three new fields this year:

- There is a new Key Role this year – **Chief Diversity Officer**. (To be provided only by institutions that have such a role, or a similar role.)
- On the **Key Roles** page you can select existing contact records at your institution. If you need to create a new contact record, use the **People/Contacts** tab.

3. Use the **Sites** tab to review and (likely) enter the physical location of each of your instructional sites.

Note:

- An instructional site is defined as a location at which at least 50% of one or more academic programs is offered. Locations that provide less than 50% of programs do not need to be listed.
- Your list of instructional sites needs to be completed before uploading program data.
- When you have completed the list of instructional sites, click the **Request Upload Template** button. This generates a template for the list of academic programs used in step 4.

4. Use the **Programs** tab to provide a complete list of all academic programs offered by your institution.

Note: A more detailed list of steps related to updating your academic programs list with screenshots is available [HERE](#).

Process:

- a. As noted above, when you have completed the list of instructional sites, click the **Request Upload Template** button (on the **Sites** tab). This generates the template for the list of academic programs, which will be emailed to the ALO. This template contains information about your institution and indicates the information needed to

complete the upload process. It is formatted as a CSV (comma-separated values) file, which can be opened in a spreadsheet program such as Excel.

- b. Obtain a list (as a CSV or Excel file) of all Title IV eligible academic programs (e.g., majors, minors, options, certificates) offered by your institution. This list would typically be provided by the Registrar or Institutional Research office on your campus. The template (from step a.) indicates the needed program information.
- c. Copy and paste the academic program information into the template file using a spreadsheet program such as Excel.
- d. Save the file either as a CSV or XLSX (Excel) file.
- e. Upload the updated template file using the **Upload Files** button on the Programs tab (bottom left corner).

Once your updated template file has been uploaded, NWCCU staff will load the data into the *Institutional Portal*. Depending on the number of people submitting data, it may take a few days for your data to appear on the *Institutional Portal*.

5. Use the **Home** tab and click the **Verify** button to indicate that you have reviewed and updated your institution's data on the *Institutional Portal*.
6. Use the **Annual Update** tab and click the **Complete Annual Update Now** button. This opens the Annual Report form that is similar to the form you have used in recent years. The Annual Report form collects some basic institutional information, financial information, cohort default rate information, information on enrollment changes, and a statement from the institution called the *Institutional Reflection* (see above).

Note:

- *This year we are asking for information on significant enrollment declines as well as significant enrollment increases.*
- *The Institutional Reflection is intended to help NWCCU see beyond the data, to better understand your institution's unique accomplishments, outcomes, goals, and challenges during the year in review, and the innovative ways that your institution is trying to meet student needs and promote student success and close equity gaps.*

New this year, we have added a section to the Annual Report for you to provide an update on progress made on each outstanding Recommendation from prior evaluations.

In Case of Trouble

If you have trouble accessing the *Institutional Portal* or completing the review and update of your institution's data, please do not hesitate to contact:

Ron Larsen, Senior Vice President
rlarsen@nwccu.org
406-580-5832 (cell – working from home)