AGENDA

1) Academic 2020 Update – Roger Stanford ................................................................. X
   Note: Large Printout of Document will be Available at Meeting

2) Recognition Policies Discussion – Lee Rasch .......................................................... X
**Academic 2020**

**Mission**
Western Technical College provides relevant, high quality education, in a collaborative and sustainable environment, that changes the lives of students.

**Key Results**
- Increase “C” or better course completion 1% per year through 2020
- Increase annual number of credit students served to 10,000 by 2020
- Reduce indirect and direct cost per credit hour by 5% by 2020
- Score higher than 90% of peer groups in "top-box" satisfaction

**Values**
- Learning
- Excellence
- Accountability
- Diversity
- Student Success
- Teamwork
- Integrity
- Respect

**Engagement Strategy**
Empower faculty and academic leaders through the use of learning teams.

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**Desired Outcomes**

**Pillar One**
Intentional Instructional Design and Delivery
1. All Program Design and Course Outcome Summaries meet instructional design standards by September 2018
2. Course and program information in Blackboard and on public web site are consistent with official curriculum (WIDS) by July 2016
3. Faculty demonstrate competency in performance-based instructional design by September 2018
4. Faculty demonstrate competency in formative and summative assessment based upon the Course Outcome Summary and Program Design Summary by September 2018
5. Students experience a consistent and quality experience with Blackboard course and program interaction
6. Students demonstrate 21st Century employability skills upon completion of a credential

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**Pillar Two**
Integrate and Collaborative (Academic) Support for Students
1. Academic staff and faculty are accountable in their role and in the process of supporting students throughout their academic and career pathways
2. Students experience a friendly, cross-divisional, and collaborative support model
3. Students experience engagement with faculty throughout their academic and career pathways

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**Pillar Three**
Excellence in Teaching and Learning
1. Academic leadership actively supports the delivery of quality and engaging learning experiences
2. Faculty have access to professional development and support aimed at developing and refining their adaptive expertise
3. Faculty deliver high-quality learning experiences and embrace a culture of reflective practice through seeking out and acting upon feedback
4. Students have a consistent and equitable learning environment

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**Pillar Four**
Innovative and Relevant Product and Service Mix
1. The college has a consistent and comprehensive process for assessing the health and quality of existing products and services, regardless of delivery method
2. The college has a consistent and comprehensive process for identifying and developing new programs and services
3. Students have access to relevant and quality Career Pathways that lead to credential attainment and employment
4. Learners consider Western their first choice for education

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**Pillar Five**
Student-focused Academic Policy
1. Develop a systematic process for academic policy development, implementation, and oversight
2. Establish/review policies related to basic work expectations for faculty and academic staff
3. Establish/review policies related to College and/or program entrance requirements
4. Establish/review policies related to College or program assessment and/or evaluation
5. Establish/review policies related to support for student satisfaction and success in the classroom

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**Strategies**

1. Establish course-level design standards
2. Create program-level design standards (Program Design Checklist)
3. Integrate Blackboard and WIDS
4. Implement a quality rubric for Blackboard courses
5. Apply a standard Blackboard shell to all sections of courses
6. Establish evidence-based student learning outcomes assessment model
7. Promote formative assessment strategies that lead to authentic summative assessment practices
8. Promote college-wide framework for embedding sustainability across academics
9. Implement a comprehensive strategy for faculty development related to instructional design and delivery

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**Values**
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1. Created course-level design standards.
2. Integrated WIDS with Blackboard.
3. Created process to maintain web-posted curriculum documents.
4. Provided physical space for student support services (Learning Commons).
5. Revised faculty job description.
6. Implemented FQAS for all faculty.
7. Developed a college-wide model and process of faculty observations.
8. Implemented a “learning team” engagement concept.
9. Created standards and process for academic policy development.
10. Redesigned Culinary, Landscape Horticulture, Business Management, Digital Marketing, Marketing Management to create embedded credentials that lead to associate degrees (ATD).
11. Created sector strategy map based upon Program Design Team recommendations.
12. Implemented a “learning team” engagement concept.
13. Created a clear repository of academic policies and process guidelines on SharePoint that are easily accessible.
14. Created a “learning team” engagement concept.
15. Selected and implemented Accuplacer as course assessment and placement tool - Phase I. (ATD)

ATD = Achieving the Dream
FQAS = Faculty Quality Assurance System

1. Grow Flexible Learning opportunities.
2. Expand K-12 Academy and Dual Credit models.
3. Redefine Western’s Core Abilities.
4. Develop program scorecard.
5. Improve success rates in Anatomy and Physiology
6. Expand master course development.
7. Create comprehensive faculty evaluation model.
8. Deliver comprehensive model of student success strategies for underprepared students (ATD).
9. Implement Phase II Assessment and Placement (ATD).
10. Define and expand academic coaching (ATD).
11. Create a balanced portfolio of academic offerings.
12. Implement growth plans for:
   a. Business and Industry Services
   b. Regional Learning Centers
   c. Flexible Learning
   d. Career Pathway offerings
13. Develop comprehensive strategy for full-time and adjunct faculty development (ATD).
14. Refine comprehensive program improvement process.
15. Expand programming in the following areas:
   a. Hospitality Management – Online, BRF
   b. Digital Marketing – Evening block and blend
   c. Marketing Management – Day block
   d. Business Management – Weekend cohort, block and blend
   e. Medical Assistant – RLC Rotation
   f. ASLA Pathway – RLC
   g. ASLA Pathway – Summer K-12 Transition
   h. Welding – Afternoon
   i. Culinary Pathway launch – embedded credentials
16. Implement an intentional and consistent method of communicating adjustments in academic policy to ensure shared understanding of policy changes and related timelines.
17. Implement faculty credentialing model that is aligned with Higher Learning Commission requirements.
18. Implement standard Blackboard course shell.
College Policies and Procedures Regarding Recognition

C0409 RECOGNITION

The Board and administration of Western Technical College encourage a climate in which suitable means are provided to recognize exemplary and extended service and support of the College Mission and its students. We encourage ongoing formal and informal recognition to include systems that advocate the recognition of individual employees by the College community.

We also recognize the importance of expressing concern and interest from the College in times of accident, illness requiring a prolonged absence from work or hospitalization, death, or birth of a child in the immediate family of benefit eligible employees, retirees and board members.

This policy allows Human Resources to administer the policy using moderate expenditures from revenues derived from a portion of vending activities.

G0400 COMMUNITY MEMBERS RECOGNITION

The Board and administration of Western Technical College encourage a climate in which suitable means are provided to recognize volunteerism, commitment to career and technical education, community partnership and other outstanding support of the College Mission and students.

Reference: Procedure G0400P

Adopted March 17, 2009

G0400p GUIDELINES FOR COMMUNITY MEMBERS RECOGNITION

The following are authorized means for recognition of outstanding community member contributions which support the College’s Mission and students:

A. Joint resolution of the College and Foundation Boards. At appropriate times, to recognize exemplary service and friendship to the College and the Foundation, a joint resolution by the two Boards will be issued, framed and presented to an individual in acknowledgement of their contributions.

B. Partner in Education program. When an individual, business or organization is distinguished by its record of commitment to technical education, to Western Technical College and to its students the Board may act to designate that individual, business or organization as a Partner in Education. Partners are invited to an annual recognition program and are asked to participate in the planning process through which College directions are established.

C. Honorary degree. To recognize extraordinary friendship and support of the College and its students, the Board has the authority to grant an Honorary Associate Degree to an individual. This individual would be recognized in a appropriate manner as part of the College’s annual commencement.
D. The Legacy Award. When an individual or organization has made an extraordinary, long-term and lasting contribution to the development of the College and its students, the College Board of Directors may recognize that contribution by presenting The Legacy Award. It is envisioned that this award will be rarely given and will recognize many years of sustained friendship so significant the College has been markedly changed as a result. The Board will present an etched glass tribute to the recipient or her/his family. The names of Legacy Award recipients will be displayed with pride at the College's administrative center.

E. Programs and seminars named after community member.

F. Foundation Award of Excellence

Reference: Policy G0400

Approved February 17, 2009

F0106 NAMING COLLEGE FACILITIES FOR THE PURPOSE OF RECOGNITION

The Western Technical College District Board retains the sole authority to determine that the name of an individual, business or organization will be attached to all or part of a College facility. Such naming may be considered by the Board to recognize a major financial gift to support construction or renovation of a campus building, scholarships, or to support College programming which may take place in the facility.

Specific prior Board approval of any facility naming is required. Facility naming decisions will be permanent for the period the facility exists, except in special circumstances. Revoking a facility name requires prior approval by the District Board. This includes the names already in place on some College facilities, which were not established to recognize a financial gift.

Procedures for Naming a College Facility to Recognize a Major Gift will be developed and administered by the College administration, in keeping with this policy. All recommendations sent to the Board for facility naming are developed within the framework of those procedures. Exceptions to this policy may be considered by the District Board.

Reference: F0106p Procedures

Revised March 17, 2009

Adopted February 17, 1998
PROCEDURE FOR NAMING A COLLEGE FACILITY FOR PURPOSES OF RECOGNITION

1) When new construction, substantial renovation or major program development is planned at the College, the College administration will consider whether the project is an opportunity to obtain private support, which may be recognized through a naming opportunity.

2) If naming opportunities are possible, the Western Technical College Foundation's staff will be asked to work with the Master Plan Committee, the physical plant staff or instructional staff to identify details of such opportunities, working within Board policy. Approval by the District Board will be obtained prior to approaching donors to discuss a gift that may be recognized through a named facility.

3) In the case of a building to be named as a result of a substantial gift for construction or renovation of the facility,
   a) the gift shall be in an amount which will either
      i) fund the total cost of the project to be named or
      ii) should exceed 60 percent of the fundraising cost of construction or renovation if it is to be named exclusively for the donor (as a guideline only) or
      iii) If portions of the building (wings, rooms, etc.) are to be named in recognition of other individuals, yet the building will still bear a single name, the donor for which the building is named will have provided a gift exceeding 40 percent of the fundraising cost of construction or renovation (as a guideline only).
   b) The gift shall provide funding for that portion of the total cost which would not have been available from any other source (such as federal or state loans or appropriations, student fees, or bond issues).

4) In a case where an existing building may be named in recognition of a substantial gift, as a guideline only, a multiplier will be used to determine, if possible, the present day value of construction costs. The gift should exceed 40 percent of the present day value of construction if it is to be named exclusively for the donor. If portions of the building (wings, rooms, etc.) are to be named in recognition of other individuals, yet the building will still bear a single name, the donor for which the building is named will have provided a gift exceeding 40 percent of the present day value of construction.

5) It will not be the practice of the College to attach names for the purpose of recognition to buildings which it leases rather than owns except under special circumstances (e.g. Residence Hall) and only with prior District Board approval.

6) In the case of College facilities to which names have been attached prior to the approval of these guidelines, those facilities will now be assumed to be governed by these guidelines. Specifically, the College's commitment to the names will last for the life of the facility or until revoked by Board action. It will be assumed that portions of the Coleman and Kumm Centers may later be named in keeping with these guidelines. The name on a facility to be demolished will not necessarily be transferred to a new facility; if a named facility is demolished and replaced, a request must be submitted in order to recommend a name for the replacement facility.

7) Exceptions to these guidelines may be considered by submitting a specific proposal with rationale through the College President to the District Board.

8) No commitment regarding naming shall be made to a donor or non-donor honoree prior to approval of the related proposal: however in order to enhance negotiations with a prospective donor, conditional approval may be obtained from the College President.

9) Acceptable gifts shall be in the form of cash, marketable securities, real estate, in-kind property or certain deferred gift arrangements.

10) The College District Board reserves the right to refuse a naming request or to reverse a naming decision should the individual or organization after which the facility or unit is named be shown to have rejected values that preserve human dignity and/or the educational ideals of the College.

Reference:  Policy F0106

Approved March 17, 2009
Other Employee Recognition Practices

The Human Engagement and Recognition Team (HEART) developed a *Peer to Peer* Recognition format (attachment A).

Recognition from the President and other Senior Leaders is a regular activity. Recognition may take place in an Information Flow announcement, electronic messaging, announcements at College Day, Management Forum and other college meetings. The President uses handwritten notes – You Rock (attachment B).

Other Community Recognition Practices

The Western Technical College Foundation recognizes the Distinguished Alumni Award each year. The recipient speaks at the Commencement ceremony.

Upon retirement, the Western Board approves a resolution of appreciation for each employee.
The HEART team is pleased to introduce Peer Recognition at Western. This is available to all employees and can be sent to and from any employee, at any level in the organization. The idea is to take time to recognize and appreciate one another.

The following form is designed for you to nominate a colleague for going above and beyond in making Western a great place to work. You are encouraged to include comments to be sent directly in an email message to the nominee. You can also select if you want the nominee to receive a certificate and/or a ribbon in recognition of their efforts. You can pick up and deliver the certificate and/or ribbon, or it will be sent to the nominee by Human Resources. All nominees will be periodically listed in the Employee News after the statement "The following individuals have been recognized for going above and beyond." Should you have questions, please email Human Resources DL.

**Nominee**

Nominee: 
Email: 
To include more than one email in the nominee section, please separate the emails with a comma (,). A max of five email addresses are allowed.

**Nominated By**

Nominated By: 
Email: 
I would like to pick up and hand deliver

**Nominees to Receive**

- [ ] Ribbon
- [ ] Certificate

Your message to the nominee will be sent automatically. Requested materials will be mailed out or available from Human Resources within two weeks. If you have questions please contact Karla Koch at kochk@westerncc.edu

**Message to Nominee**

Please share how this nominee went above and beyond