

Dakota College at Bottineau
Institutional Effectiveness Committee
Annual Summary Report
2022-2023

July 2023

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2022-2023 Reporting Groups: Advising, Athletics, Audits, Retention, ASC Math, Tutoring, CTE Center-Physical Plant, Diversity, Milligan Hall Abatement-Physical Plant, Student Bill Pay, Student Center-Physical Plant, Student Life

History of the Institutional Effectiveness Committee at Dakota College at Bottineau

The Institutional Effectiveness Committee is the result of a Met With Concerns finding in the Higher Learning Commission (HLC) Team Report from May 2020 in regards to Criteria for Accreditation sub-component 5.D. The HLC Peer Reviewers requested that DCB:

- Establish a body, representative of faculty, staff and administration, to engage in monthly review of the institutional effectiveness of its operations (page 60).
- Define a minimum of 10 key operations for which performance metrics will be identified, historical performance documented, and performance targets set (page 60).

Due to the COVID-19 pandemic, a Verification Visit occurred during October 2020, so a final decision regarding whether DCB Met, Met With Concerns, or Did Not Meet Criteria for Accreditation did not occur until December 2020. In preparation for the Verification Visit, DCB administrators created the Institutional Effectiveness Committee (IEC) whose membership is comprised of the HLC Accreditation Coordinator, the Director of Academic and Co-Curricular Assessment, and the members of the DCB Administrative Council. Duties of the IEC include:

- Ensuring the college’s strategic plan is aligned with the college mission
- Supporting ongoing connections between strategic planning, budgeting, and assessment
- Monitoring, evaluating, and documenting progress toward fulfillment of the college’s strategic plan goals
- Monitor, evaluate, and document progress toward correcting audit findings
- Providing updates and recommendations to the Campus Dean

2022-2023 Institutional Effectiveness Planning and Reporting

During the 2022-2023 academic year, a total of 13 groups had active Institutional Effectiveness Planning and Reporting Forms on file. Of those 13 groups, 11 (Advising, Athletics, Audits, Retention, CTE Center, Diversity, Student Life, ASC Math, Old Main, Student Bill Payment Process, and Tutoring) reported throughout the entire academic year. Milligan Hall Abatement and Student Center Completion were both offboarded from reporting in April.

2022-2023 Institutional Effectiveness Planning and Reporting Groups			
Name of Group	Date of Planning Form	Will the Group Continue Monthly Reporting During 2023-2024	Percent of Benchmarks Successfully Met During 2022-2023
Advising	March 2021	Yes	37.5%
Athletics	February 2021	No	75%
Audits	February 2021	No	100%
CTE Center (Physical Plant)	May 2022	Yes	75%
Diversity Committee	May 2022	Yes	80%
Student Life	May 2022	Yes	69%

ASC Math	April 2022	Yes	100%
Old Main (Physical Plant)	May 2022	Yes	100%
Retention	March 2021	Yes	0%
Student Bill Payment Process	May 2022	Yes	0%
Student Center Completion (Physical Plant)	May 2022	No	75%
Milligan Hall Abatement	May 2022	No	25%
Tutoring	April 2022	Yes	78%

Purpose of the IEC Annual Summary Report

The IEC Annual Summary Report aims to identify the goal of each reporting group, summarize the monthly reports made by each reporting group, identify the progress made toward obtaining the goal, and make a recommendation as to if the group should continue to report to the IEC and if the goal should be modified. The report is provided to the Campus Dean, the Dean's Council, and posted on the DCB website.

Summary of the Institutional Effectiveness Reporting Groups

Advising

Advising efforts, spearheaded by the Director of Advising and the Assistant Director of Advising, focused on the following objective:

- Continue implementing advising model for student enrollment in transfer programs.

Advising staff identified four benchmarks to show implementation of the advising model. Advising staff assessed the benchmarks during the completion of both the fall and spring semesters.

Advising: 2022-2023 Benchmark Progress			
Benchmark	Progress	Final Notes	Met or Not Met
50% of transfer students on DCB’s campus will attend the faculty connection event (Fall 2022)	Complete	36 of 108 invited transfer students attended the event.	Not Met
50% of transfer students on DCB’s campus will attend the faculty connection event (Spring 2023)	Complete	Only 25 students attended the event. The Spring 2023 connection event will be the last.	Not Met
90% of students attending the connection event will complete a participation worksheet (Fall 2022)	Complete	97% of attendees completed the worksheet.	Met
90% of students attending the connection event will complete a participation worksheet (Spring 2023)	Complete	No worksheet was provided due to this being the last connection event.	Not Applicable
50% of freshmen students will be registered for Spring 2022 by the end of the Fall 2022 semester	Complete	75% (118/157) students were registered for Spring 2023 by Dec. 20, 2022.	Met
50% of freshmen students will be registered for Fall 2023 by the end of the Spring 2023 semester	Complete	54% (63/117) students were registered for Fall 2023 by June 1, 2023.	Met
75% of advisors will have two recorded contacts for 90% of	Complete	55% (11/20) advisors entered Starfish connections by Dec. 1, 2022.	Not Met

advisees by the completion of the Fall 2022 semester			
75% of advisors will have two recorded contacts for 90% of advisees by the completion of the Spring 2023 semester	Complete	9/17 (53%) advisors have entered Starfish contacts this semester. 3/9 (33%) Advisors met the goal of 90% of students having 2 contacts or more.	Not Met

Advising Benchmark Comparison			
	Spring 2021	Spring 2022	Spring 2023
Connection event attendance	36%	31%	23%
Connection event worksheet completion	89%	88%	N/A
Freshmen registered for Fall semester by completion of Spring semester	37%	41%	54%
Professional advisor contacts	99%	100%	53%
Advisors (professional and CTE faculty) making 2+ contacts	N/A	29%	33%

IEC Recommendation for Advising: Continued reporting for the 2023-2024 academic year

Due to changes in staffing, goals/benchmarks, and the current advising model, Advising only met **37.5%** of identified benchmarks. During monthly reports, Advising leaders indicated that many of the identified benchmarks are no longer applicable.

IEC recommends:

- Submitted a new IE Planning Form with new benchmarks
- Adjusting the Advising Handbook to accurately depict the current DCB Advising Model
- Increasing subsequent semester registration percentage benchmarks (i.e., moving from 50% to 75% or higher)

Athletics

The DCB 2015-2020 Strategic Plan identified the following objective:

- Develop and implement a strategic plan for the future of athletic programs at DCB.

The Athletic Director and Athletic Trainer identified 12 benchmarks from the DCB Athletic Strategic Plan to focus on during the 2022-2023 academic year (up from nine benchmarks during Spring 2022).

Athletic: 2022-2023 DCB Athletic Strategic Plan Progress		
Objective	Notes	Met or Not Met
1.1: Achieve GPA-based athletic eligibility standards above standards set forth by the NJCAA	All teams met the NJCAA standard GPA of 2.5, with an overall GPA of 3.27. The lowest Spring 2023 team GPA was Men's Basketball with a 2.91 GPA. The highest Spring 2023 team GPA was Women's Basketball with a 3.84 GPA. The grade check process will continue to be a process to improve.	Met
1.2: Improve DCB student-athlete retention	DCB athletic teams averaged a fall-to-spring retention rate of 91%. Volleyball had the lowest retention rate, losing 3 players of an already small roster of 13. WBB, MBB, and MH retained 100% of their rosters from fall to spring.	Met
1.3: Improve DCB student-graduation rate	Below are the graduation rates identified by Athletic Department Data Coordinator* (*VB coach reported specific team graduation rates rather than the Athletic Department Data Coordinator): WBB – graduated 5/5 eligible MBB – graduated 3/3 eligible, one transfer	Met

	<p>WH – graduated 10/11 eligible MH – graduated 9/9 eligible VB – 7/7 eligible, one transfer Baseball – 8/8 eligible Softball – 2/2 eligible</p>	
<p>1.4: Improve DCB student-athlete eligibility status in future semesters</p>	<p>Eligibility ranged from 82% to 100%, with an overall 95% eligibility. The Athletic Department will continue to track eligibility and strive for continued improvement.</p>	<p>Met</p>
<p>2.1: Ensure DCB title IX adherence by documenting the number of male and female athletes, and number of sporting opportunities.</p>	<p>Total: 122, Women total 56, Men total 66. Male sports offered 3 and Female sports offered 4.</p>	<p>Met</p>
<p>3.1: Yearly review on cardio equipment with as needed update of at least two machines</p>	<p>One treadmill was replaced during the 2022-2023 academic year. Cyclery also performed equipment checks during the academic year.</p>	<p>Met</p>
<p>3.2: Yearly review on equipment in weight room with as needed update of at least one set/piece of equipment</p>	<p>New benches, bands, and hip thrust attachment during the 2022-2023 academic year.</p>	<p>Met</p>
<p>3.3: Identify any athletic facility needing maintenance</p>	<p>A survey was sent to all coaches with 5 out of 7 returning the survey. Short term goals included: new jerseys and balls for basketball, hockey room signage and bench improvements. Long term goals included: new shooting machine, new scoreboards, new speakers, new baskets, availability of 2 VB courts, new hockey arena, and video board in hockey arena.</p>	<p>Met</p>

	<p>Weight/cardio room improvements included: more dumbbells (lower weights), new boxes, vertimax, speaker system, more bikes. Experience improvements: team film held in Team Room, Cosmetic Improvements to facilities, athletic banquet, internet on “New to us” Jacks Bus, improved webcast for Hockey games. Positive changes made over the last year: equipment room set and organized, SID, Communication improvements, gear for coaches, photos within the school, and batting cage.</p>	
<p>4.1: Track scholarship dollars awarded to student-athletes</p>	<p>The Athletic Department completed tracking for the 2022-2023 academic year. Hockey (Men’s and Women’s), Softball, and Clay Target do not receive waivers and/or Logrollers funding. Women’s basketball used 3 waivers and gave 5 Logroller scholarships. Men’s basketball used 6 waivers and gave 7 Logroller scholarships. Volleyball used 2 waivers and gave 8 Logroller scholarships. Baseball used 2 waivers and gave 12 Logroller scholarships.</p>	<p>Met</p>
<p>4.2: Each team fundraises with documentation \$10,000 each year to help maintain their budget</p>	<p>The business office has a total of \$89,909.82 of fundraised money through the athletic department. Business Office breakdown</p>	<p>Not Met</p>

	<p>of individual fundraising efforts shows:</p> <ul style="list-style-type: none"> • BSB \$18,806.97 • VB \$1,102.51 • MH \$32,939.00 • WH \$25,419.85 • WBB \$100.00 • MBB \$7,619.49 • SB \$2,184.50 • Athletic Administration Fundraising \$1,737.50 <p>These Business Office numbers differ from self-reported numbers from coaches. The Athletic Director and Athletic Trainer have a plan to ensure proper reporting.</p>	
<p>5.2: Each sport will volunteer and document two (2) activities in the community per academic year</p>	<p>Documented activities:</p> <ul style="list-style-type: none"> • WBB (4) • MBB (2) • WH (1) • MH (7) • VB (2) • Baseball (1) • Softball (0*) <p>*Softball was without a coach for most of the year.</p>	<p>Not Met</p>
<p>5.3: Each sport will hold a sport related camp per academic year</p>	<p>WBB, MBB, WH, and Baseball held a camp during the 2022-2023 academic year.</p> <p>MH, VB, and Softball did NOT hold a camp.</p>	<p>Not Met</p>

IEC Recommendation for Athletics: Annual Update Reporting for Athletics

During the 2022-2023 academic year, **75%** of the Athletics benchmarks were met. Although not all benchmarks were met, the IEC moved during its June 2023 meeting to move Athletics to an Annual Update instead of monthly reporting. This offboarding is a result of the Athletic Trainer

and the DCB Athletic Director having established a clear system for monitoring progress toward addressing DCB Athletic Strategic Plan related goals/benchmarks.

Audits

Although not driven by strategic planning, the IEC is specifically charged with monitoring, evaluating and documenting progress toward correcting audit findings. During the 2022-2023 academic year, the DCB Business Manager helped to oversee one audit: Sensitive or vulnerable to loss assets.

Audits: 2022-2023 Summary of Audit Progress			
Audit	Status	Date of Completion (if applicable)	Notes
Sensitive or vulnerable to loss assets	Complete and Closed	6-30-23	All inventory sheets were completed as of 5/2/23. All asset management tasks were completed and the NDUS internal auditor completed a follow up review of the DCB inventory and DCB is now in compliance.

IEC Recommendation for Audits: Annual Update Reporting for Audits

Since audit-related activity is closely monitored by a variety of entities, the IEC moved to offboard Audits from monthly reporting during its June 2023 meeting. Audits will provide an annual update each June.

During the 2022-2023 academic year, **100%** of IEC monitored audits were closed by the completion of the year.

		can) and events for students on campus such as welcome weekend activities, FutureFest, Grad Grill Out.	
Improvements to Academic Improvement Plans (AIP)	In Progress	Summer plans are to revisit the process and develop a close out process for students who have completed the goal of AIPs or cont. the work of AIPs to reach the goal of good academic standing. Creating more of a semester plan and plan completion.	Not Met

IEC Recommendation for Retention: Continued reporting for the 2023-2024 academic year

Retention benchmarks for the 2022-2023 academic year were largely centered identifying how DCB defines success. Due, in part, to a lack of measurable outcomes, **0%** of benchmarks were successfully met during the 2022-2023 academic year. In the past, success was deeply associated with retention, persistence, and graduation rates. Many reporting meetings with the IEC revolved around rethinking this definition of success.

IEC recommends:

- Submit a new IE Planning Form with new, measurable benchmarks
- Clearly defining *student success at DCB*, complete with identifiable ways to measure this success
- Establish a clear purpose for the Retention Committee. This could include changing membership, duties, etc.
- Update the AIP process and clearly define success as it relates to AIPs
- Although the IEC and Retention leaders both support the ideas of student success going beyond retention, persistence, and graduation rates, the IEC would still like to see these reported on the IEC reporting form.

ASC Math

Based on data analyzed as part of benchmarks identified by retention staff, it became clear that success in developmental coursework at DCB is an area for improvement. The 2015-2020 DCB Strategic Plan included the objective: Explore alternative methods for delivering developmental education. When looking at the Fall 2018 cohort, only 26% of students who enrolled in the lowest developmental mathematics course (ASC 91 Algebra Prep I) went on to enroll in MATH 103 College Algebra. Seventy-two percent of those who made it to MATH 103 passed the course. Alternative sequencing of developmental mathematics is now part of IE reporting.

ASC Math was added to IE reporting during Spring 2022. Mathematics faculty designed a new sequence of developmental coursework, identified below:

ASC Math Sequences	
Current Developmental Math Sequence	New Developmental Math Sequence
ASC 91 Algebra Prep I (8 weeks) ASC 92 Algebra Prep II (8 weeks) ASC 93 Algebra Prep III (8 weeks)	ASC 94 Beginning Algebra (16 weeks) ASC 98 Math Lab (co-requisite with MATH 103 College Algebra)

ASC 94 Beginning Algebra and ASC 98 Math Lab were both approved by the Curriculum Committee and Faculty Senate during Spring 2022. Beginning Fall 2022, on-campus students enrolled in these courses and served as a pilot group. Math faculty assessed the effectiveness of this new sequence during the 2022-2023 academic year. This pilot will continue through the 2023-2024 academic year to ensure a proper sample size for any permanent curriculum change, but also because the NDUS is now looking at DCB’s pilot to determine systemwide change.

ASC Math: 2022-2023 Benchmark Progress			
Benchmark	Progress	Final Notes	Met or Not Met
Design new developmental math sequence	Complete	ASC 94 Beginning Algebra was created and contains topics that would have been in ASC 91 & ASC 92. Students that would have placed into ASC 91 or the lower end of ASC 92 will be enrolled in this course. ASC 98 Math Lab is a co-requisite to MATH 103 & 104 as a lab time for students to get extra assistance and	Met

		<p>remediation. Students that would have placed into the upper end of ASC 92 or ASC 93 will be enrolled in this course. S/U grading will be used.</p>	
<p>Pilot new developmental math sequence</p>	<p>Complete</p>	<p>Fall semester results: 75% (12/16) of students successfully passed ASC 94 and are able to move on to MATH 103 with the ASC 98 lab. 91% (10/11) students passed the ASC 98 lab. This was all graded based on attendance. 82% (9/11) students enrolled in MATH 103 and the ASC 98 lab passed MATH 103 with a D or higher. In both failing cases attendance was an issue.</p> <p>Spring semester results: 95% (18/19) of students enrolled in MATH 103 and the ASC 98 lab passed both courses. The one student that did not pass stopped showing up to class. The one student that completed ASC 94 passed the course with a D but will need to retake the course because a C or</p>	<p>Met</p>

		higher is needed to move on. This student had a higher grade around week 12, but skipped classes for almost two weeks.	
Assess success of developmental math sequence compared to previous model.	Complete	After the first year, the new sequence seems successful. There will be some adjustments to the topics covered in ASC 94 (remove some of the very basic and add in some more complex) to better prepare students to move on to MATH 103. Pilot will continue during the 2023-2024 academic year.	Met

*IEC Recommendation for ASC Math: **Continued reporting for the 2023-2024 academic year***

During the 2022-2023 academic year, **100%** of the ASC Math benchmarks were met. The IEC looks forward to ASC Math continuing to report during the 2023-2024 academic year. The current IE Planning Form includes three benchmarks not yet reported on: 1) make a recommendation for changes to developmental math sequence, 2) implement new developmental math sequence, and 3) re-assess success of developmental math sequence.

IEC recommends:

- Continue tracking success as done during the 2022-2023 academic year
- Report on NDUS recommendations for developmental math
- Report on the three benchmarks not yet evaluated

Tutoring

As part of DCB Strategic Planning preparation, a SWOT analysis was done with DCB faculty, staff, and students at the end of February 2022. One opportunity for improvement identified by students was to improve tutoring services at DCB. This opportunity was brought forth during the March 10, 2022, IEC meeting. The IEC Chair discussed this addition with the Campus Dean who agreed that this addition fit within the scope of the IEC.

Tutoring leaders identified nine benchmarks to evaluate during the 2022-2023 academic year.

Tutoring: 2022-2023 Benchmark Progress			
Benchmark	Progress	Notes	Met or Not Met
Design a comprehensive DCB Tutoring Training Program	Complete	Completed October 2022.	Met
Train all DCB tutors prior to beginning work as a tutor	Complete	Training occurred for Fall 2022 tutors and no new tutors were added during the Spring 2023 semester.	Met
Meet with all tutors four times each semester	Complete	Fall: <ul style="list-style-type: none"> • September: met as a group • October: virtual check in • November: only met with tutors who had worked with students • December: met with all tutors Spring: <ul style="list-style-type: none"> • February: individual meetings • March: virtual check in 	Not Met
Outline all prefixes taught at DCB (to ensure a tutor is available for all prefixes)	Complete	Action was done.	Met
Identify tutors in each prefix	Complete	When a tutor was not identified by an instructor, the instructor was listed as the	Met

		<p>professional tutor for the class.</p> <p>May update reveals 10 professors have already identified Fall 2023 tutors.</p>	
Administer survey to students regarding tutoring services	Complete	16 students completed the survey	Met
Administer survey to faculty regarding tutoring services	Complete	15 faculty completed the survey	Met
Host three tutoring events each semester	Not Started	<p>Fall:</p> <ul style="list-style-type: none"> • Tutoring Meet and Greet during FYE—no attendance • Kittens in the Library—2 participants • Stocking Decorating and Meet the Tutor postcards—11 participants <p>Spring</p> <ul style="list-style-type: none"> • Tutoring Information Session in March—15 students • De-Stress Days with DCB Tutoring—5 students participated each of the three days 	Met
25% of Starfish identified tutoring referrals will result in actual tutoring sessions	Complete	<p>Fall</p> <ul style="list-style-type: none"> • 62%: 5 out of 8 tutoring referrals result in an actual tutoring session. <p>Spring:</p>	Not Met

		<ul style="list-style-type: none"> Unknown: 1 Starfish referral has successfully led to a student receiving a tutoring session. (BIO) 	
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IEC Recommendation for Tutoring: Continued reporting for the 2023-2024 academic year

Tutoring leaders did a nice job with this initial year of reporting with **78%** of identified benchmarks successfully met. The IEC encourages building on this solid foundation.

IEC recommends:

- Evaluating information gleaned from both student and faculty surveys and making changes to tutoring as necessary.
- Make sure that tutoring events are marketed as such. Plan events around midterms and finals when tutoring is more likely on the minds of students.
- Provide data about Starfish referrals for all semesters.

CTE Center-Physical Plant

DCB, with the help of the City of Minot, secured funding to renovate an existing building located near DCB’s St. Joseph location in Minot. The 120 building will be the location of DCB’s CTE Center, which will house DCB’s new dental programs. Although initial plans were to open the CTE Center Fall 2023, building delays pushed back this deadline. It is now anticipated that the building will be ready late Fall 2023 or early Spring 2024. The IE goal for the CTE Center is to track progress toward completion of the project.

CTE Center-Physical Plant: 2022-2023 Benchmark Progress			
Benchmark	Progress	Notes	Met or Not Met
Agree on architectural plans for building within our budget and begin construction	In Progress	As of May 2023, framing is complete, interior insulation and sheetrocking has begun. There have been some budget surprises we are dealing with, but the contingency fund should cover the issues for now.	Met
Hire a General Contractor and Project Manager	Complete	Rohers was awarded the bid.	Met
Begin Construction	In Progress	This benchmark is a repeat of the first benchmark.	Met
Open up CTE Center	In Progress	Goal is November 2023 opening.	Not Met

*IEC Recommendation for CTE Center-Physical Plant: **Continued reporting for the 2023-2024 academic year***

During the 2022-2023 academic year, CTE Center-Physical Plant successfully met **75%** of identified benchmarks. The Physical Plant aspect of the CTE Center will continue through Fall 2023, and likely into Spring 2024. The IEC anticipates that evaluation of the CTE Center will move beyond the physical structure and more into the academic programming, which could shift the reporting away from the DCB Physical Plant Director to the Minot Program Director.

IEC recommends:

- Continue tracking success as done through the 2022-2023 academic year.

Old Main-Physical Plant

DCB's historic Old Main building is in the process of being renovated into a Center for Rural Health Education. The DCB Foundation is currently engaged in a capital campaign for funds, and DCB has already received state appropriations for the project. Anticipated opening date of Fall 2024. The IE goal for Old Main is to track progress toward completion of the project.

Old Main-Physical Plant: 2022-2023 Benchmark Progress			
Benchmark	Progress	Notes	Met or Not Met
Abatement	Complete	Bid awarded to Dr. George at Integrated Environmental	Met
Agree on layouts	Complete	Final construction documents released February 2023.	Met
Hire Construction Manager	Complete	Construction Engineers is managing the project	Met
Begin Construction	Complete	Most demolition is complete, the interior foundation wall has been tuckpointed except the northwest corner that is behind stucco, that will be done soon. The basement footings have been in process, the concrete is cut out and fill dug down and concrete footings are poured. Things are going well and are moving ahead of schedule.	Met

IEC Recommendation for Old Main-Physical Plant: Continued reporting for the 2023-2024 academic year

During the 2022-2023 academic year, Old Main-Physical Plant successfully met **100%** of the identified benchmarks. Old Main is solidly in the construction phase of the renovation. Hiccups are anticipated with any construction project, so adding clear benchmarks that indicate major progress will help the IEC to see where the progress is at. Additional funding is still needed, so including this piece in the reporting would be beneficial.

IEC recommends:

- Continue tracking success as done through the 2022-2023 academic year.
- Add benchmarks that indicate major steps toward completion.
- Consider working with the DCB Foundation to include a benchmark regarding funding.

Diversity

Diversity leaders focused on five benchmarks during the 2022-2023 academic year. One of the benchmarks (i.e., developing a budget for retention/advising services) was added midway through the year after Retention and Advising leaders alerted IEC members of the lack of budget during a monthly reporting meeting.

Diversity: 2022-2023 Benchmark Progress			
Benchmark	Progress	Final Notes	Met or Not Met
Offer Diversity competency training/educational sessions 1x a month during the academic year	In Progress	Activities ranged from presentations during in-service, Diversity Committee meetings, campus movies, displays in library and hallways, and speakers.	Met
Student Survey	Complete	Survey completed.	Met
Membership on Strategic Planning Committee	Complete	Diversity Committee Chair served on the DCB Strategic Planning Committee.	Met
Development of a diversity-related strategic planning goal	In Progress	Held a Diversity Forum in February. Received guidance from NDUS Diversity Council regarding: 1. Educational programming focused on DEI initiatives. 2. Research and changes to residential and athletic policy for transgender or non-binary students on campus. 3. Develop or select pre-built online training program for all faculty, staff and student employees required completion bi-annually.	Not Met
Present at the UND DEI Conference	Complete	Attended UND DEI Conference. Diversity Committee	Met

		<p>Chair presented an educational forum entitled <i>Student Empowerment through Anti-Bias Educational Practices</i> at the PTK Catalyst in Ohio.</p>	
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IEC Recommendation for Diversity: Continued reporting for the 2023-2024 academic year

During the 2022-2023 academic year, Diversity successfully met **80%** of the identified benchmarks. The one benchmark that was not met relates to developing a diversity-related strategic planning goal. The DCB Strategic Plan is still in the works, so this goal could not be met during the 2022-2023 academic year.

IEC recommends:

- Re-evaluate the current benchmarks and consider if deletions, additions, or changes need to be made.
- Help to ensure DCB remains current in policy and procedure as it related to DEI (receiving guidance from the NDUS Diversity Council).

Student Bill Payment

At the end of the 2021-2022 academic year, the IEC identified that certain processes and procedures at DCB could benefit from IEC planning and reporting. The Student Bill Payment process was identified by the former Campus Dean as a process that needed improving. Student Bill Payment began reporting during Fall 2022, but only provided updates to the IEC on three occasions during the 2022-2023 academic year (October, April, and June).

Student Bill Payment: 2022-2023 Benchmark Progress			
Benchmark	Progress	Final Notes	Met or Not Met
Write the procedure	In Progress	An initial procedure was written but had to be rewritten in April due to some issues with students getting grades for sport participation.	Not Met
Implementation	In Progress	New procedure needs to be approved.	Not Met
Revisions if needed	In Progress	The DCB Athletic Department expressed concerns about the draft procedure. Revisions needed.	Not Met
Final Billing Procedure Activated	In Progress	Waiting on revisions	Not Met
Past Due Student Accounts	In Progress	Payment collection went well during Spring 2023 (down from the previous semester)..	Not Met* *No measurable/objective benchmark was set
Action Plan of Past Due Accounts	In Progress	As of June 2023, DCB leaders expressed opposition to dropping students for non-payment. Student Bill Pay leaders need to sit down with the Campus Dean to discuss what to do with students who do not pay their bills.	Not Met

Stage 2 Past Due Accounts-Cut Meal Plans	In Progress	In the past, students' meal plans were cut for non-payment. Whether this stays as the Stage 2 Past Due repercussion is unknown at this time.	Not Met
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IEC Recommendation for Student Bill Payment: Continued reporting for the 2023-2024 academic year

During the 2022-2023 academic year, Student Bill Payment successfully met **0%** of the identified benchmarks. Although Student Bill Payment reported initial success with writing and implementing a procedure, opposition arose, and a new procedure is needed. The IEC has concerns about this group due to limited reports coming in despite repeated reminders.

IEC recommends:

- Add a co-leader to this group to ensure reporting occurs every month.
- Benchmarks should include approval of the procedure, specifying who needs to approve the procedure (e.g., Administrative Council, Dean’s Council, DCB Athletic Department, Student Senate).

Student Life

DCB Student Life is charged with the following objective:

- To create and maintain a diverse, inclusive, and welcoming environment on campus for students, and help them grow socially, personally to become positive community participants.

The Director of Student Life identified 14 benchmarks for the 2022-2023 academic year, but one of these (intramurals) was removed due to intramurals no longer falling under Student Life.

Student Life: 2022-2023 Benchmark Progress			
Benchmark	Progress	Final Notes	Met or Not Met
Hold two student socials each semester	Complete	Fall: <ul style="list-style-type: none"> • Toga Social-September • Halloween Social-October Spring: <ul style="list-style-type: none"> • Get Lei'd Social-March • Shebang Social (cancelled) 	Not Met
Hold one off campus event each semester	Complete	Fall: <ul style="list-style-type: none"> • Painting night-November Spring: <ul style="list-style-type: none"> • None 	Not Met
Redesign spaces in Mead and Milligan Halls to accommodate a kitchen for student residents to utilize	Complete	Both kitchens completed in September 2022	Met
Open Jacks Pizzeria	Complete	Delays occurred due to setting up a POS system and other complications. Student Life worked with PTK to sell off the purchased pizzas.	Not Met
Redesign a recreational space in	Complete	Game tables/pool tables set up.	Met

Milligan Hall and Mead Hall for students who reside there			
Co-op with Diversity on two events each semester	Complete	Three events during fall. Two events during spring.	Met
Create two to three campus activities/events monthly hosted by RAs to improve inclusivity.	Complete	Fall: 8 events Spring: 16 events	Met
Murals on Campus	Complete	Two student murals were completed in Gross Hall.	Met
Food Panels	Complete	Two panels occurred each semester.	Met
Co-op with Athletics to offer theme nights for students attending home games	Complete	One theme night (DCB Green) during fall and two theme nights (Australian/Beach and Jersey Night) during spring.	Met
Create a survey for students to help improve residence hall retention	In progress	Survey has been in the works since April 2023	Not Met
Develop Student Life Budget	Complete	\$15,000 allotted for the 2023-2024 academic year.	Met
Intentional Interactions: have Head Residents and RAs interact with all residents in their respective halls	Complete	Completed during Fall 2022, but interactions were not properly documented.	Met
Intramurals	Step/Benchmark No Longer Applicable	Intramurals no longer falls under Student Life, so the benchmark was removed.	N/A

IEC Recommendation for Student Life: Continued reporting for the 2023-2024 academic year

During the 2022-2023 academic year, Student Life successfully met **69%** of the identified benchmarks. The benchmarks that were not met were at least partially met.

IEC recommends:

- Submit a new IE Planning Form removing outdated benchmarks.
- Re-evaluate numbers set for socials/events/activities to ensure they are still appropriate.
- Identify benchmarks for how the Student Life Budget will be spent.

Milligan Hall Abatement

DCB's Milligan Hall is one of three residential halls on campus. As part of the Master Facilities Plan, improving Milligan Hall was identified as a goal and the Physical Plant Director began reporting to the IEC beginning Fall 2022. Initially, an expected completion date of September 2023 was set, but due to insufficient funding, Milligan Hall Abatement is currently on hold.

Milligan Hall Abatement-Physical Plant: 2022-2023 Benchmark Progress			
Benchmark	Progress	Notes	Met or Not Met
Award Abatement Bid	Complete	Bid awarded to Dr. George at Integrated Environmental	Met
Agree on layouts after rooms are abated	On Hold	It has been decided to postpone the abatement until further notice due to funding. Possibly summer 2024 but this is TBD.	Not Met
Get bids awarded	On Hold		Not Met
Open up Milligan Hall	On Hold	The residence hall is still open but will not have the anticipated updates.	Not Met

*IEC Recommendation for Milligan Hall-Physical Plant: **Offboarded***

During the 2022-2023 academic year, Milligan Hall Abatement-Physical Plant successfully met **25%** of the identified benchmarks. Due to the lack of funding and the project being put on hold, Milligan Hall-Physical Plant was offboarded during the April 2023 meeting.

Student Center-Physical Plant

During Spring 2022, several final projects related to finalizing the new Student Center/Dining Center were still left to be completed. The Physical Plant Director reported on these final benchmarks during the 2022-2023 academic year.

Student Center-Physical Plant: 2022-2023 Benchmark Progress			
Benchmark	Progress	Notes	Met or Not Met
Finalize Bids and Schedule Concrete Work	Complete	Completed June 2022	Met
Reroute water main under new patio area	Complete	Completed June 2022	Met
Order picnic tables for new patio area	Complete	Completed June 2022	Met
Secure Bids and Award for Seven New Doors in Student Center	In Progress	Doors were ordered Fall 2022. Still have not arrived as of July 2023	Not Met

*IEC Recommendation for Student Center-Physical Plant: **Offboarded***

During the 2022-2023 academic year, Student Center-Physical Plant successfully met **75%** of the identified benchmarks. With all benchmarks except the arrival of doors being met, Student Center-Physical Plant was offboarded during the April 2023 meeting.

Summary and Future Directions

Overall, the planning and reporting process continued to work well. Initially, 13 groups began the 2022-2023 academic year reporting to the IEC. Throughout the year, four groups were offboarded. At the completion of the Fall 2022 semester and the Spring 2023 semester, the IEC spent time discussing strengths and opportunities for improvement regarding institutional effectiveness at DCB.

Changes to IEC Membership

During the Spring 2023 semester, the IEC began discussing the possibility of changing the IEC Membership on the Committee was a topic throughout the academic year. The IEC was designed to mirror the Administrative Council, with the addition of the Director of Accreditation and the Co-Directors of Assessment. Although this allows for many key players around campus to play a role in institutional effectiveness, it also requires these same individuals to serve on two very time-intensive committees. Additionally, many of those serving on both the Administrative Council and IEC also serve on the ad hoc Strategic Planning Committee. With strategic planning taking shape at DCB and a standing committee needed, the idea of combining committees emerged. The IEC Chair will work with the Campus Dean throughout Summer 2023 to establish new membership guidelines, duties, responsibilities, and roles for the IEC. At present, the idea is to combine IEC and strategic planning.

Changes to Reporting

The IEC spent time during the June 2023 meeting discussing if reporting should continue as is. The monthly reports help to ensure reporting groups stay on track, so these reports will continue. Reporting during IEC meetings will be strategic based on group activity. For example, ASC Math should update in January when Fall 2023 data is complete. With the addition of strategic planning to IEC, the IEC will need to meet twice a month rather than once per month.

Future Directions

Currently, the IEC has 9 groups who will begin reporting to the IEC at the start of the Fall 2023 semester (see pages 2-3 of this report). IEC members and reporting groups have been instrumental in establishing an effective and efficient process to ensure institutional effectiveness as addressed at DCB. From the initial planning forms during Spring 2021 to the first full semester of reporting Fall 2021, the Committee feels that it is now able to work with a larger number of groups. Offboarding was identified in the 2021-2022 IE Annual Summary Report as a topic that needed addressing. The first groups were offboarded in April 2023, with several more groups offboarded during June. June 2024 will be the first time that the IEC will receive Annual Update forms, so improvements to that process should be a focus on the 2023-2024 report.

A new DCB Strategic Plan is likely to be put into place during the 2023-2024 academic year. This would result in additional groups submitting planning and reporting forms to the IEC. When new groups are added, the IEC must evaluate all groups to determine reporting frequency.