ICCB

ILLINOIS COMMUNITY COLLEGE BOARD

RECOGNITION REPORT

JOHN WOOD COMMUNITY COLLEGE

January 2021

Illinois Community College Board

RECOGNITION REPORT
FOR
JOHN WOOD COMMUNITY COLLEGE
January 2021

INTRODUCTION

During fiscal year 2020, the Illinois Community College Board (ICCB) conducted a recognition evaluation of John Wood Community College, District 539. Due to the number and type of compliance findings in this report, the ICCB staff will recommend that the ICCB issue a finding of *Recognition Continued* to John Wood Community College. The information below describes the recognition process. The report following addresses specific compliance and advisory recommendations.

Recognition is a statutory term describing the status of a district that meets instructional, administrative, financial, facility, and equipment standards as established by the ICCB. A favorable recognition status is a condition of state funding eligibility. There are three categories of recognition status.

- *Recognition Continued* - The district generally meets ICCB standards.
- *Recognition Continued - with Conditions* - The district generally does not meet ICCB standards.
- *Recognition Interrupted* - The district fails to take corrective action to resolve the conditions placed upon it under "recognition continued-with conditions" within a prescribed period.

The standards selected for review during the current cycle include four categories: 1) Academic, 2) Student Services/Academic Support, 3) Finance/Facilities, and 4) Institutional Research/Reporting. The report focuses on the findings and recommendations for each standard. These findings are based on the specific rule(s) or statute(s) being examined as a part of the appropriate standard. For each standard the college may receive one of two types of recommendations: compliance or advisory.

- **Compliance Recommendations** are those for which the college was found to be out of compliance with a given state statute or administrative rule.
- **Advisory Recommendations** consist of instances where the review team identified areas that it believes would be beneficial for the college to examine or pursue, but action is not required.

The staff of the Illinois Community College Board wishes to thank the college for its assistance and efforts in conducting this review. The Board acknowledges that the college is involved in numerous positive activities, processes, and initiatives not reflected in the report and commends the institution for its efforts on behalf of students.

EVALUATION RESULTS AND RECOMMENDATIONS

1. **INSTRUCTION**

   1. **Degrees and Certificates**

      A comparison between John Wood Community College's 2019-2020 catalog and the ICCB Curriculum Master File indicates that all degree and certificate programs have been approved by ICCB. All active and approved degrees and certificates fall within the required credit hour ranges as defined in the ICCB Administrative Rules Section 1501.302 a)3)A)i).

      No discrepancies between the college catalog and the curriculum master file were identified.

      Compliance Recommendation: None.

   2. **Articulation**

      John Wood Community College offers the Associate in Arts (A.A.), the Associate in Science (A.S.), Associate in Fine Arts (A.F.A.) in Musical Performance, and the Associate in Engineering Science (A.E.S.). Specific degree requirements parallel recommendations of the Illinois Articulation Initiative (IAI).

      According to the ICCB Program Approval Manual, for courses that are offered as part of a transfer program that are not IAI-approved, community colleges are required to keep current (within the *last five years*) articulation documents on file and available upon request from the ICCB. Evidence of articulation includes signed Form 13's or documentation from Transferology indicating a current articulation match.

      According to the requisite Recognition standard, the college has provided documentation of articulation for 20 of the 20 baccalaureate/transfer courses requested. A review of the college's evidence of articulation (Form 13) submissions, IAI codes, and/or Transferology documentation indicates that 20 of 20 courses submitted had the required current transfer agreements in place.

      Compliance Recommendations: None.

   3. **Academic Control**

      The institution maintains academic control over instruction units. The Instructional Services Area and the Curriculum Committee review and approve curriculum proposals and modifications from faculty. Proposals are required to include recommendations on admissions, placement scores, and required prerequisites. Following that, approval by the Faculty Senate and Board of Trustees is required. Additionally, the Curriculum Committee conducts program reviews and faculty observations and evaluations.

Compliance Recommendation: None.

4. **Curriculum**

4a) A comparison between John Wood Community College's college catalog and the ICCB Curriculum Master File indicates that all degree programs are within the range of total number of credit hours required for completion of an associate degree curriculum. All active and approved degrees fall within the required credit hour ranges as defined in the ICCB Administrative Rules Section 1501.302, all career and technical education degree offerings are aligned with a career pathway, and all plans of study are aligned with a transfer pathway.

4b) The college indicated there is a systemic process in place to identify the local, state, and federal standards by which curriculum is developed including any associated program accreditation (optional or required) for students to earn related industry-recognized credentials. Furthermore, multiple CTE programs offer stackable credentials, from short-term to advanced certificates to an A.A.S. degree, many of which lead to industry-recognized credentials.

No discrepancies between the college catalog and the ICCB Curriculum Master File beyond what the college identified in their self-evaluation were noted.

Compliance Recommendation: None.

5. **Dual Credit**

As part of John Wood Community College's 2020 Recognition review, the following dual credit information was examined in order to determine if institutional policies and practices were in compliance with ICCB Administrative Rules 1501.507(b)(11) A-F: 1) the college's self-evaluation, 2) data from the ICCB Annual Course submission, and 3) an audit of student qualifications and faculty credentials. To examine student qualifications, ICCB utilized the Annual Course submission to select 100 dual credit transfer (1.1 PCS) and career and technical education (1.2 PCS) courses for review; 50 from fiscal year 2018 and 50 from fiscal year 2019. The college was then required to conduct an audit using the dual credit sample and provide information related to student qualifications, relevant pre-requisites, and placement policies. The college was also required to provide a list of all instructors teaching dual credit courses in fiscal years 2018 and 2019, including their credentials.

State Laws and Regulations and Accreditation Standards.
Based on the review, staff concluded that all state laws, regulations, accreditation standards and local college policies apply to courses, instructional procedures and academic standards at John Wood Community College. These apply to students as well as faculty and staff associated with dual credit courses at the college.

Instructors.

During fiscal years 2018 through 2019, it was reported that 22 instructors taught transfer (1.1) dual credit courses. Of these instructors, two did not have the appropriate credentials to teach transfer courses. It was noted that these instructors had passed a relevant language proficiency test. It was reported that seven instructors taught career and technical education (1.2) dual credit courses. Of these instructors, all held the appropriate credentials.

Students.
After a review of the college self-study report and the additional audit materials requested by the ICCB, all students met the prerequisite requirements for the dual credit course.

Course Offerings and Requirements.
Courses were selected from transfer courses and career and technical education courses consistent with requirements for dual credit offerings. The course prerequisites (including placement policies), descriptions, outlines, and student outcomes utilized for these courses aligned with the courses offered on campus and at other off-campus sites.

Compliance Recommendation: In order to be in compliance with Administrative Rule 23 Ill Adm. Code 1501.507(b)(11)(B), John Wood Community College must ensure all dual credit instructors have adequate credentials to teach the courses they are assigned, and that those credentials match those required to teach courses on campus. For transfer (1.1 PCS) courses, instructors must have a minimum of a master's degree with 18 graduate hours in the discipline being taught. Qualifications of dual credit instructors must be appropriately collected, documented, and retained. The college noted one area (Foreign Language Instruction) where tested experience or proficiency was observed in lieu of the required credentials cited in Administrative Rule 23 Ill Adm. Code 1501.507(b)(11)(B). The ICCB does not have a policy on tested experience. The ICCB recognizes that the amended Dual Credit Quality Act, effective January 2019, may impact the ICCB Administrative Rules moving forward as they pertain to dual credit courses and instruction.

College Response:
The College vice president of instruction, respective deans and department chairs will revisit and review dual credit faculty credentials. The College used tested experience as one component in the credentialing process of the current referenced foreign language instructor but understands ICCB does not have a policy. The other foreign language instructor no longer teaches for JWCC. The College will continue to explore ways to meet both ICCB administrative rules and the Higher Learning Commission guidelines for credentialing.

6. **Assessment Plans**

   The institution has a systematic process to assess student learning in each degree and certificate program. The Faculty Senate's Standing Committee for Academic Assessment reviews assessment data on General, Program, and Course goals. Also, the institution utilizes the five-year Program Review Cycle to organize the review of its baccalaureate and CTE programs, and the Dean of Business and Institutional Effectiveness and the Vice

President for Instruction review all Program Review documents. The institution is commended for fully implementing multiple measures of placement.

Compliance Recommendation: None.

7. **Student Evaluation**

John Wood Community College has a well-defined system for evaluating and recording student performance in courses and programs. The college has board policies governing its grading system, final examinations, incomplete grades, mid-term grades, and change of grades. The college did indicate a few discrepancies when they reviewed, but both follow the appropriate timeline and award of grade.

Compliance Recommendation: None.

8. **Faculty Qualifications/Policies.**

John Wood Community College reports that instructors teaching a transfer-level course are required to have a minimum of a master's degree with 18 graduate hours in the discipline. All full-time faculty for transfer-level courses are required to hold a master's degree in the discipline they are assigned to teach. Occupational faculty must have the appropriate combination of experience in their field and academic credentials relevant to the courses they teach.

According to the requisite Recognition standard, the college provided transcript and relevant work experience evidence for 25 of the 25 courses requested for full- and part-time faculty who taught in the academic years 2018 – 2019. The ICCB review of the faculty transcripts provided by the college showed that one faculty members was missing transcripts or did not appear to have the proper credentials to teach 1.1 Transfer Courses.

Compliance Recommendation: In order to be in compliance with Administrative Rule 23 Ill. Adm. Code 1501.303(f), John Wood Community College must ensure all faculty have the proper credentials to teach. ICCB Recognition Standard 8a Faculty Qualifications/Policies states:

> *Professional staff shall be educated and prepared in accordance with generally accepted standards and practices for teaching, supervising, counseling and administering the curriculum or supporting system to which they are assigned. Such preparation may include collegiate study and professional experience. Graduate work through the master's degree in the assigned field or area of responsibility is expected, except in such areas in which the work experience and related training is the principal learning medium.*

The ICCB interpretation throughout the enforcement of these rules is that instructors teaching courses that are designated as transfer (1.1) courses must meet the master's degree requirement and must have a *minimum* of 18 graduate hours in the discipline. With regards

to areas in which the work experience and related training is the principal medium, otherwise referred to as Career and Technical Education, instructors (1.2) must hold the appropriate credential and 2,000 hours of demonstrated experience in the field.

College Response:
Since 2016, the College established a new credentialing review process. Administration worked closely with faculty to draft a verification of credentials for teaching form and process. Based on the 2016 audit, a faculty member needed additional credit hours and completed a professional development action plan in fall 2018 to close the gap. The College will continue to re-evaluate, as appropriate, credentials of full-time and associate faculty.

9. **Cooperative Agreements and Contracts**

As part of the recognition review for standard 9, Cooperative Agreements, the following items of the college were reviewed: the college's self-assessment, college catalog, and the student handbook. John Wood Community College participates in the Comprehensive Agreement Regarding the Expansion of Educational Resources (CAREER Agreement) which has been approved by the ICCB and agreed upon by the 39 community college districts in the state. The CAREER Agreement is noted within the self-assessment, college catalog, and in the student handbook. The college conducted a thorough self-assessment. Their evaluation included taking a sample of students who utilize this agreement to ensure each respective program was in compliance with the terms of the CAREER Agreement. The college also relayed that it conducts an internal audit of these students and their programs after each academic semester.

The college also participates in a cooperative agreement with Blessing Reiman College of Nursing and Health Sciences for their Nursing and Surgical Technology programs. The vitality of this joint venture is reviewed both annually and cyclically through ICCB program review.

> "Annual and Cyclical review of joint programs in the Health Sciences area are completed as a collaboration between both member institutions. John Wood Community College maintains ultimate authority for program outcomes, as the degree granting institution."

Compliance Recommendation: None.

10. **Academic Calendar**

As part of the recognition review for standard 10, Academic Calendar, the following items of the college were reviewed: college catalog, policy handbook, college website, student handbook, and the college's self-assessment. John Wood Community College's Calendar includes at least 15 weeks, with at least 75 full days of instruction, for both the fall and spring semesters excluding weekends, holidays, staff in-service, and final examinations. The current academic calendar and policies conform to Administrative Rule 23 Ill. Adm.

Code 1501.303 e)6.

Compliance Recommendation: None.

11. Program Review/Results

After reviewing John Wood Community College's program review process and submissions, it is apparent that all instructional programs have been reviewed utilizing a systematic, college-wide process. The college meets the minimum requirements of need, cost, and quality for evaluating their instructional programs. Through the review, it was evident that the college utilizes the program review process in its strategic planning and program improvement efforts. The college has shown intentionality in improving consistency and quality of the Program Review process. John Wood Community College should continue to review and utilize the recommendations and feedback given by the ICCB. No discrepancies between the college's program review process and schedule and the ICCB five-year program review were identified.

Recommendation: None.

2. STUDENT SERVICES/ACADEMIC SUPPORT

Part A: Advising/Counseling

John Wood Community College's advising and counseling program is extensive and organized to address the academic planning and transitional needs of new students and the continued success of all students as they progress through their program. The college requires new students to complete a placement assessment unless they have met placement requirements through the new multiple measure's requirements put forth by the state of Illinois. In advising sessions, academic advisors perform degree audits to ensure students are on track to meet their academic goals. Advisors also attend articulation conferences hosted by four-year universities to assist in maintaining high-level knowledge of baccalaureate programs of

Compliance Recommendation: None.

Part B: Financial Aid
John Wood Community College provided a holistic review of its financial aid department. Financial aid staff members coordinate outreach activities with the district's fourteen high schools during September and October. Students can locate up-to-date financial aid information through the college's student portal. According to the college's self-study, the financial aid office recently completed an audit with the Illinois Student Assistance Commission (ISAC) for the years of 2016-2017 and 2017-2018 which reviewed administrative capabilities, eligibility checks, payment processing, ten-year reconciliation processing, and policies and procedures. Yearly audits have resulted in no findings over the last five-plus year period. Per the ISAC audit, the college is making a few adjustments

to the net price calculator on the webpage as well as policy language updates. The college did not include the loan default rate for review.

Compliance Recommendation: None.

Part C: Placement
The Career Services Center provides wrap-around career advising, which includes career exploration support. These services include, but are not limited to, résumé writing, interview skill development, and student work-study.

Compliance Recommendation: None.

Part D: Support Services
John Wood Community College provides various support services to students, which include: disability services, counseling services, and three TRIO programs: Student Support Services, Talent Search, and Upward Bound. All three programs are housed as part of the "support services" department, centrally located on the main floor of the Student Administrative Building. Disability services staff meet at least once each year with John Wood Community College district special education staff to discuss the transition from high school to college.

The college offers academic support services including peer tutoring and the student help desk, and personal counseling is available to those students who are presently enrolled at the college to assist with managing personal and emotional barriers that may be interfering with academic success.

The Accessibility Services Office provides a variety of accessibility services including, but not limited to, interpreters, note takers, and specialized software/hardware. All services are available during regular business hours as well as personalized appointments based on student need.

Compliance Recommendation: None.

3. **FINANCE/FACILITIES**

1. **Credit Hour Claim Verification**
   ICCB staff conducted a desk review in summer of 2020. ICCB staff reviewed a sample of credit hours reported and certified by the college CFO and CEO in the Semester Unrestricted (SU) and Semester Restricted (SR) instructional credit hour submissions. The credit hour certifications are used by the ICCB annually to determine system funding calculations and college allocations.

   Approximately 150 course sections from the summer 2018, fall 2018, and spring 2019 semesters were selected. Midterm class lists, final grade sheets, and transcripts were

reviewed. The ICCB uses this information to support student residency status and final grade postings. Staff is checking for supporting documentation for the college's classification between the SU and SR records, as well as supporting documentation for chargeback and cooperative agreement claims. College processes to determine student residency, verification of residency, and course repeating were evaluated.

Compliance Recommendation: None.

Midterm Certification System
The college's credit hour submissions to the ICCB were made in a timely manner. All instructors for SU courses were funded with more than 50 percent unrestricted funds.

Compliance Recommendation: None.

Student Residency
Based on the review of residency records, the district properly makes a distinction between the residency classification for tuition purposes and residency classification for state funding purposes. The college uses a list of all in-district cities/towns to verify residency. Students who reside in cross border cities/towns are asked to bring in tax documentation to verify residency. The college published the Certificate of Chargeback Reimbursement in the college's annual audit, and it was submitted in a timely and accurate manner.

Compliance Recommendation: None.

Course Repeats
The selected sample of course sections was reviewed to determine the college's compliance with repeatability rules. The college's repeat check process is partially manual and partially automated using programming logic and appears to be working as it should.

Compliance Recommendation: None.

2. **Financial Compliance**
   Part A: Annual External Audit.
   The annual external audits for fiscal years 2015 through 2019 were reviewed. They were submitted to the ICCB in a timely manner with all of the required information.

   Compliance Recommendation: None.

3. **Financial Planning**
   The college regularly reviews and evaluates financial matters in order to provide a sound educational program and prudent financial management. The college has a Strategic Planning and Budgeting Committee that meets biweekly and weekly during part of the year. The committee reviews financial reports including revenues and expenditures across all funds, financial projections, and college planning documents. The Board of Trustees Finance and Audit Committee also meets monthly with the college President, the Dean of Business Services and Institutional Effectiveness, and the Director of Fiscal Services to

review monthly financial statements and other financial documents as necessary.

As part of the college's strategic planning process, several long-term plans are utilized which include the facilities plans such as the Facilities Master Plan. These long-term plans feed into the annual budget prioritization process. All college budget managers, along with administration, are involved in this process.

Compliance Recommendation: None.

4. Facilities
Part A: Approval of Construction Projects.
P.A 99-0655 eliminates the requirement for prior ICCB approval of locally funded construction and remodeling projects.

Compliance Recommendation: None.

Part B: Protection, Health, or Safety Projects.
P.A 99-0655 eliminates the requirement for prior ICCB approval of locally funded Protection, Health and Safety (PHS) projects. ICCB Rule 1501.608j "…prior approval of the ICCB…" is being eliminated through the JCAR rules process. In order for the College to remain in compliance with 110 ILCS 805/3-20.3.01, the college must continue to maintain accountability of the PHS funds and the nature of work done at the local level (fund 3 restricted fund accounting of those levy dollars).

Compliance Recommendation: None.

Part C: Facilities Data Submissions.

Resource Allocation Management Plan (RAMP)
The submissions due in fiscal years 2014 through 2018 (on hold for fiscal year 2019) were reviewed. For the period examined, the college has submitted their state funded RAMP submissions in a timely and accurate manner.

Compliance Recommendation: None.

4. INSTITUTIONAL RESEARCH/REPORTING

General Reporting Requirements: The latest five years of Illinois Community College Board (ICCB) data submissions by John Wood Community College were reviewed— generally this includes fiscal years 2016-2020 unless otherwise stated. Submissions were evaluated on consistency, accuracy, completeness, and timeliness. <u>Timeliness is based on the date of the final submission</u>, not the date the original submission is received. A detailed analysis of individual data submissions is in Appendix A.

ICCB data timeliness and accuracy are vitally important as these submissions are used extensively by ICCB staff to fulfill external reporting requirements on behalf of the colleges. As a value-added service to the colleges, ICCB staff reconfigure and combine information collected through routine ICCB submissions into a format that meets the needs of external entities. This approach minimizes duplicate reporting and serves to further strengthen data submission quality and comprehensiveness. For example, ICCB uses information from college submissions to provide multiple federal Integrated Postsecondary Education Data System (IPEDS) reports. It is particularly important to meet federal IPEDS collection deadlines because federal officials have the authority to fine colleges for failure to furnish timely data. There are twelve IPEDS surveys across the Fall, Winter, and Spring collections, and the potential fine in 2019 is up to $57,317 for each violation. The fine changes annually based on an inflation index. ICCB data also are used in federal Perkins Postsecondary and Adult Education and Literacy (WIOA Title II) performance reporting. Failure to meet these federal reporting deadlines could delay the availability of funds and would remove the state from eligibility for incentive dollars.

John Wood Community College officials have been successful in meeting federal submission timelines over the past five fiscal years. Over the last five years, John Wood Community College officials have met ICCB deadlines for most submissions. Overall, John Wood Community College's final data submissions have been accurate and complete. An Appendix Table contains additional details on actual submission dates.

Part A. Student Data Reporting. The **Annual Enrollment and Completion Data (A1)** submission is the most complex and lengthy of the state data submissions. Accuracy of final submissions has been good over the timeframe of the study. Final A1 submissions did not contain any critical errors in five of the five years reviewed. John Wood Community College's A1 submission met the reporting deadline in two of the past five fiscal years; the fiscal year 2020 submission was finalized two and a half weeks late, the fiscal year 2019 submission was two months late, and the FY 2018 submission was finalized three days past the reporting deadline. The submissions took between three and four submissions to finalize. Coverage of Degree Objective was excellent over the timeframe of the study with no unknown records for this variable in five of the five years reviewed. The proportion of records with unknown Entry Intent increased each year from 26 percent in fiscal year 2016 to 39 percent in fiscal year 2020. The proportion of records with unknown Current Intent ranged between 14 percent and 42 percent across the five years reviewed. Coverage of Entry Intent and Current Intent is an area for further improvement. The proportion of records with unknown Highest Degree Previously Earned was zero percent or near zero percent across the five years studied. The proportion of records with unknown High School Rank was about 40 percent in the year reviewed. The variable was made optional in fiscal year 2017. Consistency between the Annual Enrollment and Completion submission and the **Annual Student Identification (ID)** submission was excellent during each of the past five fiscal years. There were no headcount discrepancies. Annual Student Identification (ID) data were finalized prior to the reporting deadline in each of five fiscal years reviewed.

The **Annual Completions (A2)** data submission began in fiscal year 2013. John Wood

Community College met the reporting deadline in four of the five years reviewed; the fiscal year 2017 submission was finalized one-half month late. The number of submissions needed to finalize the data ranged from two to three, and final A2 submissions did not contain any critical errors in four of the five years reviewed; the fiscal year 2017 submission contained one critical error. This data was verified by college officials as valid and accurate. The proportion of records with unknown Race/Ethnicity was less than three percent across the years studied. There were more completions on the A2 than on the A1 submission in four of the five years reviewed. There were fewer completions on the A2 than on the A1 submission in fiscal year 2017 due to one A2 record that was marked as a duplicate record and, consequently, not counted on the edit. This data was verified by college officials as valid and accurate because the duplicate completion was actually a distinct completion using the same curriculum and prefix. The A2 submission collects the same completions as the A1 submission, which is limited to three completions, but the A2 allows for more than three completions to be reported.

The **Annual Students with Disabilities (SD)** data submission began in fiscal year 2009 and was eliminated in fiscal year 2017, when the SD data was moved to the A1. John Wood Community College met the reporting deadline in the one year reviewed. The number of submissions needed to finalize the data was one, and there were no critical errors in the final submission.

The **Annual Course (AC)** data submission began in fiscal year 2011. John Wood Community College met the reporting deadline in three of the five years reviewed; the fiscal year 2019 submission was finalized three days late, and the fiscal year 2018 submission was finalized four days past the reporting deadline. The number of submissions needed to finalize the data ranged from two to four, and final AC submissions did not contain any critical errors in four of the five years reviewed; the fiscal year 2020 submission contained two critical errors. This data was verified by college officials as valid and accurate. The **Annual Course (AC)** data submission helps to address the requirements of the Dual Credit Quality Act (Public Act 096-0194) and supports the production of some measures contained in Complete College America (CCA) by collecting information on dual credit and remedial and gatekeeper math and English courses.

The **Fall Enrollment (E1)** data submission's timeliness met the reporting deadline in four of the past five years; the fiscal year 2018 submission was finalized three days late. The number of submissions needed to finalize the data ranged from two to four, and there were no critical errors in the final submissions in five of the five years reviewed. John Wood Community College met the reporting deadline for the **Fall Enrollment Survey** in each of the five years reviewed. There were no headcount discrepancies between the Fall Enrollment Survey and the E1 submission in five of the five years reviewed.

Noncredit Course Enrollment (N1) data collection began in fiscal year 2000. John Wood Community College's data submissions met the reporting deadline in five of the last five fiscal years. There were no critical errors in the final submissions. The proportion of records with unknown Age was less than four percent across the five years reviewed. The proportion of records with unknown Race/Ethnicity ranged between three percent and

eighteen percent across the five years studied. The Highest Degree Previously Earned variable was unknown for about one-third of the records in the one year reviewed. The variable was made optional in fiscal year 2017.

IPEDS Summer Graduate Reporting data collection began in fiscal year 2000. The final submission met the reporting deadline in each of the past five fiscal years. **Summer Graduate Reporting for the IPEDS Graduation Rate Survey (GRS)** provides colleges with an opportunity to raise their graduation rates by including those students who complete programs one summer beyond the end of the fiscal year in rate calculations.

The **Spring Semester Enrollment Survey** was submitted on time in five of the past five fiscal years. The title of the survey was Winter Quarter/Spring Semester Term Enrollment Survey prior to fiscal year 2018.

The final **Career and Technical Education Follow-up Study (FS)** submission met the reporting deadline in two of the two years reviewed; the submission was eliminated in fiscal year 2017. Final FS submissions did not contain any critical errors in two of the two years reviewed. The response rate met the ICCB minimum standard in one of the two submissions reviewed: 2015 (61.54 percent).

Part B. Faculty/Staff Data Submissions. The **Faculty, Staff and Salary (C1)** electronic data submission met the reporting deadline in each of the past five fiscal years. The number of submissions required to finalize these data ranged from one to three. The **Faculty, Staff, and Salary (C2)** electronic data submission met the reporting deadline in the one year reviewed. The C2 submission was eliminated in fiscal year 2017, and some of the information previously captured on the C2 was moved to the Faculty, Staff, and Salary Supplementary Information. Data items in these submissions are very important in generating the annual "Salary Report for Illinois Community Colleges" and related Illinois Board of Higher Education and federal (IPEDS) reports.

The **Faculty, Staff, and Salary Supplementary Information** survey data submissions were finalized prior to the reporting deadline in each of the past five fiscal years.

The **Annual Faculty, Staff, and Salary (C3)** data submission began in fiscal year 2010. John Wood Community College met the submission deadline in three of the past five years reviewed; the fiscal year 2018 submission was finalized five days late, and the fiscal year 2017 submission was finalized one day past the reporting deadline. The number of submissions needed to finalize the data ranged from two to five. The **Annual Faculty, Staff, and Salary (C3)** submission provides ICCB with data for compliance with Public Act 096-0266 which impacts 110 ILCS 805/3-29.4.

The **African American Employment Plan Survey**, **Bilingual Needs and Bilingual Pay Survey**, and **Hispanic Employment Plan Survey** submissions began in fiscal year 2011 and the **Asian American Employment Plan Survey** submission in fiscal year 2013. John Wood Community College met the reporting deadline in each of the five years reviewed

for all four surveys. The Employment Plan surveys provide ICCB with data for compliance with Public Acts 096-1341, 096-1286, and 097-0856.

Part C. Other Submissions. The **Underrepresented Groups Report** was submitted on time in each of the past five fiscal years. This report is becoming more important as national and state attention is being increasingly focused on improving the depth and breadth of services provided to members of underrepresented groups.

Compliance Recommendation: None.

Advisory Recommendation: Most data submissions have been timely, accurate, and complete. The ICCB is appreciative of this and looks forward to continued timely, accurate, and complete data submissions from John Wood Community College. Focused efforts are recommended to improve the timeliness of the **Annual Enrollment and Completion Data (A1)**.

College Response:
The review of the process for improvement in the completion and timeliness of the A1 is ongoing as items required for reporting change. Cross checks of data have been put in place to ensure accuracy to eliminate the need for resubmissions. Timelines for completion in-house have been reviewed and adjusted to allow for any error remediation or system difficulty.

John Wood Community College - Recognition Policy Studies Report Due Dates
(Attachment A)

Noncredit Course Enrollment Data (N1)

Fiscal Year Collected	**2020**	**2019**	**2018**	**2017**	**2016**
Fiscal Year *of Data*	2019	2018	2017	2016	2015
Final Submission – **(07/15)***	07/11/19	07/13/18	07/14/17	07/12/16	07/08/15
# Submissions to Final	2	3	3	2	3
Timeliness	on time	on time	on time	on time	on time
Duplicated Head Count	1677	1452	1877	2237	2112
Unduplicated Head Count	1062	1003	1262	1499	1545
# Error Codes in Final Submission	1	1	2	2	2
# Critical Errors in Final Submission	0	0	0	0	0
% Records with Errors in Final Sub.	2.68 percent	3.65 percent	1.60 percent	0.98 percent	2.94 percent
% Unknown Age in Final Submission no value or .	2.68 percent	3.65 percent	1.39 percent	0.94 percent	2.89 percent
% Unknown Age in Final Submission unknown	0.00 percent	0.00 percent	0.00 percent	0.04 percent	0.00 percent
% Unknown Ethnicity in Final no value or .	0.00 percent	0.00 percent	0.00 percent	0.00 percent	0.00 percent
% Unknown Ethnicity in Final unknown	17.71 percent	17.98 percent	9.48 percent	3.49 percent	9.42 percent
% Unknown Highest Degree in Final no value or .**	N/C**	N/C**	N/C**	N/C**	0.00 percent
% Unknown Highest Degree in Final unknown**	N/C**	N/C**	N/C**	N/C**	34.66 percent

*Due 07/16 in FY 19; 07/17 in FY 18
**Highest Degree Previously Earned became optional in FY 17

Annual Enrollment & Completion Data (A1)

Fiscal Year Collected	**2020**	**2019**	**2018**	**2017**	**2016**
Fiscal Year *of Data*	2019	2018	2017	2016	2015
Final Submission – **(08/01)***	08/19/19	10/04/18	08/04/17	07/29/16	07/31/15
# Submissions to Final	4	4	3	4	4

Timeliness	18 days late	64 days late	3 days late	on time	on time
Head Count (total incl. 0 hrs enroll.)	2950	2861	2958	3129	3047
Discrepancy between A1 & ID	0	0	0	0	0
# Error Codes in Final Submission	1	0	1	0	0
# Critical Errors in Final Submission	0	0	0	0	0
% Records with Errors in Final Sub.	0.03 percent	0.00 percent	0.03 percent	0.00 percent	0.00 percent
% 0 Cumulative GPA in Final Sub.	7.97 percent	6.50 percent	7.40 percent	8.05 percent	8.37 percent
% 0 Cumulative Hours in Final Sub.	6.61 percent	6.47 percent	2.50 percent	2.88 percent	8.20 percent
% Unknown Entry Intent in Final no value or .	0.00 percent	0.00 percent	0.00 percent	0.00 percent	0.00 percent
% Unknown Entry Intent in Final unknown	39.08 percent	37.92 percent	34.79 percent	29.91 percent	25.57 percent
% Unknown Current Intent in Final no value or .	0.00 percent	0.00 percent	0.00 percent	0.00 percent	0.00 percent
% Unknown Current Intent in Final unknown	41.59 percent	35.16 percent	22.31 percent	13.90 percent	14.67 percent
% Unknown Degree Obj. in Final	0.00 percent	0.00 percent	0.00 percent	0.00 percent	0.00 percent
% Unknown Highest Degree in Final no value or .	0.00 percent	0.00 percent	0.00 percent	0.00 percent	0.00 percent
% Unknown Highest Degree in Final unknown	0.03 percent	0.00 percent	0.27 percent	0.00 percent	0.03 percent
% Unknown HS Rank in Final Sub.**	N/C**	N/C**	N/C**	N/C**	42.57 percent

*Adjusted to 09/01 due to ICCB internal technology update in FY 17; Due 08/03 in FY 16
**High School Percentile Rank became optional in FY 17

Annual Completions Data (A2)

Fiscal Year Collected	**2020**	**2019**	**2018**	**2017**	**2016**
Fiscal Year *of Data*	2019	2018	2017	2016	2015
Final Submission – **(09/01)***	08/13/19	09/04/18	08/30/17	09/30/16	08/13/15
# Submissions to Final	2	3	3	3	2

				15 days late	on time
Timeliness	on time	on time	on time	15 days late	on time
Record Count (duplicate completions)	465	466	506	530	639
Total Number of Completions from A1	465	465	506	531	637
More Completions on A2 than on A1 or Equal Number	Yes	Yes	Yes	No	Yes
# Error Codes in Final Submission	0	0	0	1	0
# Critical Errors in Final Submission	0	0	0	1	0
% Records with Errors in Final Sub.	0.00 percent	0.00 percent	0.00 percent	0.19 percent	0.00 percent
% Unknown Ethnicity in Final no value or .	0.00 percent	0.00 percent	0.00 percent	0.00 percent	0.00 percent
% Unknown Ethnicity in Final unknown	0.86 percent	1.93 percent	1.58 percent	1.51 percent	2.35 percent

* Due 09/03 in FY 20; 09/04 in FY 19; Adjusted to 09/15 due to ICCB internal technology update in FY 17

Annual Student ID Submission (ID)

Fiscal Year Collected	2020	2019	2018	2017	2016
Fiscal Year *of Data*	2019	2018	2017	2016	2015
Final Submission **(09/01)***	08/19/19	09/04/18	08/31/17	08/21/16	08/19/15
# Submissions to Final	2	1	2	1	1
Timeliness – Data Due	on time	on time	on time	on time	on time
Head Count in Final Submission	2950	2861	2958	3129	3047
Discrepancy between A1 & ID	0	0	0	0	0
# Error Codes in Final Submission	1	0	1	0	0
# Critical Errors in Final Submission	0	0	0	0	0

* Due 09/03 in FY 20; 09/04 in FY 19; Adjusted to 09/15 due to ICCB internal technology update in FY 17

Annual Students with Disabilities Submission (SD)

Fiscal Year Collected	2020	2019	2018	2017	2016
Fiscal Year *of Data*	2019	2018	2017	2016	2015
Final Submission **(09/01)**	N/C*	N/C*	N/C*	N/C*	08/25/15
# Submissions to Final	N/C*	N/C*	N/C*	N/C*	1

Timeliness – Data Due	N/C*	N/C*	N/C*	N/C*	on time
Head Count in Final Submission	N/C*	N/C*	N/C*	N/C*	78
# Error Codes in Final Submission	N/C*	N/C*	N/C*	N/C*	0
# Critical Errors in Final Submission	N/C*	N/C*	N/C*	N/C*	0
% Records with Errors in Final Sub.	N/C*	N/C*	N/C*	N/C*	0.00 percent

*The SD submission was eliminated in FY 17

Annual Course Data (AC)

Fiscal Year Collected	2020	2019	2018	2017	2016
Fiscal Year *of Data*	2019	2018	2017	2016	2015
Final Submission – **(09/01)***	08/23/19	09/07/18	09/05/17	08/30/16	08/18/15
# Submissions to Final	2	2	4	3	2
Timeliness	on time	3 days late	4 days late	on time	on time
# Error Codes in Final Submission	3	0	0	0	0
# Critical Errors in Final Submission	2	0	0	0	0
% Records with Errors in Final Sub.	0.18 percent	0.00 percent	0.00 percent	0.00 percent	0.00 percent
% Dual Credit in Final	4.16 percent	4.24 percent	4.13 percent	3.89 percent	4.07 percent
% Remedial (PCS 14) in Final	5.05 percent	5.22 percent	3.79 percent	4.23 percent	5.03 percent

* Due 09/03 in FY 20; 09/04 in FY 19; Adjusted to 09/22 due to ICCB internal technology update in FY 17

Fall Term Enrollment Data (E1)

Fiscal Year Collected	2020	2019	2018	2017	2016
Fiscal Year *of Data*	2020	2019	2018	2017	2016
Final Submission – **(10/01)***	09/30/19	10/01/18	10/05/17	10/06/16	10/01/15
# Submissions to Final	2	3	4	4	3
Timeliness	on time	on time	3 days late	on time	on time
Head Count in Final Submission	1934	1924	1896	1968	2016
Discrepancy between E1 & Survey	0	0	0	0	0
# Error Codes in Final Submission	0	0	0	1	0
# Critical Errors in Final Submission	0	0	0	0	0

% Records with Errors in Final Sub.	0.00 percent	0.00 percent	0.00 percent	0.05 percent	0.00 percent
Current Intent Coverage in Final Sub % coded as unknown	52.17 percent	47.51 percent	16.82 percent	13.87 percent	8.23 percent
Degree Obj. Coverage in Final % coded with no code	0.00 percent	0.00 percent	0.00 percent	0.00 percent	0.00 percent
Scholarship Coverage in Final Sub. % with no scholarship	96.17 percent	95.01 percent	97.78 percent	97.87 percent	97.82 percent

* Due 10/02 in FY 18; Adjusted to 10/17 due to ICCB internal technology update in FY 17

Fall Term Enrollment (Web) Survey

Fiscal Year Collected	**2020**	**2019**	**2018**	**2017**	**2016**
Fiscal Year *of Data*	2020	2019	2018	2017	2016
Final Submission – **(10/01)***	09/23/19	09/20/18	09/21/17	09/29/16	09/29/15
Timeliness	on time	on time	on time	on time	on time
Head Count	1934	1924	1896	1968	2016
Discrepancy between E1 & Survey	0	0	0	0	0

*Due 10/02 in FY 18; 10/03 in FY 17

Faculty Staff & Salary Data (C1)

Fiscal Year Collected	**2020**	**2019**	**2018**	**2017**	**2016**
Fiscal Year *of Data*	2020	2019	2018	2017	2016
Final Submission – **(10/15)***	10/14/19	10/15/18	10/13/17	10/19/16	10/14/15
# Submissions to Final	1	2	3	3	2
Timeliness	on time	on time	on time	on time	on time
# Error Codes in Final Submission	2	3	2	2	4
# Critical Errors in Final Submission	2	2	2	2	3
% Records with Errors in Final Sub.	6.54 percent	8.55 percent	8.65 percent	13.31 percent	14.32 percent
% Unknown Employment Class (8)	3.74 percent	0.00 percent	0.00 percent	0.00 percent	0.00 percent

*Due 10/16 in FY 18; Adjusted to 10/26 due to ICCB technology update in FY 17

Faculty Staff & Salary Data (C2)

Fiscal Year Collected	**2020**	**2019**	**2018**	**2017**	**2016**

Fiscal Year *of Data*	2020	2019	2018	2017	2016
Final Submission – **(10/15)**	N/C*	N/C*	N/C*	N/C*	10/14/15
# Submissions to Final	N/C*	N/C*	N/C*	N/C*	1
Timeliness	N/C*	N/C*	N/C*	N/C*	on time

* The C2 submission was eliminated in FY 17

Faculty Staff & Salary Supplementary Information

Fiscal Year Collected	**2020**	**2019**	**2018**	**2017**	**2016**
Fiscal Year *of Data*	2020	2019	2018	2017	2016
Final Submission – **(10/15)***	10/15/19	10/15/18	10/17/17	10/14/16	10/15/15
# Submissions to Final	1	1	1	1	1
Timeliness	on time	on time	on time	on time	on time

*Adjusted to 10/24 in FY 18 due to ICCB survey update and to 11/08 in FY 17 due to internal technology update

Summer Graduate Reporting for IPEDS GRS

Fiscal Year Collected	**2020**	**2019**	**2018**	**2017**	**2016**
Fiscal Year *of Data*	2020	2019	2018	2017	2016
Final Submission **(11/01)***	10/31/19	10/23/18	10/24/17	10/17/16	10/27/15
Timeliness	on time	on time	on time	on time	on time

*Due 11/02 in FY 16

Spring Semester Enrollment Survey*

Fiscal Year Collected	**2019**	**2018**	**2017**	**2016**	**2015**
Fiscal Year *of Data*	2019	2018	2017	2016	2015
Final Submission **(02/15)***	02/08/19	02/08/18	02/09/17	02/12/16	02/09/15
Timeliness	on time	on time	on time	on time	on time

*The title of the survey was Winter Quarter/Spring Semester Term Enrollment Survey prior to FY 18
**Due 02/09 in FY 18; 02/17 in FY 15

African American Employment Plan Survey

Fiscal Year Collected	**2019**	**2018**	**2017**	**2016**	**2015**
Fiscal Year *of Data*	2018	2017	2016	2015	2014
Final Submission Varies See Note*	01/10/19	02/01/18	03/06/17	02/03/16	01/27/15
Timeliness	on time	on time	on time	on time	on time

*Due 02/08 in FY 19; 02/02 in FY 18; 03/08 in FY 17; 02/05 in FY 16; 02/02 in FY 15

Asian American Employment Plan Survey

Fiscal Year Collected	2019	2018	2017	2016	2015
Fiscal Year *of Data*	2018	2017	2016	2015	2014
Final Submission Varies See Note*	01/10/19	02/01/18	03/07/17	02/03/16	01/27/15
Timeliness	on time	on time	on time	on time	on time

*Due 02/08 in FY 19; 02/02 in FY 18; 03/08 in FY 17; 02/05 in FY 16; 02/02 in FY 15

Bilingual Needs and Bilingual Pay Survey

Fiscal Year Collected	2019	2018	2017	2016	2015
Fiscal Year *of Data*	2018	2017	2016	2015	2014
Final Submission Varies See Note*	01/10/19	02/01/18	03/06/17	02/03/16	01/26/15
Timeliness	on time	on time	on time	on time	on time

*Due 02/08 in FY 19; 02/02 in FY 18; 03/08 in FY 17; 02/05 in FY 16; 02/02 in FY 15

Hispanic Employment Plan Survey

Fiscal Year Collected	2019	2018	2017	2016	2015
Fiscal Year *of Data*	2018	2017	2016	2015	2014
Final Submission Varies See Note*	01/10/19	02/01/18	03/07/17	02/03/16	01/27/15
Timeliness	on time	on time	on time	on time	on time

*Due 02/08 in FY 19; 02/02 in FY 18; 03/08 in FY 17; 02/05 in FY 16; 02/02 in FY 15

Underrepresented Groups Report

Fiscal Year Collected	2019	2018	2017	2016	2015
Fiscal Year *of Data*	2018	2017	2016	2015	2014
Final Submission Varies See Note*	02/01/19	02/15/18	02/08/17	03/11/16	02/02/15
Timeliness	on time	on time	on time	on time	on time

*Due 02/01 in FY 19; 02/16 in FY 18; 02/08 in FY 17; 03/11 in FY 16; 02/02 in FY 15

Occupational Follow-up Study Data (FS)

Fiscal Year Collected	2019	2018	2017	2016	2015
Fiscal Year *of Data*	2018	2017	2016	2015	2014
Final Submission – **(5/30)****	N/C*	N/C*	N/C*	05/31/16	05/27/15

# Submissions to Final	N/C*	N/C*	N/C*	3	1
Timeliness	N/C*	N/C*	N/C*	on time	on time
# Error Codes in Final Submission	N/C*	N/C*	N/C*	0	0
# Critical Errors in Final Submission	N/C*	N/C*	N/C*	0	0
% Records with Errors in Final Sub.	N/C*	N/C*	N/C*	0.00 percent	0.00 percent
Response Rate (PBIS)	N/C*	N/C*	N/C*	25.00 percent	61.54 percent
Met Minimum Response Rate***	N/C*	N/C*	N/C*	No	Yes

*The FS submission was eliminated in FY 17
**Due 5/31 in FY 16; 06/01 in FY 15
***50% when N>= 30 & 60% when N<30

Annual Faculty Staff & Salary Data (C3)

Fiscal Year Collected	2019	2018	2017	2016	2015
Fiscal Year *of Data*	2019	2018	2017	2016	2015
Final Submission – (6/15)*	06/17/19	06/20/18	06/16/17	06/15/16	06/10/15
# Submissions to Final	2	3	4	3	5
Timeliness	on time	5 days late	1 day late	on time	on time
# Error Codes in Final Submission	1	1	1	1	1
# Critical Errors in Final Submission	1	1	1	1	1
% Records with Errors in Final Sub.	10.90 percent	8.02 percent	13.66 percent	14.56 percent	17.70 percent
% Unknown Ethnicity in Final no value or .	0.00 percent	0.00 percent	0.00 percent	0.00 percent	0.00 percent
% Unknown Ethnicity in Final unknown	0.00 percent	0.00 percent	0.58 percent	0.55 percent	0.52 percent

*Due 06/17 in FY 19