



FINAL RECOGNITION REPORT

Elgin Community College

October 2017

ILLINOIS COMMUNITY COLLEGE BOARD



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INTRODUCTION

During fiscal year 2017, the Illinois Community College Board (ICCB) conducted a recognition evaluation of Elgin Community College. Recognition is a statutory term describing the status of a district which meets instructional, administrative, financial, facility and equipment standards as established by the ICCB. All community colleges must be officially recognized to be eligible for state funding. Based on a five-year cycle, recognition evaluations are conducted to assure that colleges are in compliance with specific standards. The standards selected for review during the current cycle are classified into four categories - Academic, Student Services/Academic Support, Finance/Facilities, and Institutional Research/Reporting. This report is organized by those categories and focuses on the findings and recommendations for each standard.

Each standard includes a staff evaluation of the college's performance based on the rules or statute being examined. Based on the staff evaluation, 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 are made in instances where the review team identified areas that it believes would be beneficial for the college to examine or pursue. The latter are suggestions only. Due to the low number and type of compliance findings in this report, the ICCB staff will recommend that the Board issue Recognition Continued to Elgin Community College.

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 that are not reflected in the report and commends the institution for its many efforts on behalf of students.

EVALUATIONS RESULTS AND RECOMMENDATIONS

1. INSTRUCTION

1a. Degrees and Certificates

A comparison between the Elgin Community College's college 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 ICCB Curriculum Master File beyond what the college identified in their self-evaluation were noted.

Compliance Recommendation: None.

2a-b. Articulation

Elgin Community College offers the Associate in Arts and the Associate in Science degrees. In most regards the specific degree requirements parallel the recommendations of the Illinois Articulation Initiative (IAI). The college is also approved to offer the following specialized degrees: Associate in Engineering Associate in Fine Arts.

According to the requisite Recognition standard, the college provided articulation information for 25 of the 25 Baccalaureate/transfer courses that were requested. A comparison of the reviewed courses with the college's evidence of articulation (Form 13) submissions indicated that 25 of the 25 courses submitted had the three required transfer agreements or were appropriately coded using the correct IAI course code designation.

The college identified that all AA and AS, degree requirements allow only courses that have been articulated for transfer. Also, the college has confirmed that all articulation is documented through the IAI and/or through the use of the articulation request form, Form 13.

According to the ICCB Program Approval Manual, for courses that are offered as part of a transfer program (AA or AS) 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 copies of current Transferology course tables.

Compliance Recommendations: None.

3a-b. Academic Control

According to Elgin Community College, all new programs, as well as dual credit courses, are developed according to college policy that requires review and oversight of unit of instruction to be evaluated by college staff. The college stated that all courses, programs, and certificates are reviewed and approved by a faculty-led Curriculum Committee. The college's Curriculum and Assessment Office also provides support for unit instruction. Additionally, the college utilizes Program Review for feedback on programs, as well as employers and advisory boards to ensure rigor and high academic standards are met.

During the ICCB on-site visit, it was determined that the college was awarding credit to high school students for participating in the Youth Symphony Orchestra, which is offered through a private organization. College Staff stated that they have no control of the curriculum or class activities, other than providing space.

Compliance Recommendation: In order to be in compliance with ICCB Administrative Rule 1501.502, Elgin Community College must:

- 1) ensure the college maintains full academic control of the unit of instruction. If credit is awarded, the college must design, conduct, and evaluate the units of instruction under the direct and continuous control of the college's established processes for academic planning and quality.**

College response: The College maintains academic control of the Elgin Youth Symphony Orchestra (EYSO) MUS 120 and MUS 124 courses. Led by a team of nationally recognized leaders in music education, the EYSO achieves the highest standard of excellence in musicianship and often performs with internationally recognized guest artists and on the radio.

College faculty set curriculum for MUS 120 and MUS 124 as documented in master course outlines on CurricUNET. These courses were approved by the Curriculum Committee and have been offered for over two decades. Only ECC faculty are eligible to teach MUS 120 or MUS 124 per the College's Administrative Procedure 5.103 (Minimum Requirements for Appointment to Faculty). This policy outlines minimum qualifications for baccalaureate transfer instruction as follows:

Faculty Teaching Baccalaureate Transfer Level Courses (includes GSD & COL courses):

- a) a master's degree in the discipline or in a related discipline with at least 18 graduate hours in the discipline*
- b) or a master's degree in the discipline or in a related discipline with recognized license or certification*
- c) or, for select applied performing arts courses, a bachelor's degree in the discipline and a combination of demonstrated teaching skills and professional practice equivalent to a master's degree.*

- d) *or, for physical education courses: faculty must have the appropriate degree, license or certification, and necessary hours of work experience as indicated in the curriculum database.*

Candidates apply for teaching positions online via the College's Applicant Tracking System, and they must submit original transcripts to verify minimum qualifications. Finally, to ensure quality instruction, the director of performing arts meets weekly with Arts Center and EYSO staff to review outcomes and expectations regarding instruction. The dean and director of performing arts may attend EYSO classes/rehearsals at any time.

Per ECC and ICCB, programs prepare program reviews every 5 years. Evaluation of the Music program was last done in 2015. College policy also requires review of individual courses every 5 years, including a review of course-level outcomes, assessments, and student success. Course assessment plans for MUS 120 and MUS 124 were drafted in fall 2016, and reports are pending. Assessment of MUS 120 and MUS 124 culminate in an individual student performance attended by the dean and director of performing arts.

4a-b. Curriculum

A comparison between Elgin 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.

Elgin Community College reported that the college currently requires all new courses and programs to be presented to the college's Curriculum Committee. The committee is responsible for reviewing the development and revision of courses and instructional programs at the college. The curriculum committee, working with administration, is the recommending body for all curriculum matters which affect the transfer, career and technical, general studies, and business training/continuing education areas.

The college stated that the Career and Technical Education (CTE) programs work closely with area employers and workforce advisory committees to ensure curriculum is relevant. The CTE programs at Elgin Community College offer stackable credentials, as well as many seamless pathways through the 2+2 agreements with several universities.

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.

5a-e. Dual Credit

As part of Elgin Community College's 2017 Recognition review, the following dual credit information was examined in order to determine if institutional policies and practices were in compliance with the ICCB Administrative Rules 1501.507(b)(11) A-E: 1) the district'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, the ICCB utilized the Annual Course submission to select 100 dual credit transfer (1.1 PCS) and career and technical education (CTE) (1.2 PCS) courses for review; 50 from FY2015 and 50 from FY2016. The district was then required to conduct an audit using the dual credit sample and provide information related to student qualifications. The college was also required to provide a list of all faculty members teaching dual credit courses in FY2015 and 2016, including their credentials.

Part A: 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 Elgin Community College. These apply to students as well as faculty and staff associated with dual credit courses at the college.

Part B: Instructors.

During fiscal years 2015 through 2016, it was reported that nine instructors taught transfer (1.1) dual credit courses. Additionally, it was reported that 39 instructors taught career and technical education (1.2) dual credit courses. From this review, all instructors had the appropriate credentials to teach dual credit courses.

Part C: Qualification of Students.

After a review of the college's self-study report and the additional audit materials requested by the ICCB, it was found that 3 did not meet the prerequisite or placement criteria as required by the college for both transfer and career and technical education courses.

Part D: Course Offerings.

The ICCB selected a total of 100 dual credit transfer (1.1 PCS) and CTE (1.2 PCS) courses for review; 50 from fiscal year 2015 and 50 from fiscal year 2016. The course outlines utilized for these courses were the same as for courses offered on campus and at other off-campus sites.

Part E: Course Requirements.

Dual Credit courses offered by the college were selected from the approved transfer and career and technical education courses consistent with the requirements of this standard. Prerequisites, descriptions, course outlines, student outcomes, etc., were consistent with on-campus offerings.

Compliance Recommendation: In order to be in compliance with ICCB

Administrative Rule 1501.507(b)(11), Elgin Community College must:

- 1) ensure all students accepted into dual credit courses meet the institution's criteria, prerequisites, and placement procedures for each course.**

College response: Dual Credit student's prerequisites are reviewed as part of normal office procedures and are conducted both within the Dual Credit office and by the Registrar. Occasionally when a student does not meet a course prerequisite, a case will be made by or on behalf of a student and a prerequisite override will be approved at the discretion of the academic dean or designee of the relevant academic division. That is what occurred in the cases identified.

This particular situation occurred when a withdrawn course was replaced by an existing course for our Tech Prep program without recognizing the prerequisite issue until the time of registration. Once recognized, the associate dean made the decision to permit the program to run as agreed and to address the issue prior to the following Tech Prep cycle. In the following year, a different course which has no prerequisites, replaced the course for which the exception was made.

While dean or designee approval is the practice at the College for prerequisite overrides, this finding has highlighted an opportunity for revision and update to the procedure on minimum competencies and placement testing. This procedure is being reviewed in 2019 and recommendations will include adding a statement that appeals should be directed to the appropriate dean or designee.

6a. Assessment Plans

Elgin Community College has a systematic, district-wide approach to the assessment of student learning. The college is committed to regular assessment of student learning outcomes. Staff at Elgin Community College indicated that assessment is completed and supported through the Curriculum and Assessment Office. The college stated that they use goals database to track actionable findings. The college also has a Student Learning Advisory Committee, which is responsible for the oversight of general education outcomes and assessment. The college uses the National Institute for Learning Outcomes Assessment as a framework for accountability.

Compliance Recommendation: None.

College response:

7a. Student Evaluations

Elgin Community College has a well-defined system for evaluating and recording student performance in courses and programs. Elgin Community College has established and published minimum standards of academic achievement, as defined by grade point average, credits completed in relation to credits attempted, and

satisfactory academic progress. The college has Board policies governing its grading system, final examinations, incomplete grades, and change of grades, and grade forgiveness.

Compliance Recommendation: None.

8a. Faculty Qualifications/Polices

Elgin Community College reported that all full- and part-time faculty for transfer-level courses are required to obtain a Master's Degree in the discipline they are assigned to teach. Occupational faculty must have the appropriate level of experience in their field. According to the requisite Recognition standard, the college provided transcript evidence for 25 of the 25 courses requested full- and part-time faculty who taught in the academic years FY12 and FY15, which were requested by the ICCB. The ICCB review of the faculty transcripts provided by the college showed that all faculty members had the proper credentials to teach 1.1 Transfer Courses. The college's review of faculty files is conducted in an annual audit by staff from Human Resources.

In addition to reviewing faculty files, the college provides regular and comprehensive professional support for faculty through the Faculty Development Center. The center helps faculty and staff enhance teaching quality, receive professional development such as hands-on technology, creating accessible instructional materials, and pedagogy.

Compliance Recommendation: None.

9a-c. Cooperative Agreements and Contracts

As part of Elgin Community College's recognition review of cooperative agreements, the following items were reviewed: the college included a list of all current cooperative agreements including enactment dates, most recent revisions or amendments, other institutions entered into the agreement or contract, and the purpose. Elgin Community College participates in the CAREER Agreement that has been approved by the ICCB. Beginning in FY 2018, the college will participate in the Illinois Community College WIOA Tuition agreement with Harper College, Kankakee Community College, McHenry College, and others still in progress.

Compliance Recommendation: None.

Advisory Quality Recommendation: Pursuant to Section 1501.307 of the Administrative Rules, all cooperative agreements are to be approved by the ICCB. The Board realizes that an approval process was not implemented or enforced for the system for cooperative agreements outside of the CAREER agreement. Moving forward, all renewed and original cooperative agreements must be approved by the Board. Please direct all cooperative agreements to

the Academic Affairs division for approval.

College response: A request for approval for ECC to participate in the Illinois Community College WIOA Tuition agreement has been submitted to the ICCB.

10a-c. Academic Calendar

As part of the recognition review for standard 10, Academic Calendar, the following items of the college were reviewed: 2016-2017 Academic Calendar, college catalog and/or applicable policy handbook, college website, and the college' self-assessment. Elgin Community College's 2016-2017 Academic Calendar includes 15 weeks, with 75 full days of instruction excluding weekends, holidays, staff in-service, and final examinations. The current academic calendar and policies conform to ICCB Administrative Rules, Section 1501.303. In the event of a school day closure or cancellation (e.g. inclement weather, natural disaster, etc.), the district has developed Academic Continuity Procedures within their Campus Emergency Response Plan.

Compliance Recommendation: None.

11a-e. Program Review

After reviewing Elgin Community College's program review process and submissions over the last five years, all instructional programs have been reviewed utilizing a systemic, college-wide process. The college meets the minimum requirements of need, cost and quality for evaluating their instructional programs. The college includes instruction, student support services, academic programs, and administrative functions in their annual review cycle. The college has incorporated annual reviews of each program where progress, goals, and action steps are monitored closely. Through the review, it was evident that Elgin Community College utilizes the program review process in its strategic planning and program improvement efforts.

No discrepancies between the college's program review process and schedule and the ICCB five-year program review manual were identified.

Compliance Recommendation: None.

2. STUDENT SERVICES/ACADEMIC SUPPORT

1a-d. Student Services/Academic Support.

Part A: Advising and Counseling.

Elgin Community College has a comprehensive and organized program of academic advising and career counseling. The Student Success Center, where advising and career development services are located, is open Monday through Thursday from 8:00 am to 7:00 pm and on Fridays from 8:00 am to 4:00 pm and several Saturdays prior to the start of the semester. The offices are staffed with nine

full-time academic and transfer advisors, three part-time advisors, two part-time career development specialists, and an associate dean. The restructuring of the former counseling area in 2014 and the creation of an integrated Student Success Center lead to the adoption of a case management model for academic and transfer advising.

During the first semester, each student is assigned an academic advisor, and the relationship between advisor and advisee is developed throughout a student's entire educational career. Students who are undecided in their major or career goals are referred to a career development specialist. One-on-one career counseling and career assessments are utilized to ensure preparation for each student. Elgin Community College also offers a program called FOCUS2. This is an interactive, self-guided career and educational planning tool designed to help students make decisions about their future career goals and educational plans.

Compliance Recommendation: None.

Part B: Financial Aid.

The Financial Aid and Scholarships Office is conveniently located in the same area as other student services and are easily accessible to all students. Financial aid materials are available in kiosks located outside the office, in the lobby of the office, and online. The office is open from 8:00 am to 7:00 pm Monday to Thursday and 8:00 am to 4:00 pm on Friday. Additionally, the office is open two Saturdays before the start of each semester. The Office of Financial Aid at Elgin Community College's website provides information outlining how to apply for financial aid, eligibility requirements, financial aid policies, priority filing dates, a list of important changes/updates.

The college also maintains administrative procedures related to scholarships, student employment, tuition waivers, and a financial aid advance program. A comprehensive policies and procedures manual has been developed and published that provide the financial aid staff with current policies and procedures pertaining to eligibility.

Compliance Recommendation: None.

Part C: Placement.

Elgin Community College provides job placement and career services for all students. The college Career Services Department offers a comprehensive job placement program. Services include assistance with career exploration, job and internship search, work-based learning opportunities, and employability skill development. Classroom and special event presentations are offered to assist with all aspects of the employment process, such as resume building, interviewing skills, job search, online resources, and the use of social networking.

The Career Services Department offers an internet-based job listing site called CollegeCentralNetwork. The site provides access to jobs; career related videos and resources are available seven days a week and 24 hours a day. CollegeCentralNetwork allows an individual to post a resume or career portfolio online for review by prospective employers.

Compliance Recommendation: None.

Part D: Support Services.

In addition to academic advising, transfer, and career services, Elgin Community College also offers additional support services including Wellness Services, Veterans Services, Disability Services, and a computer based Early Alert system. Wellness Services provides a number of services which include short-term, one-on-one sessions, crisis intervention, support groups, psychosocial-educational programming, and health and wellness resources. Services are available Monday through Thursday from 8:00am to 7:00pm and on Fridays from 7:30am to 4:00pm. Students may also Drop-in and make an appointment.

Veterans Services provides targeted admissions, orientation, academic advising, and financial aid assistance and other resources (e.g., a study room) for student veterans. Evaluation of credit for military experiences is offered. Veteran's services also provide workshops for new student-veterans in order to help them transition from military to civilian college life. In 2016, Veterans Services began offering three to four veterans training sessions per semester. These trainings provide Elgin Community College administrators, faculty and staff with general knowledge of the veteran experience (including deployment cycles and transitioning to civilian life), common issues and concerns for student-veterans, and veteran-specific resources available at the college. People who complete the training receive a decal noting they are a Military Ally.

Disability Services is available to assist students who have physical, emotional, and learning disabilities. Disability Services is staffed by a part-time manager who reports to the Associate Dean of Student Success and ADA Coordinator. They work collaboratively to meet the needs of students and to consult on unique cases. This department also works in partnership with TRiO Support Services, tutoring, and handles testing accommodations for the Testing Center. Finally, in order to improve and increase term-to-term and year-to-year retention, an Early Alert Program was implemented.

Compliance Recommendation: None.

Advisory (Quality) Recommendations: Under the Student Services/Academic Support Standards of the ICCB Recognition Manual, Colleges are expected to ensure all services are available at hours/days convenient for students (evenings, weekends). According to college staff, Elgin Community College's

Disability Services office currently does not offer appointments outside of 9:00am-3:00pm Monday -Friday. Per the recognition report it was noted as an action item and the college administration is aware of this issue and is in the process of hiring a full-time Coordinator of ADA and Student Disabilities Services. In the future, the college needs to continuously ensure that all academic and student services are aligned with ICCB Administrative Rules.

College response: The College hired a full-time Coordinator of ADA and Disability Services in May 2017. Consequently, the Disability Services Office is open 8:00 am to 5:00 pm Mondays through Thursdays and 8:00 am to 4:00 pm on Fridays. Moreover, once or twice per month, the Coordinator is scheduled to work until 7:00 pm as the evening administrator for the Division of Student Services and Development. In addition, to address service needs of students, the College recently approved the purchase of additional assistive technology that will be housed in the Library for students who may need to use the technology after 5:00 pm. Finally, the College would like to clarify that although the actual Disability Services Office closed at 3:00 pm due to the part-time status of the Manager of Disability Services as reported, the recently retired Associate Dean of Students, who was also the ADA Coordinator, would address issues and concerns of students registered with the Disability Services Office after 3:00 pm. Her work is now absorbed by the recently hired Coordinator.

3. FINANCE/FACILITIES

1. Credit Hour Claim Verification

ICCB staff conducted a day and a half visit at the college in late September 2017. During this visit 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 2015, fall 2015, and spring 2016 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.

The college has an electronic signature process for midterm certifications by the instructors. Not all instructors for SU courses were funded with more than 50 percent unrestricted funds. In one instance, human error caused the mislabeling of two courses being placed on the SU instead of the SR. In a separate instance, the youth symphony program (MUS 120, MUS 124) does not comply with the 50 percent rule 110 ILCS 805/2-16.02, but due to policy and procedural rather than human error.

Compliance Recommendation: In order to be in compliance with 110 ILCS 805/2-16.02 Elgin Community College must:

- 1) **ensure all college policies and procedures are adjusted to 110 ILCS 805/2-16.02 and**
- 2) **resubmit all SUSR claims after removing the Youth Symphony courses from the FY17 credit-hour claim.**

College response: The College provides non-monetary support for the program in the form of faculty support, instruments, classroom and office space, and security. However, the college does not meet the reimbursement eligibility requirements in which the district pays 50% or more of the program costs from unrestricted revenue sources.

Due to this finding, the EYSO course will be removed from the SR/SU file. Arrangements such as EYSO are limited. Nevertheless, an internal review will be conducted to confirm that there are no other arrangements in existence that do not meet the reimbursement eligibility requirements.

Student Residency

Based on the review of residency records, Elgin Community College 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 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 2012 through 2016 were reviewed. They were submitted to the ICCB timely with all of the required information.

Compliance Recommendation: None.

4a-c. **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. ICCB Rule 1501.602 “Approval of Capital Projects” is being eliminated through the JCAR rules process.

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 Elgin Community 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.

Facility Data Records (ICCB F3, F6, B3, R3 records)

Based on ICCB staff review of the facilities data submissions, the FY2012 through FY2016 submissions were generally made in a timely or accurate manner. The college was still working to finalize the FY2016 data. During ICCB’s review of the F3, F6, B3, & R3 records submitted, no errors appeared on the June 30th edit reports, which is an indication that the college’s submission was accurate.

Compliance Recommendation: None.

Square footage of planned construction and owned land

The fiscal year 2013 through 2016 submissions were reviewed. For the period reviewed, the college reported their Square Footage of Planned Construction and Owned Land reports in a timely and accurate manner.

Compliance Recommendation: None.

Project status reports

The fiscal year 2012 to 2016 submissions were reviewed. This report is submitted each year to show the relative progress toward completion on each ICCB approved project. The reports were submitted in a timely and accurate manner.

Compliance Recommendation: None.

Resource Allocation Management Plan (RAMP)

The submissions due in fiscal years 2012 through 2016 were reviewed. For the period examined, the college has submitted their state funded RAMP submissions in a timely and accurate manner.

Compliance Recommendation: None.

Course Resource Data (ICCB S6/S7 Reports)

The fiscal year 2012 through 2016 submissions were reviewed. All years reviewed were submitted on the due dates. Facility, building, and room identifiers used in the S6/S7 reporting should be the same as those used in the facilities data (F3, F6, B3, & R3) reporting. This is an indication that the location codes used in the S6 and S7 data do match the facility, building, and room identifier codes used in the facilities data reported (F3, F6, B3, & R3 records).

Compliance Recommendation: None.

4. INSTITUTIONAL RESEARCH/REPORTING

1a-c. General Reporting Requirements.

(Focused finance items are covered in Section 3d Part C.) The latest five years of the Illinois Community College Board (ICCB) data submissions by Elgin Community College were reviewed - generally this includes fiscal years 2013-2017 unless otherwise stated. Submissions were evaluated on consistency, accuracy, completeness, and timeliness. Timeliness is based on the date on which a submission is finalized, not the date the original submission is received. A detailed analysis of individual data submissions is in Appendix A.

The ICCB data timeliness and accuracy are becoming increasingly important as these submissions are used extensively by the ICCB staff to fulfill external reporting requirements on behalf of the colleges. As a value added service to the colleges the ICCB staff reconfigure and combine information collected through routine the 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, the ICCB uses information from college submissions to provide multiple federal Integrated Postsecondary 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. The potential for

IPEDS federal fines totals \$385,000 per institution in the event that Fall, Winter and Spring submissions are not locked by colleges by their respective due dates. The ICCB data also are used in federal Perkins Postsecondary and Adult Education and Family 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.

Elgin Community College officials have been successful in meeting federal submission time lines over the past five fiscal years. Over the last five years, Elgin Community College officials have met the ICCB deadlines for most submissions. Overall, Elgin 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 have not contained any critical errors in each of the five years reviewed. Elgin Community College's A1 submission met the reporting deadline in three of the past five fiscal years; the FY2015 submission was finalized twelve days late and the FY2014 submission was finalized nearly four weeks past the reporting deadline. The submissions took between two and five 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 unknown Entry Intent has been increasing each year over the last five years from less than one percent in FY2013 to nearly 45 percent in FY2017. Coverage of Entry Intent is an area for further improvement. Coverage of Current Intent has been excellent with less than one percent of unknown records in FY2017 through FY2014 and no unknown records in FY2013. The proportion of records with unknown Highest Degree Previously Earned has been around 20 percent in the five years reviewed, and the proportion of records with unknown High School Rank has been around 60 percent in the last four years reviewed. High School Rank was made optional in FY2017. 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 have been finalized prior to the reporting deadline in each of five fiscal years reviewed.

The **Annual Completions (A2)** data submission began in fiscal year 2013. ICCB allows two years of data collection for new Research and Policy Studies submissions prior to being reviewed for Recognition. Elgin Community College met the reporting deadline in each of the three years reviewed. The number of submissions needed to finalize the data ranged from three to seven, and there were no critical errors in the final submissions in two of the years reviewed; there was

one critical error in the FY2016 submission. The proportion of records with unknown Race/Ethnicity was less than three percent in the years reviewed. There were more completions on the A2 than on the A1 submission. 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 FY2017, when the SD data was moved to the A1. Elgin Community College met the reporting deadline in four of the four years reviewed. The number of submissions needed to finalize the data ranged from one to five, and there were no critical errors in the final submissions.

The **Annual Course (AC)** data submission began in fiscal year 2011. Elgin Community College met the reporting deadline in each of the five years reviewed. The number of submissions needed to finalize the data ranged from two to seven. The final AC submissions have not contained any critical errors in each of the five years reviewed. 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; FY2017 submission was finalized three days past the reporting deadline. The number of submissions needed to finalize the data ranged from two to six during the five fiscal years reviewed. There were no critical errors in five of the five years reviewed. Elgin 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 three of the five years reviewed; there was a discrepancy with the FY2017 submission (31 records) and with the FY2015 submission (8 records).

Noncredit Course Enrollment (NI) data collection began in fiscal year 2000. Elgin Community College data submissions met the reporting deadline in four of the last five fiscal years; the FY2014 submission was finalized ten days past the reporting deadline. The final submissions had no critical errors in four of the five years reviewed; there was one critical error in the FY2013 submission. Coverage of Age has been excellent with less than one percent of records having unknown Age in each of the five years reviewed. Coverage of Race/Ethnicity is an area for further improvement as Race/Ethnicity is unknown in about one-fourth of records in FY2017 through FY2015 and in about one-fifth of records in FY2014 and FY2013. The proportion of records with unknown Highest Degree Previously Earned ranged between about 80 percent and about 90 percent across the four years reviewed. The variable was made optional in FY2017.

IPEDS Summer Graduate Reporting data collection began in fiscal year 2000. The final submission met the reporting deadline in five 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 **Winter Quarter/Spring Semester Term Enrollment Survey** has been submitted on time in each of the past five fiscal years.

The final **Career and Technical Education Follow-up Study (FS)** submission met the reporting deadline in four of the four years reviewed; the submission was eliminated in FY2017. Final FS submissions have not contained any critical errors in two of the four years reviewed; the FY2015 and the FY2013 submissions both contained one critical error. The response rate met the ICCB minimum standard in three of the four submissions reviewed: 2016 (52.21 percent), 2014 (52.42 percent), and 2013 (52.28 percent).

Part B. Faculty/Staff Data Submissions.

The **Faculty, Staff and Salary (C1)** electronic data submission met the reporting deadline in four of the past five fiscal years; the FY2014 submission was finalized one day late. 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 three of the four years reviewed; the FY2016 submission was finalized eight days past the reporting deadline. The C2 submission was eliminated in FY2017 and some of the information previously captured on the C2 has been 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 five of the past five fiscal years.

The **Annual Faculty, Staff, and Salary (C3)** data submission began in fiscal year 2010. Elgin Community College met the submission deadline in each of the past five years reviewed. The number of submissions needed to finalize the data ranged from one to four. 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** submissions began in fiscal year 2011 and the **Asian American Employment Plan Survey** submission in fiscal year 2013. ICCB allows two years of data collection for new Research and Policy Studies submissions prior to being reviewed for Recognition. Elgin Community College met the reporting deadline in three of the five years reviewed for the African American Employment Plan Survey and Bilingual Needs and Bilingual Pay Survey, and two of the five years reviewed for the Hispanic Employment Plan Survey; the FY2016 submissions were finalized one month late, and the FY2014 submissions were finalized one-half month late, and the FY2013 Hispanic Employment Plan Survey was finalized one day late. The Asian American Employment Plan Survey met the reporting deadline in two of the three years reviewed; the FY2016 submission was finalized one month past the reporting deadline. 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** met the reporting deadline 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.

Advisory Quality 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 Elgin Community College. Focused efforts are recommended to improve the consistency between the Fall Enrollment Survey and the Fall Enrollment (E1) submissions.

College response: In order to improve accuracy between the Fall Enrollment survey and the Fall Enrollment (E1) submission, ECC will submit the survey closer to the due date as the beginning of the term sees a multitude of student updates and changes. These updates and changes result in the inconsistencies between the two submissions.

Noncredit Course Enrollment Data (N1)

Fiscal Year Collected	2017	2016	2015	2014	2013
Fiscal Year <i>of Data</i>	2016	2015	2014	2013	2012
Final Submission – (07/15)*	06/29/16	07/13/15	07/15/14	07/25/13	07/24/12
# Submissions to Final	4	4	5	5	5
Timeliness	on time	on time	on time	10 days late	on time
Duplicated Head Count	6723	7046	7517	8462	8310
Unduplicated Head Count	3502	3900	4165	4780	5068
# Error Codes in Final Submission	2	2	2	2	2
# Critical Errors in Final Submission	0	0	0	0	1
% Records with Errors in Final Sub.	0.28 percent	0.06 percent	0.59 percent	0.11 percent	5.35 percent
% Unknown Age in Final Submission no value or .	0.22 percent	0.03 percent	0.59 percent	0.08 percent	0.00 percent
% Unknown Age in Final Submission unknown	0.06 percent	0.07 percent	0.01 percent	0.05 percent	0.13 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	24.07 percent	22.93 percent	22.14 percent	17.01 percent	17.65 percent
% Unknown Highest Degree in Final no value or .**	N/C**	0.00 percent	0.00 percent	0.00 percent	0.00 percent
% Unknown Highest Degree in Final unknown**	N/C**	87.67 percent	87.75 percent	86.52 percent	80.64 percent

*Due 07/27 in FY13

**Highest Degree Previously Earned became optional in FY17

Annual Enrollment & Completion Data (A1)

Fiscal Year Collected	2017	2016	2015	2014	2013
Fiscal Year <i>of Data</i>	2016	2015	2014	2013	2012
Final Submission – (08/01)*	09/01/16	07/23/15	08/13/14	08/27/13	07/31/12
# Submissions to Final	2	4	3	4	5
Timeliness	on time	on time	12 days late	26 days late	on time

Head Count (total incl. 0 hrs enroll.)	16229	16705	17127	18088	18758
Discrepancy between A1 & ID	0	0	0	0	0
# Error Codes in Final Submission	6	8	11	10	12
# Critical Errors in Final Submission	0	0	0	0	0
% Records with Errors in Final Sub.	0.21 percent	0.19 percent	0.32 percent	0.34 percent	0.46 percent
% 0 Cumulative GPA in Final Sub.	23.24 percent	23.94 percent	22.51 percent	24.74 percent	25.28 percent
% 0 Cumulative Hours in Final Sub.	20.35 percent	20.96 percent	19.66 percent	22.18 percent	22.74 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	44.72 percent	40.28 percent	38.79 percent	36.74 percent	0.07 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	0.89 percent	0.85 percent	0.26 percent	0.20 percent	0.00 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	17.97 percent	18.58 percent	18.08 percent	20.00 percent	21.58 percent
% Unknown HS Rank in Final Sub.**	N/C**	57.04 percent	55.81 percent	56.51 percent	60.93 percent

*Adjusted to 09/01 due to ICCB internal technology update in FY17; Due 08/03 in FY16

**High School Percentile Rank became optional in FY17

Annual Completions Data (A2)

Fiscal Year Collected	2017	2016	2015	2014	2013
Fiscal Year <i>of Data</i>	2016	2015	2014	2013	2012
Final Submission – (09/01)**	09/07/16	07/28/15	08/13/14	N/A*	N/A*
# Submissions to Final	3	7	3	N/A*	N/A*
Timeliness	on time	on time	on time	N/A*	N/A*
Record Count (duplicate completions)	4683	4863	4683	N/A*	N/A*

Total Number of Completions from A1	4619	4787	4636	N/A*	N/A*
More Completions on A2 than on A1 or Equal Number	Yes	Yes	Yes	N/A*	N/A*
# Error Codes in Final Submission	0	1	0	N/A*	N/A*
# Critical Errors in Final Submission	0	1	0	N/A*	N/A*
% Records with Errors in Final Sub.	0.00 percent	0.08 percent	0.00 percent	N/A*	N/A*
% Unknown Ethnicity in Final no value or .	0.00 percent	0.00 percent	0.00 percent	N/A*	N/A*
% Unknown Ethnicity in Final unknown	2.50 percent	2.16 percent	1.69 percent	N/A*	N/A*

*ICCB allows two years of collection for new Research and Policy Studies submissions prior to being reviewed for Recognition.

**Adjusted to 09/15 due to ICCB internal technology update in FY17; Due 09/02 in FY15

Annual Student ID Submission (ID)

Fiscal Year Collected	2017	2016	2015	2014	2013
Fiscal Year <i>of Data</i>	2016	2015	2014	2013	2012
Final Submission (09/01)*	09/07/16	07/23/15	08/13/14	08/27/13	07/31/12
# Submissions to Final	3	5	3	3	4
Timeliness – Data Due	on time	on time	on time	on time	on time
Head Count in Final Submission	16229	16705	17127	18088	18758
Discrepancy between A1 & ID	0	0	0	0	0
# Error Codes in Final Submission	4	4	4	4	1
# Critical Errors in Final Submission	0	0	0	0	0

*Adjusted to 09/15 due to ICCB internal technology update in FY17; Due 09/02 in FY15; 09/03 in FY14; 09/04 in FY13

Annual Students with Disabilities Submission (SD)

Fiscal Year Collected	2017	2016	2015	2014	2013
Fiscal Year <i>of Data</i>	2016	2015	2014	2013	2012
Final Submission (09/01)**	N/C*	07/23/15	08/14/14	08/27/13	07/20/12
# Submissions to Final	N/C*	5	4	5	1
Timeliness – Data Due	N/C*	on time	on time	on time	on time
Head Count in Final Submission	N/C*	595	581	603	562

# Error Codes in Final Submission	N/C*	0	0	0	0
# Critical Errors in Final Submission	N/C*	0	0	0	0
% Records with Errors in Final Sub.	N/C*	0.00 percent	0.00 percent	0.00 percent	0.00 percent

*The SD submission was eliminated in FY17

**Due 09/02 in FY15; 09/03 in FY14; 09/04 in FY13

Annual Course Data (AC)

Fiscal Year Collected	2017	2016	2015	2014	2013
Fiscal Year <i>of Data</i>	2016	2015	2014	2013	2012
Final Submission – (09/01)*	09/19/16	08/17/15	08/14/14	08/27/13	10/18/12
# Submissions to Final	6	7	4	3	2
Timeliness	on time	on time	on time	on time	on time
# Error Codes in Final Submission	2	1	2	1	0
# Critical Errors in Final Submission	0	0	0	0	0
% Records with Errors in Final Sub.	0.04 percent	0.02 percent	0.02 percent	0.01 percent	0.00 percent
% Dual Credit in Final	0.57 percent	0.56 percent	0.64 percent	0.59 percent	3.73 percent
% Remedial (PCS 14) in Final	7.57 percent	7.97 percent	8.17 percent	8.39 percent	56.33 percent

*Adjusted to 09/22 due to ICCB internal technology update in FY17; Due 11/17 in FY15; 11/15 in FY14; 11/15 in FY13

**Began collecting all credit courses in FY14. Prior to that only dual credit and math and English courses were collected.

Fall Term Enrollment Data (E1)

Fiscal Year Collected	2017	2016	2015	2014	2013
Fiscal Year <i>of Data</i>	2017	2016	2015	2014	2013
Final Submission – (10/01)*	10/20/16	09/08/15	10/01/14	09/30/13	09/13/12
# Submissions to Final	5	2	5	6	2
Timeliness	3 days late	on time	on time	on time	on time
Head Count in Final Submission	9918	10336	10929	11285	11554
Discrepancy between E1 & Survey	-31	0	-8	0	0
# Error Codes in Final Submission	6	11	7	6	8
# Critical Errors in Final Submission	0	0	0	0	0
% Records with Errors in Final Sub.	0.21 percent	0.69 percent	0.48 percent	1.17 percent	0.90 percent

Current Intent Coverage in Final Sub % coded as unknown	1.14 percent	1.34 percent	1.74 percent	0.71 percent	0.66 percent
Degree Obj. Coverage in Final % coded with no code	0.01 percent	0.02 percent	0.00 percent	0.00 percent	0.03 percent
Scholarship Coverage in Final Sub. % with no scholarship	100.00 percent	99.63 percent	99.55 percent	99.60 percent	100.00 percent

*Adjusted to 10/17 due to ICCB internal technology update in FY17

Fall Term Enrollment (Web) Survey

Fiscal Year Collected	2017	2016	2015	2014	2013
Fiscal Year <i>of Data</i>	2017	2016	2015	2014	2013
Final Submission – (10/01)*	09/13/16	09/23/15	09/02/14	09/09/13	09/05/12
Timeliness	on time	on time	on time	on time	on time
Head Count	9949	10336	10937	11285	11554
Discrepancy between E1 & Survey	+31	0	+8	0	0

*Due 10/03 in FY17

Faculty Staff & Salary Data (C1)

Fiscal Year Collected	2017	2016	2015	2014	2013
Fiscal Year <i>of Data</i>	2017	2016	2015	2014	2013
Final Submission – (10/15)*	10/17/16	10/14/15	10/14/14	10/16/13	10/15/12
# Submissions to Final	3	2	1	3	1
Timeliness	on time	on time	on time	1 day late	on time
# Error Codes in Final Submission	3	3	3	3	3
# Critical Errors in Final Submission	2	2	2	2	2
% Records with Errors in Final Sub.	17.48 percent	16.43 percent	14.02 percent	13.95 percent	13.77 percent
% Unknown Employment Class (8)	5.92 percent	5.68 percent	5.30 percent	5.56 percent	4.94 percent

*Adjusted to 10/26 due to ICCB technology update in FY17

Faculty Staff & Salary Data (C2)

Fiscal Year Collected	2017	2016	2015	2014	2013
Fiscal Year <i>of Data</i>	2017	2016	2015	2014	2013
Final Submission – (10/15)	N/C*	10/23/15	10/14/14	10/15/13	10/15/12
# Submissions to Final	N/C*	2	1	1	2

Timeliness	N/C*	8 days late	on time	on time	on time
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* The C2 submission was eliminated in FY17

Faculty Staff & Salary Supplementary Information

Fiscal Year Collected	2017	2016	2015	2014	2013
Fiscal Year <i>of Data</i>	2017	2016	2015	2014	2013
Final Submission – (10/15)*	11/08/16	10/15/15	10/14/14	10/15/13	10/15/12
# Submissions to Final	1	1	1	1	1
Timeliness	on time	on time	on time	on time	on time

*Adjusted to 11/08 due to internal technology update in FY17; Due 10/17 in FY12

Summer Graduate Reporting for IPEDS GRS

Fiscal Year Collected	2017	2016	2015	2014	2013
Fiscal Year <i>of Data</i>	2016	2015	2014	2013	2012
Final Submission (11/01)*	09/26/16	10/14/15	10/15/14	11/08/13	11/12/12
Timeliness	on time	on time	on time	on time	on time

*Due 11/02 in FY16; 11/03 in FY15; 12/02 in FY14; 12/03 in FY13

Winter Quarter/Spring Semester Term Enrollment Survey

Fiscal Year Collected	2017	2016	2015	2014	2013
Fiscal Year <i>of Data</i>	2017	2016	2015	2014	2013
Final Submission (02/15)*	01/31/17	02/02/16	01/26/15	01/29/14	01/28/13
Timeliness	on time	on time	on time	on time	on time

*Due 02/17 in FY15; 02/17 in FY14

African American Employment Plan Survey

Fiscal Year Collected	2017	2016	2015	2014	2013
Fiscal Year <i>of Data</i>	2016	2015	2014	2013	2012
Final Submission Varies See Note*	03/07/17	03/07/16	01/29/15	03/21/14	02/18/13
Timeliness	on time	31 days late	on time	16 days late	on time

*Due 03/08 in FY17; 02/05 in FY16; 02/02 in FY15; 03/05 in FY14; 02/18 in FY13

Asian American Employment Plan Survey

Fiscal Year Collected	2017	2016	2015	2014	2013
Fiscal Year <i>of Data</i>	2016	2015	2014	2013	2012

Final Submission Varies See Note**	03/07/17	03/07/16	01/29/15	N/A*	N/A*
Timeliness	on time	31 days late	on time	N/A*	N/A*

*ICCB allows two years of collection for new Research and Policy Studies submissions prior to being reviewed for Recognition.

**Due 03/08 in FY17; 02/05 in FY16; 02/02 in FY15

Bilingual Needs and Bilingual Pay Survey

Fiscal Year Collected	2017	2016	2015	2014	2013
Fiscal Year <i>of Data</i>	2016	2015	2014	2013	2012
Final Submission Varies See Note*	03/07/17	03/07/16	01/29/15	03/21/14	02/18/13
Timeliness	on time	31 days late	on time	16 days late	on time

*Due 03/08 in FY17; 02/05 in FY16; 02/02 in FY15; 03/05 in FY14; 02/18 in FY13

Hispanic Employment Plan Survey

Fiscal Year Collected	2017	2016	2015	2014	2013
Fiscal Year <i>of Data</i>	2016	2015	2014	2013	2012
Final Submission Varies See Note*	03/07/17	03/07/16	01/29/15	03/21/14	02/19/13
Timeliness	on time	31 days late	on time	16 days late	1 day late

*Due 03/08 in FY17; 02/05 in FY16; 02/02 in FY15; 03/05 in FY14; 02/18 in FY13

Underrepresented Groups Report

Fiscal Year Collected	2017	2016	2015	2014	2013
Fiscal Year <i>of Data</i>	2016	2015	2014	2013	2012
Final Submission Varies See Note*	02/08/17	03/11/16	01/30/15	02/20/14	02/25/13
Timeliness	on time	on time	on time	on time	on time

*Due 02/08 in FY17; 03/11 in FY16; 02/02 in FY15; 02/21 in FY14; 02/28 in FY13

Occupational Follow-up Study Data (FS)

Fiscal Year Collected	2017	2016	2015	2014	2013
Fiscal Year <i>of Data</i>	2016	2015	2014	2013	2012
Final Submission – (5/30)**	N/C*	05/17/16	05/27/15	05/14/14	05/16/13
# Submissions to Final	N/C*	2	2	2	2
Timeliness	N/C*	on time	on time	on time	on time
# Error Codes in Final Submission	N/C*	0	2	2	2

# Critical Errors in Final Submission	N/C*	0	1	0	1
% Records with Errors in Final Sub.	N/C*	0.00 percent	0.87 percent	0.74 percent	3.04 percent
Response Rate (PBIS)	N/C*	52.21 percent	44.02 percent	52.42 percent	52.28 percent
Met Minimum Response Rate***	N/C*	Yes	No	Yes	Yes

*The FS submission was eliminated in FY17

**Due 5/31 in FY16; 06/01 in FY15; Adjusted to 6/17 due to ICCB internal technology update in FY13

***50% when N>= 30 & 60% when N<30

Annual Faculty Staff & Salary Data (C3)

Fiscal Year Collected	2017	2016	2015	2014	2013
Fiscal Year <i>of Data</i>	2017	2016	2015	2014	2013
Final Submission – (6/15)**	06/15/17	06/14/16	06/12/15	06/12/14	06/13/13
# Submissions to Final	3	2	2	4	1
Timeliness	on time	on time	on time	on time	on time
# Error Codes in Final Submission	2	2	2	1	1
# Critical Errors in Final Submission	2	2	2	1	1
% Records with Errors in Final Sub.	10.66 percent	12.73 percent	8.71 percent	7.35 percent	7.19 percent
% Unknown Ethnicity* in Final no value or .	0.00 percent	0.00 percent	0.00 percent	0.00 percent	N/A*
% Unknown Ethnicity* in Final unknown	2.38 percent	2.23 percent	2.42 percent	2.01 percent	N/A*

*Frequency report developed in FY14. Only edit report available prior to this and this is not captured on edit report.

**Due 06/16 in FY14; 06/17 in FY13