**What We Need to Annually Collect as MICROSOFT WORD/EXCEL documents, not PDF, if at all possible**:

1. Appendix B Student Complaints and proof of annual review of complaints as well as evidence as to what

 opportunities for improvement the institution made as a result of the data analysis.

2. Appendix G1 Course catalog for each academic year.

 Appendix G2 Faculty and Student Handbook for KWU Online

3. Appendix H1 Audit reports from Office of the Attorney General, Auditors

 Schedule of Findings and Questioned Costs, United States Department of Education

 Eligibility and Certification Approval Report, United States Department of Education

 correspondence (e.g., grant programs, etc.), Program Review Reports regarding Federal

 Financial Aid (Title IV, Higher Education Act [HEA]).

 Appendix H2 Any correspondence such as: Approval to Participate in Federal Student Financial Aid

 Programs, Eligibility and Certification Approval Report (ECAR), Program Participation

 Agreement (PPA)

 Appendix H3 Miscellaneous correspondence from KWU to the United State Department of Education.

4. Appendix I Correspondence regarding KWU’s general program responsibilities (e.g., institutional

 eligibility decisions, Jenzabar, National Student Clearinghouse, etc.).

5. Appendix J All correspondence with Federal Student Aid (FSA) regarding institutional actions in

 response to concerns regarding its financial responsibility requirements.

6. Appendix K All correspondence with the United States Department of Education concerning KWU’s

 Default rate (official 3-Year cohort default rate notification letter).

7. Appendix M Campus Crime Information report (and web links) beginning with KWU’s 2016 report. Last

 report we submitted was for 2015.

8. Appendix N1 Equity in Athletics report (and web links) beginning with KWU’s 2017 report. Last report we

 submitted was for 2016.

 Appendix N2 Students’ Right-to-Know Web Links (consumer Information list). Some/many of the links from our 2017 submission are no longer working or don’t exist. Need a “consumer information” icon on KWU’s intranet main page.

9. Appendix R Need to collect the following:

 Appendix R1 2017-2018 & 2018-2019 Course Catalog and web links;

 Appendix R2 2017-2018 & 2018-2019 Student Handbook and web links;

 Appendix R3 2017-2018 & 2018-2019 Online Faculty & Student Handbook and web links;

 Appendix R4 2017-2018 & 2018-2019 Code of Conduct and web links;

 Appendix R5 2017-2018 & 2018-2019 KWU Sexual Misconduct and Unlawful Harassment Policy and web links;

 Appendix R6 2017-2018 & 2018-2019 KWU Tuberculosis Testing Policy and web links;

 Appendix R7 2017-2018 & 2018-2019 Nursing Student Handbook and web links;

 Appendix R8 2017-2018 & 2018-2019 Clinical Practice Handbook and web links;

 Appendix R9 2017-2018 & 2018-2019 Teacher Education Handbook

 Any additional student handbooks (e.g., Music)

10. Appendix S Policy on Accurate, Timely, and Appropriate Information for Current & Prospective Students

11. Appendix T All advertising and recruitment materials and other publications since SP 17.

12. Appendix V Review of Student Outcome Data - We only have to provide a list. Here is the list we

 Submitted in SP2017:

 Criterial for Performance Excellence

 Key Performance Indicators

 Opportunities for Improvement

 Purple Balloon Quality Initiative

 Ten Great Ideas

 Five Year Program Review

 Integrated Postsecondary Education Data System (IPEDS)

 Aspirant Comparative Data

 National Comparative Data

 State Comparative Data

 Kansas Independent College Association

 Kansas Performance Teaching Portfolio

 Liberal Studies Assessment

 Community and World Experience

 Human Expression

 Natural World Stewardship

 Personal Awareness

 National Certified Addiction Counselor – Level II

 National Council Licensure Exam (NCLEX

 Series of Professional Assessments for Teachers (PRAXIS)

 Quick Facts

 Retention Rates

 Six-Month Post Graduation Survey

 Course Survey

 Yearly Programmatic Assessment

13. Appendix W Institutional or Specialized Accrediting Agency. All official notifications of approval, conditional approval, or denial need to be kept on file. Additionally, any pending new accreditation correspondence needs to be forwarded to Dr. Backlin.

14. Appendix X Student Outcome Data Postings – need to ensure our website has the most current list for

 student testing results in Teacher Education (licensure exam/portfolio); Nursing Completer pass rate (first attempt) NCLEX; and Addiction Counseling licensure pass rate; and any others that may exist.