

2016

A REPORT FROM THE COUNCIL OF PRESIDENTS

REPRESENTING  
WASHINGTON'S  
PUBLIC  
BACCALAUREATE  
INSTITUTIONS

# PUBLIC BACCALAUREATE INSTITUTIONAL REPORTING REQUIREMENTS

CENTRAL WASHINGTON  
UNIVERSITY



EASTERN WASHINGTON  
UNIVERSITY



THE EVERGREEN STATE  
COLLEGE



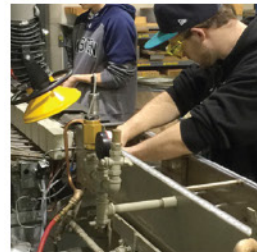
UNIVERSITY OF  
WASHINGTON



WASHINGTON STATE  
UNIVERSITY



WESTERN WASHINGTON  
UNIVERSITY



WASHINGTON STATE  
*Council of*  
**Presidents**

[www.councilofpresidents.org](http://www.councilofpresidents.org)

June 2016

## TABLE OF CONTENTS

Academic Affairs.....	1
Budget.....	4
Business & Finance.....	4
Capital Construction.....	6
Information Technology (IT).....	6
Performance & Accountability.....	7
Personnel and Human Resources.....	9
Student Affairs.....	10
Tuition & Financial Aid.....	13
Other.....	15

The Council of Presidents (COP) is an association of Washington’s six public baccalaureate degree granting college and universities. Located in Olympia, Washington, COP strives to be a common voice for the public baccalaureate sector and the most respected and trusted resource for decision makers on issues affecting public higher education. COP serves a coordinating role for a number of initiatives and activities common to the public baccalaureate institutions, fostering coordination and collaboration among the public baccalaureates as well as with other educational partners, both in Washington and nationally.

This report is also available online at <http://www.councilofpresidents.org>

## ACADEMIC AFFAIRS

### New in 2016

**Reverse Articulation Agreements – December 31, 2017** – Requires the four-year institutions of higher education and the State Board for Community and Technical Colleges to develop plans for facilitating the reverse transfer of academic credits from four-year institutions to community and technical colleges, and adopt the plans by December 31, 2017. Requires that all transfer students who enroll as degree-seeking students at a four-year institution after completing at least 60 quarter credits at a community and technical colleges, but before attaining an associate degree, be eligible for reverse transfer. (SB 6354, 2016 Session Law)

**Three Year Degrees – December 31, 2016** – The institutions of higher education shall create a work group to study the benefits, challenges, and best practices surrounding accelerated degree programs. The purpose of the work group is to: (i) Develop a set of institutional best practices to promote students' ability to successfully graduate with a baccalaureate degree within three years of entering a regional university or The Evergreen State College; (ii) Identify challenges or obstacles that prevent wider adoption of accelerated degree program options and university students from participating in three-year or other accelerated programs; (iii) Evaluate how public and private institutions of higher education in other states have engaged in accelerated baccalaureate degree programs; and (iv) Develop recommendations that would effectively increase the overall rate of students achieving their baccalaureate degree within three years. The work group shall report to the appropriate committees of the legislature and the institutions of higher education on its findings and recommendations by December 31, 2016.

**Dual Credit – September 1 Annually** – Report to the Legislative higher education committees regarding participation in dual credit programs. The report shall include: (a) data about student participation rates and academic performance including but not limited to running start, college in the high school, tech prep, international baccalaureate, advanced placement, and running start for the trades; (b) data on the total unduplicated head count of students enrolled in at least one dual credit program course; and (c) the percentage of students who enrolled in at least one dual credit program as percent of all students enrolled in grades nine through twelve. Data on student participation shall be disaggregated by race, ethnicity, gender, and receipt of free or reduced-price lunch. (RCW 28A.600.280)

**Prior Learning Assessment Workgroup Report– December 31 Annually** – WSAC in collaboration with SBCTC, COP, four-year public institutions, ICW, and the private career schools, must carry out the following goals: (a) Increase the number of students who receive academic credit for prior learning and the number of students who receive credit for prior learning that counts towards their major or towards earning their degree, certificate, or credential, while ensuring that credit is awarded only for high quality, course-level competencies; (b) Increase the number and type of academic credits accepted for prior learning in institutions of higher education, while ensuring that credit is awarded only for high quality, course-level competencies; (c) Develop transparent policies and practices in awarding academic credit for prior learning; (d) Improve prior learning assessment practices across the institutions of higher education; (e) Create tools to develop faculty and staff knowledge and expertise in awarding credit for prior learning and to share exemplary policies and practices among institutions of higher education; (f) Develop articulation agreements when patterns of credit for prior learning are identified for particular programs and pathways; and (g) Develop outcome measures to track progress on the goals outlined in this section. (RCW 28B.77.230)

**K-12 Computer Science Endorsement – September 15, 2016** – PESB shall adopt standards for a K-12 computer science endorsement. (RCW 28A.410, HB 1813, 2015 Session Law)

**Dual Credit Workgroup – September 15, 2016** – WSAC in collaboration with the state board for community and technical colleges, OSPI, and the public baccalaureate institutions shall make recommendations to the Legislature to streamline and improve dual credit programs in Washington with particular attention to increasing participation of students who are low income and/or currently underrepresented in the running start, AP, international baccalaureate, and Cambridge international programs. (Expires January 1, 2017, HB 1546, 2015 Session Law)

**Advanced Placement and International Baccalaureate – June 2017 and each odd-numbered year** – Institutions of higher education shall collaboratively develop a master list of postsecondary courses that can be fulfilled by taking the AP, IB, or other recognized college-level proficiency examinations and meeting the qualifying examination score/demonstrated competencies for lower division general education requirements or postsecondary professional technical requirements. From the list each institution shall create and publish a list of its courses that can be satisfied by successful proficiency examination scores/demonstrated competencies for lower division general education requirements or postsecondary professional technical requirements. Qualifying examination scores and demonstrated competencies must also be published. Institutions that have a clearly published policy of awarding credit for the AP, IB, or other recognized college-level placement exams and does not require those credits to meet specific course requirements but generally applies those credits towards degree requirements does not have to develop a master list. (RCW 28B.10.053)

**Text books – No Date** – State institutions of higher education must disclose information to students on required course materials including but not limited to title, authors, edition, price and ISBN at least four weeks before the start of class for which the materials are required. The chief academic officer may waive the disclosure requirement on a case-by-case basis, if students may reasonably expect that nearly all information regarding course materials is available four weeks before the start of the class for which the materials are required. The requirement does not apply if the faculty member using the course materials is hired four weeks or less before the start of class. (RCW 28B.10.590)

**College in the High School – No Date** – The state universities, regional universities and The Evergreen State College must accept the transfer of college-level courses taken by students under RCW 28A.600.290 or 28A.600.300 if a student seeking a transfer of the college level courses has been admitted to the state university, the regional university or The Evergreen State College and if the college-level courses are recognized as transferrable by the admitting institution of higher education. (2015-17 Operating Budget, Section 603, SB 6052)

**Accommodations for Religious Activities – No Date** – Institutions of higher education must develop policies to accommodate student absences for up to two days per academic year, to allow students to take holidays for reasons of faith or conscience or for organized activities conducted under the auspices of a religious denomination, church, or religious organization, so that students' grades are not adversely impacted by the absences. (RCW 28B.10.039)

**Accelerated Degrees – No Date** – All public baccalaureate institutions shall report on their plans for the accelerated baccalaureate degree programs to WSAC for approval. All public baccalaureate institutions may develop accelerated baccalaureate degree programs that will allow academically qualified students to obtain baccalaureate degrees in three years without attending summer classes or enrolling in more than a full-time class load during the regular academic year. (RCW 28B.10.118)

**Accommodation for Active Military Duty – No Date** – A member of the Washington National Guard or any other military reserve component who is a student at an institution of higher education and who is ordered for a period of 30 days or less to either active or inactive state or federal service and as a result of that service or a follow-up medical treatment for injury incurred during that service misses any of the following: class, test, examination, laboratory, class day on which a written or oral assignment is due, or other event upon which a course grade or evaluation is based, is entitled to make up these events without prejudice to the final course grade or evaluation. (RCW 28B.10.270)

**Completion of Transfer Students – No Date** – Each public baccalaureate institution must develop a minimum of one degree within the arts and sciences disciplines that can be completed within the equivalent of 90 quarter upper division credits by any student who enters an a public, baccalaureate institution with junior status and lower division general education requirements completed. (RCW 28B.10.696(4))

**Transfer Courses – No Date** – Each public baccalaureate institution must publish a list of recommended courses for each academic major designed to help students who are planning to transfer design their course of study. The requirements to publish a list of recommended courses for each academic major does not apply if an institution does not require courses or majors to meet specific requirements but generally applies credits earned towards degree requirements. (RCW 28B.10.696(5) & (6))

**Change to Fee Based Programs – No Date** – When a decision is being considered to change an existing degree program that is supported by state funding to a program that is self-supporting and fee-based higher education institutions must publicly notify prospective students, including notification in admission offers with an estimate of tuition/fees, notify enrolled students and undergraduate or graduate student government associations at least six months before implementation with an estimate of tuition and fees, and allow students currently enrolled in the program to continue in the state-supported program structure for a consecutive amount of time no greater than four years in length. (RCW 28B.15.071)

**Conservation Corps – No Date – Department of Ecology** – To the degree practicable must coordinate recruitment activities for the Conservation Corps with any interested postsecondary educational institution. (RCW 43.220.070)

**Launch Year – No Date – Public High Schools of the State** – Must provide a program directly or in cooperation with a community or technical college or another school district for students whose educational plans include application for entrance to a baccalaureate-granting institution after being granted a high school diploma. The goal of is to offer a sufficient number of high school courses that give students the opportunity to earn the equivalent of a year's worth of postsecondary credit towards a certificate, apprenticeship program, technical degree or associate or baccalaureate degree. (RCW 28A.230.130)

**Dual Credit Website – No Date, Annually – WSAC** – Publish on its website the agreed-upon list of high school courses qualifying for postsecondary credit in RCW 28B.10.053 and examination qualifying scores and demonstrated competencies meeting the postsecondary requirements for a certificate or technical degree, a two-year academic transfer degree, or the lower division requirements for a baccalaureate degree. (RCW 28B.77.200)

**Transfer Courses – No Date – SBCTC** – Must identify and publish in their admission materials the college level courses that are recognized by all public, baccalaureate institutions of higher education as transferable to the four-year institutions of higher education. Create a list of courses that satisfy the basic requirements, distribution requirements, and approved electives for a one-year academic completion certificate and a transferrable associate of arts or sciences degree. (RCW 28B.50.785)

**Transfer Courses – No Date** – SBCTC jointly with the public, baccalaureate institutions – Must develop a list of academic courses that are equivalent to one-years’ worth of general education credit and that would transfer for that purpose to any other two or four-year institution of higher education. The student may be issued a one-year academic completion certificate. (RCW 28B.10.696(3))

**Educator Exams – No Date – PESB** – The Washington Professional Educator Standards Board may identify and accept other tests and test scores as long as the tests are comparable in rigor to the basic skills assessment and candidates meet or exceed the basic skills requirements established by the board. The board must set the acceptable score for admission to teacher certification programs at no lower than the average national scores for the SAT or ACT. (RCW 28A.410.220)

## BUDGET

### New in 2016

**Central Service Charge – December 2016 – OFM** – Must convene a work group consisting of representatives of LEAP, legislative staff of the fiscal committees, consolidated technology services agency, and the department of enterprise services. The purpose is to review and update the central services model that allocates state funds for budgeting the costs of central services. These tasks should be completed in anticipation of the governor’s 2017-19 biennial budget submission. (SB 5315, Sec. 505)

**Expiration of Spending Programs – No Date** – Every new statutory state spending program shall include an expiration date that is no more than ten years from the effective date of the spending program and include a state spending performance statement. (RCW 43, SB 5944)

## BUSINESS & FINANCE

### New in 2016

**Continuity of Operations Plan – No Date** – Each state agency is responsible for developing an organizational continuity of operations plan that is updated and exercised annually in compliance with the program for interagency coordination of continuity of operations planning. (RCW 38.52.030)

**Administrative Efficiency Savings – January 1, 2017** – By January 1, 2017, institutions of higher education must report to the legislature and the governor on: (1) The amount of savings resulting from use of the higher education provisions of HB 2585; and (2) the manner in which such savings were used to promote student academic success. (HB 2585, Sec 5, 2012 Law). (HB 2585: Provides for increased flexibility and reduction in procedural steps in purchasing and competitive bidding for purchases of \$100,000 or less, advanced payments for equipment maintenance, travel arrangements, and more direct negotiation authority on purchasing.)

**Small Business Technical Assistance – November 15, 2017** – Every two years thereafter – All state purchasing agencies shall submit a report to the appropriate committees of the legislature providing verifiable information regarding the effects of the technical assistance under RCW 43.19.725(3) is having on the number of small businesses actually receiving state contracts for goods and services. (RCW 43.19.727)

**Small Business Contract - No Date** – All state purchasing agencies must use the web-based information system created by GA to capture data regarding the number of registered small businesses that have been awarded state procurement contracts, the percentage of total state dollars spent for goods and services purchased from registered small businesses and the number of registered small businesses that have bid on but were not awarded state purchasing contracts. (RCW 43.19.727)

**Electronic Forms –No Date** – In any instance where a state agency requires that a business submit a document, form, or payment of a fee in paper format, the state agency must provide the business an option to submit such requirement electronically. Agencies must document how they plan to transition from paper to electronic forms. (RCW 43.17.095)

**Print Management Services – No Date – Department of Enterprise Services (DES)** – All state agencies with a total annual average full-time equivalent staff that exceeds 1,000 as determined by OFM shall utilize print management services brokered by the Department of Enterprise Services. The Director of OFM may exempt a state agency from the requirements of this section. (RCW 43.19.733(3) & (6))

**Printing Services – No Date – DES** – State agencies, boards, commission, institutions of higher education requiring services of a print shop may use public printing services provided by DES. If a print job is put out for bid, DES must be included in the bid solicitation. (RCW 43.19.736)

**Standardized Envelopes – No Date – DES** – All state agencies with total annual average full-time equivalent staff that exceeds 500 as determined by OFM shall cooperate with the DES in efforts to standardize envelopes. (RCW 43.19.745)

**Common Vendor Registration and Bid Notification System – No Date – DES** – Must develop a plan for state agencies to increase the number of small businesses registering in the state’s common vendor registration and bid notification system, the number of such registered small businesses annually receiving state contracts for goods and services purchased by the state; and the percentage of total state dollars spent for goods and services purchased from such registered small businesses. All state agencies may adopt the model plan, but if an agency does not adopt the model plan then the agency must establish and implement a plan consistent with the goals in the model plan. (RCW 43.19.725)

**Contract Records – No Date – DES** – All state purchasing agencies must maintain records of state purchasing contracts awarded to registered small businesses in order to track outcomes and provide accurate, verifiable information regarding the effects of technical assistance from the state purchasing and material control director. (RCW 43.19.725(4))

**Contract Records – No Date – DES** – Agencies must annually submit to the department a list of all contracts that the agency has entered into or renewed. “Contracts,” for the purposes of this section, does not include purchase orders. The department must maintain a publicly available list of all contracts entered into by agencies during each fiscal year, except that contracts for the employment of expert witnesses for the purposes of litigation shall not be made publicly available to the extent that information is exempt from disclosure under state law. Except as otherwise exempt, the data must identify the contracting agency, the contractor, the purpose of the contract, effective dates and periods of performance, the cost of the contract and funding source, any substantive modifications to the contract, and whether the contract was competitively procured or awarded on a sole source basis. (RCW 39.26.210)

## CAPITAL CONSTRUCTION

**Facility Inventory – June 30, 2016** – The inventory system to account for all facilities owned or leased by state government at OFM must be updated by all agencies, departments, boards, commission and institutions. (RCW 43.82.150)

**Job Order Contract – No Date – Annually** – Each year, a public body shall provide to the board the following information for each job order contract for the period July 1st through June 30th:(1) A list of work orders issued; (2) The cost of each work order; (3) A list of subcontractors hired under each work order; (4) If requested by the board, a copy of the intent to pay prevailing wage and the affidavit of wages paid for each work order subcontract; and (5) Any other information requested by the board. (RCW 39.10.460)

**Preservation Projects – No Date** – OFM shall refresh preservation information that reside in the state's comparable framework for higher education buildings including any necessary revisions or adjustments that will enable more direct translation of information, updates for last renewal or replacement or major systems and quality assurance field sampling. Prior to submitting any higher education institution renovation or replacement building project for consideration for funding as part of a capital budget request, to the office of financial management or directly to the legislature, colleges and universities must have completed and submitted all necessary information as required by the state facility inventory and condition assessment systems. (2015-17 Capital Budget, Section 1081, HB 1115)

**Electronic Bids – No Date – OCIO** – In coordination with DES and all state agencies with contracting authority under Chapter 39 must establish standards and policies for the electronic submittal of bids and electronic signatures in public works contracting and competitive bidding process. (RCW 39.04.390)

## INFORMATION TECHNOLOGY (IT)

**Reporting to OCIO of Enterprise-wide Application – No Date** – With regard to institutions of higher education the powers of the Office of Chief Information Officer and the provisions with regard to this Office apply to business and administrative applications but do not apply to academic and research applications and medical, clinical, and health care applications, including the business and administrative applications for such operations. Institutions of higher education must disclose to the Office any proposed academic applications that are enterprise-wide in nature relative to the needs and interests of other institutions of higher education. (RCW 43.41A.010)

**OCIO Purchasing Standards – No Date** – OCIO must coordinate with state agencies with an annual IT expenditure that exceeds \$10 million to implement an IT business management program to monitor financial performance and identify savings and efficiencies. OCIO must develop statewide purchasing standards for technology networking equipment and services. Competitive purchasing statutes do not apply to IT purchases by state agencies if the purchase is \$100,000 or less, the purchase is approved by OCIO, and the agency director and OCIO prepare a public document providing a detailed justification. Higher education institutions must provide OCIO with information on proposed expenditures on business and administrative IT applications to allow OCIO to evaluate the expenditure. (RCW 43.88.092)



## PERFORMANCE & ACCOUNTABILITY

### New in 2016

**Private-For-Profit Degree-Granting Institution Regulation – January 1, 2017** – The WSAC, the Workforce Training and Education Coordinating Board, and the Department of Licensing shall work together to design and oversee a study, to be administered by the council, that objectively analyzes and makes recommendations about systemic overlaps and gaps in jurisdiction regarding for-profit degree-granting institutions and private vocational schools in the state. The study must include recommendations to improve oversight and accountability of these institutions and schools and a review of whether, and how, different standards are applied to the institutions and schools by different agencies. The council must issue a final report, including the result of any facilitated agreed-upon recommendations, to the appropriate committees of the legislature by January 1, 2017.

**Enterprise Risk Management – September 2017** – State Agencies must adopt Enterprise Risk Management (ERM) best practices and take the following actions: 1. All agencies shall adopt the following best practices: a. Provide top management support and commitment to risk management, safety, and loss control; develop agency-wide awareness through education, training, and information sharing; ensure that agency risk managers report regularly to agency leadership. b. Seek to embed ERM in all levels of the agency and analyze risks when making decisions. c. Prioritize loss prevention by assessing all areas of agency exposure to risk (strategic, operational, compliance, financial, reputational, safety, etc.) and manage those exposures as an interrelated risk portfolio, rather than in departmental “silos.” d. Work with the Office of Risk Management within the Department of Enterprise Services to identify and assess agency risks and regularly report significant losses, deaths, and serious injuries to persons as required by RCW 43.19.782. e. Allocate resources, to the greatest extent feasible, to services for which the state is at greatest risk of liability, with the goal of preventing or mitigating loss while meeting service expectations and responsibilities. In doing so, agencies should: (1) among information systems, technologies, and funding requests, prioritize those that support high-risk services and serve to mitigate risk; and (2) within available resources, prioritize training for service delivery staff and supervisors relevant to reducing losses and significant claims. f. Allocate resources, to the extent feasible, to the on-going professional development of agency risk managers. g. Manage all aspects of employee performance, including holding people accountable for agreed-upon performance expectations. h. Regularly review agency mission statements and policies; as necessary, simplify and provide written guidance to program staff and service providers that is concise, relevant, easy to understand, and provides practical direction for quality services. i. Identify and take steps to involve employees, community members served by the agency, and advocates in efforts to lessen the risk associated with services delivered by the agency. 2. All agencies shall, no later than September 1, 2016, prepare and update an agency Risk Management Policy consistent with these best practices. The agency policy shall include risk assessments or registers, with a mitigation plan for each identified risk, and provide such policies to the Office of Risk Management for review. 3. All agency Risk Management Policies shall be updated at least annually. (Executive Order 16-06)

**Performance Plans – September 1, 2017– Every two years** – All public baccalaureate institutions must negotiate a performance plan with OFM that includes expected outcomes that must be achieved in the subsequent biennium. Each plan must include: (a) Time and credits to degree; (b) Retention and success of students from low-income, diverse, or underrepresented communities; (c) Baccalaureate degree production for resident students; and (d) Degree production in high-employer demand programs of study and critical state need areas. (RCW 28B.15.101)

**Public Four-Year Dashboard – December 1, – Annually** – To provide consistent, easily understood data among the public four-year institutions of higher education within Washington and in other states, the following data must be reported to the education data center annually by December 1st, and at a minimum include data recommended by a national organization representing state chief executives. The education data center in consultation with the council may change the data requirements to be consistent with best practices across the country. This data must, to the maximum extent possible, be disaggregated by race and ethnicity, gender, state and county of origin, age, and socioeconomic status, and include the following for the four-year institutions of higher education: (a) Bachelor’s degrees awarded; (b) Graduate and professional degrees awarded; (c) Graduation rates: The number and percentage of students who graduate within four years for bachelor’s degrees and within the extended time, which is six years for bachelor’s degrees; (d) Transfer rates: The annual number and percentage of students who transfer from a two-year to a four-year institution of higher education; (e) Time and credits to degree: The average length of time in years and average number of credits that graduating students took to earn a bachelor’s degree; (f) Enrollment in remedial education: The number and percentage of entering first-time undergraduate students who place into and enroll in remedial mathematics, English, or both; (g) Success beyond remedial education: The number and percentage of entering first-time undergraduate students who complete entry college-level math and English courses within the first two consecutive academic years; (h) Credit accumulation: The number and percentage of first-time undergraduate students completing two quarters or one semester worth of credit during their first academic year; (i) Retention rates: The number and percentage of entering undergraduate students who enroll consecutively from fall-to-spring and fall-to-fall at an institution of higher education; (j) Course completion: The percentage of credit hours completed out of those attempted during an academic year; (k) Program participation and degree completion rates in bachelor and advanced degree programs in the sciences, which includes agriculture and natural resources, biology and biomedical sciences, computer and information sciences, engineering and engineering technologies, health professions and clinical sciences, mathematics and statistics, and physical sciences and science technologies, including participation and degree completion rates for students from traditionally underrepresented populations; (l) Annual enrollment: Annual unduplicated number of students enrolled over a twelve-month period at institutions of higher education including by student level; (m) Annual first-time enrollment: Total first-time students enrolled in a four-year institution of higher education; (n) Completion ratio: Annual ratio of undergraduate and graduate degrees and certificates, of at least one year in expected length, awarded per one hundred full-time equivalent undergraduate students at the state level; (o) Market penetration: Annual ratio of undergraduate and graduate degrees and certificates, of at least one year in program length, awarded relative to the state’s population age eighteen to twenty-four years old with a high school diploma; (p) Student debt load: Median three-year distribution of debt load, excluding private loans or debts incurred before coming to the institution; (q) Data related to enrollment, completion rates, participation rates, and debt load shall be disaggregated for students in the following income brackets to the maximum extent possible: (i) Up to seventy percent of the median family income; (ii) Between seventy-one percent and one hundred twenty-five percent of the median family income; and (iii) Above one hundred twenty-five percent of the median family income; and (r) Yearly percentage increases in the average cost of undergraduate instruction.

(3) Four-year institutions of higher education must count all students when collecting data, not only first-time, full-time freshmen. In conjunction with the office of financial management, all four-year institutions of higher education must display the data described above in a uniform dashboard format on the office of financial management's web site no later than December 1, 2012, and updated thereafter annually by December 1st. To the maximum extent possible, the information must be viewable by race and ethnicity, gender, state and county of origin, age, and socioeconomic status. The information may be tailored to meet the needs of various target audiences such as students, researchers, and the general public. (RCW 28B.77.090, Section (2))

**Washington State Quality Award – Every Three Years** – Starting in 2012, and at least once every three years thereafter, each agency shall apply to the Washington state quality award, or similar organization, for an independent assessment of its quality management, accountability, and performance system. The assessment shall evaluate the effectiveness of all elements of its management, accountability, and performance system, including: Leadership, strategic planning, customer focus, analysis and information, employee performance management, and process improvement. The purpose of the assessment is to recognize best practice and identify improvement opportunities. (RCW 43.17.390)

**College Bound Data – January 1, – Annually** – WSAC and institutions of higher education eligible to participate in the college bound scholarship program shall ensure data needed to analyze and evaluate the effectiveness of the college bound scholarship program is promptly transmitted to the ERDC. (RCW 28B.118, SB 5851, 2015 Session Law)

**High Demand Degrees – No Date – WSAC– Annually** – Report to the Opportunity Scholarship Board, the Governor, and the relevant legislative committees regarding the increase in the number of degrees in high employer demand and other programs of study awarded by institutions of higher education over the average of the preceding ten academic years. (RCW 28B.145.060(6))

## PERSONNEL AND HUMAN RESOURCES

**Personnel Report – January 31, – Annually** – By January 31st of each year, state agencies employing one hundred or more people must submit a report to include the number of employees from the previous calendar year, the number of employees classified as individuals with disabilities, the number of employees that separated from the state agency the previous year, the number of employees that were hired by the state agency the previous year, the number of employees hired from the division of vocational rehabilitation services and from the department of the services for the blind the previous year, the number of planned hires for the current year, and the opportunities for internships for the Department of Social and Health Services' division of vocational rehabilitation and developmental disabilities administration and the department of the services for the blind client placement leading to an entry-level position placement upon successful completion for the current year to the human resources director, with copies to the director of the department of social and health services' division of vocational rehabilitation and the governor's disability employment task force. (RCW 43.41, HB 1636, 2015 Session Law)

**Supplemental Benefit Plan – June 30, 2017** – Every two years thereafter – Each institution of higher education that is responsible for payment of supplemental amounts shall contract with the state actuary for an actuarial valuation of their supplemental benefit plan. (RCW 28B.10.423(3))

**Employment Report – No Date – Annually** – Report to the Governor and the appropriate Legislative committees on the number of classified, Washington Management Service, and exempt employees in the state agency and the change compared to the previous report; the number of bonuses and performance-based incentives awarded to agency staff; and the cost of each bonus or incentive awarded. The information must be posted on the website. (RCW 41.06.133)

**FTE Staff for Capital Projects – No Date** – State agencies, including higher education, shall allot and report FTE staff for capital projects in a manner comparable to staff reporting for operating expenditures. (2015-17 Capital Budget, Section 7009, HB 1115)

**Personnel Data – No Date** – Report personnel data to the DOP for inclusion in the department's data warehouse. Uniform reporting procedures will be established by the DOP for use by the reporting institution. (2015-17 Operating Budget, Section 601(2), SB 6052)

**Classified Staff – No Date – DES** – The director shall adopt and maintain a comprehensive classification plan for all positions in the classified services. For institutions of higher education the director may adopt special salary ranges to be competitive with positions of a similar nature in the state or the locality in which the institution of higher education is located. (RCW 41.06.157(3))

## STUDENT AFFAIRS

### New in 2016

**Disability Services Workgroup – December 31, 2016** – Requires the Council of Presidents to convene a workgroup to develop a plan for removing obstacles for students with disabilities, and to provide the plan to the higher education committees of the Legislature by December 31, 2016. Requires the workgroup to include representatives from the SBCTC, four-year institutions, WSAC and statewide student associations, and further requires the inclusion of at least two students with disabilities selected by student associations. (SB 6466, 2016 Session Law)

**Foster Youth – No Date** – DSHS, OSPI, and WSAC are required to report twice a year on the programs' impact on the educational outcomes of foster care youth; and by November 2018 on whether the transfer of the programs has resulted in better coordinated services for foster care youth. (HB 1999, 2016 Session Law)

**Veterans' Registration – September 2015** – Beginning in the 2015-16 academic year, the early course registration process available for eligible veterans or national guard members must be offered to spouses receiving veteran education benefits. (RCW 28B.15.624)

**Service and Activity Fees Expenditures – Annually** – The services and activities fees committee at each institution of higher education, in coordination with the administration of the institution of higher education, shall post services and activities fees expenditure information for the prior academic year on the college or university web site so that the information is clearly visible and easily accessible to students and the public. At a minimum, the services and activities fees budget information must include all the major categories of expenditure and the amounts expended in each category. (RCW 28B.15.045(11))

**Disabilities Taskforce – December 1, 2015** – Annually thereafter until January 1, 2016 – A taskforce on improving access to higher education for students with disabilities is established. The taskforce must not consist of more than 29 members, including four members appointed by the Council of Presidents; one representative from the council and three from a regional university. The taskforce must collaborate to carry out multiple goals and make recommendations to the legislature regarding students’ transition from K-12 to higher education. Some of these goals and considerations include but are not limited to the following: making the transition from K-12 education to higher education more seamless and successful; selecting a statewide method of sharing best practices between education institutions; improving outreach to students and their families regarding available options in higher education; and investigating the creation of a statewide database of student disability accommodation equipment, software, and resources owned by school districts and postsecondary education institutions. (2013 Law, SB 5180, ongoing work of the WSAC)

**Taskforce on Campus Sexual Violence Prevention – December 31, 2015** – Annually -The task force on preventing campus sexual violence shall report to the legislature and the institutions of higher education on its goals and recommendations. The purpose of the task force is to coordinate and implement the goals required by WSAC, the SBCTC, the Council of Presidents, the institutions of higher education, the private independent higher education institutions, state law enforcement, and the Washington attorney general’s office to collaborate to: Develop a set of best practices that institutions of higher education and private independent higher education institutions may employ to promote the awareness of campus sexual violence, reduce the occurrence of campus sexual violence, and enhance student safety; Develop recommendations for institutions of higher education and private independent higher education institutions for improving institutional campus sexual violence policies and procedures; and Develop recommendations for improving collaboration on campus sexual violence issues among institutions of higher education and between institutions of higher education and law enforcement. (RCW 28B, SB 5719, 2015 Session Law)

**Mentoring and advising resources March 2016 – Annually** – WSAC collaborate with college access providers and K-12, postsecondary and youth-serving organizations to map and coordinate mentoring and advising resources across the state for College Bound Scholarship program. (RCW 28B.118.040)

**Law Enforcement MOU regarding Sexual Violence on Campus – July 1, 2016** – The SBCTC, the council of presidents, and ICW shall submit reports to the governor and the legislature’s higher education committees on steps taken by their institutions to enter into memoranda of understanding with local law enforcement that set forth each party’s respective roles and responsibilities related to the prevention and response to sexual assault. (RCW 28B, SB 5518, 2015 Session Law)

**Mental Health Taskforce –November 1, 2016** – Forefront at the UW shall convene a task force on mental health and suicide prevention at Washington’s public and private institutions of higher education to determine what policies, resources and technical assistance are needed to support the institutions in improving access to mental health services and improving suicide prevention responses. The task force shall report its findings and recommendations to the governor and the appropriate committees of the legislature. (SB 5719, 2015 Session Law)

**Campus Climate Assessment –December 31, 2016** – Public baccalaureate institutions shall conduct a campus climate assessment to gauge the prevalence of sexual assault on their campuses. The assessment shall include but is not limited to the prevalence of sexual assault, domestic violence, dating violence, and stalking on and off campus; student and employee knowledge; student and employee bystander attitudes and behavior; whether survivors reported to the institutions, law enforcement, or both, whether campus police or a local law

enforcement agency and reasons why they did or did not report; and an evaluation of student and employee attitudes and awareness of the campus sexual violence issue and any recommendations for better addressing and preventing sexual violence on and off campus. Findings shall include an evaluation of student and employee attitudes and awareness of campus sexual violence issues and if needed should provide recommendations for making improvements in addressing and preventing sexual violence on and off campus. Findings shall be reported to the governor and the higher education committees of the legislature. The report must also include a plan or proposal to undertake a statewide public awareness campaign on campus sexual violence. (RCW 28B, SB 5518, 2015 Session Law)

**Foster Youth – No Date** – Institutions of higher education are required to explain on registration materials that there may be financial and support services available for students formerly in foster care. (RCW 28B.117.040)

**Courses on College Websites – No Date** – Public baccalaureate institutions must post all the available options for course placement on the institutional websites and in admission materials. (RCW 28B.10, SB 5122, 2015 Session Law)

**Cost of Instruction – No Date** – All institutions of higher education must disclose to their undergraduate resident students on the tuition billing statement, in dollar figures for a full-time equivalent student: (a) The full cost of instruction; (b) The amount collected from student tuition and fees; and (c) The difference between the amounts for the full cost of instruction and the student tuition and fees (noting that this difference was paid by state tax moneys and other moneys. (RCW 28B.15.0681)

**Revenue Sources on Student Billing – No Date** – All institutions of higher education must provide the following via student billing statements or a web link to all undergraduate, resident students: (a) sources of all institutional revenue received during the prior academic or fiscal year; (b) uses of tuition revenues collected during the prior academic or fiscal year by program category as determined by OFM; and (c) the accountability/performance data in RCW 28B.76.270. (RCW 28B.15.0681)

**Early Course Registration – No Date** – Beginning in the 2013-14 academic year, institutions of higher education that offer an early course registration period for any segment of the student population must have a process in place to offer students who are eligible veterans or national guard members early course registration as follows: (a) New students who are eligible veterans or national guard members and who have completed all of their admission processes must be offered an early course registration period; and (b) Continuing and returning former students who are eligible veterans or national guard members and who have met current enrollment requirements must be offered early course registration among continuing students with the same level of class standing or credit as determined by the attending institution and according to institutional policies. Expires August 1, 2022. (RCW 28B.15.624)

**Sexual Violence Reporting – No Date** – Institutions of higher education shall make information available on an annual basis to all current and prospective students and employees regarding the institution's policy and procedures, the responsible employee to receive complaints, and compliance with campus sexual violence confidentiality and reporting requirements. Institutions shall make these resources and other information and support available on a confidential basis to all campus sexual assault survivors. (RCW 28B, SB 5518, 2015 Session Law) **Sexual Harassment and Sexual Violence – No Date** – Each institution shall develop and distribute policies and procedures for handling complaints of sexual harassment and sexual violence. Institutional sexual violence policies should include, but are not limited to, information about the institution's Title IX compliance officer or other individuals at the institution responsible for handling sexual violence violations and potential criminal conduct. Institutions shall annually distribute these policies and procedures in writing or electronically to all students and employees. (RCW 28B 110.030)

**College Bound Student Advising – No Date** – Each higher education institution is encouraged to tailor advising resources for any enrolled student who is the recipient of a College Bound Scholarship. (RCW 28B.118, SB 5851, 2015 Session Law)

## TUITION & FINANCIAL AID

### New in 2016

**College Bound – December 1, 2016** –The WSAC shall examine issues related to college bound scholarship students who become income ineligible for the college bound scholarship program but maintain eligibility for the state need grant and shall report to the governor and appropriate committees of the legislature by December 1, 2016, with any recommendations. (HB 2376 Sec. 610 (14))

**State Need Grant Assessment and Reporting – December 1, 2016** – The education data center created in RCW 43.41.400 shall complete an evaluation of the state need grant and submit a report to the appropriate committees of the legislature by December 1, 2016. To the extent it is not duplicative of other studies, the report shall evaluate educational outcomes emphasizing degree completion rates at the postsecondary levels. Beginning July 1, 2016, the WSAC and all institutions of higher education eligible to participate in the state need grant shall ensure that data needed to analyze and evaluate the effectiveness of the state need grant program are promptly transmitted to the education data center so that it is available and easily accessible. The student achievement council shall submit student unit record data for the state need grant program applicants and recipients to the education data center.

**Opportunity Scholarship – Annually** – The Opportunity Scholarship Board shall report to the Board, the Governor, and the appropriate legislative committees regarding the Opportunity Scholarship and Opportunity Expansion Programs. (RCW 28B.145.070)

**High Achieving Low Income Students – Fall 2016** – WSAC to design and implement a program that provides customized information to high-achieving (as determined by local school districts), low-income, high school students. “Low-income” means students who are from low-income families as defined by the education data center in RCW 43.41.400. For the purposes of designing, developing, and implementing the program, the council shall partner with a national entity that offers aptitude tests and shall consult with institutions of higher education with a physical location in Washington. The council shall implement the program no later than fall 2016, giving consideration to spring mailings in order to capture early action decisions offered by institutions of higher education and nonprofit baccalaureate degree-granting institutions. The information packet for students must include at a minimum: (a) Materials that help students to choose colleges; (b) An application guidance booklet; (c) Application fee waivers, if available, for four-year institutions of higher education and independent nonprofit baccalaureate degree-granting institutions in the state that enable students receiving a packet to apply without paying application fees; (d) Information on college affordability and financial aid that includes information on the net cost of attendance for each four-year institution of higher education and each nonprofit baccalaureate degree-granting institution, and information on merit and need-based aid from federal, state, and institutional sources; and (e) A personally addressed cover letter signed by the governor and the president of each four-year institution of higher education and nonprofit baccalaureate degree-granting institution in the state. (2015-17 Operating Budget, Section 613, SB 6052)

**Committee on Advanced Tuition Payment – December 1, 2016** – Committee on Advanced Tuition Payment – Shall review and report to the legislative fiscal and higher education committees the impact of decreasing tuition rates on the funded status and future unit price of the Washington advanced college tuition payment program, the feasibility and different options of establishing a college savings program, a list of potential alternatives and impacts for changing the advanced college tuition payment distribution policy from tuition and fees to a cost of attendance metric, and a list of potential alternative and impacts for whether the state penalty for withdrawal should be changed. This section expires January 1, 2017. (SB 5954, Section 11)

**Tuition Setting Authority Study – December 1, 2018** – Joint Legislative Audit Committee (JLARC) – Determine the impact of institutional tuition-setting authority on student access and affordability and completion and provide recommendations on whether to continue the authority beyond the 2018-19 academic year. (RCW 44.28.816)

**Opportunity Expansion Program Evaluation – December 1, 2018** – JLARC – Evaluate the Opportunity Scholarship and Opportunity Expansion programs and submit a report to the appropriate legislative committees. (RCW 28B.145.080)

**College Bound Study – December 1, 2018** – WSIPP – Shall complete an evaluation of the college bound scholarship program and submit a report to the appropriate committees of the legislature. (RCW 28B.118, SB 5851, 2015 Session Law)

**State Need Grant Information – No Date** – Higher education institutions must take reasonable steps to ensure that each State Need Grant recipient receives information outlined in RCW 28B.76.502 This information includes: (a) An explanation of the state need grant program rules, including maintaining satisfactory progress, repayment rules, and usage limits; (b) Information on campus and private scholarships and work-study opportunities, including the application processes; (c) An overview of student loan options with an emphasis on the repayment obligations a student borrower assumes regardless of program completion, including the likely consequences of default and sample monthly repayment amounts based on a range of student levels of indebtedness; (d) An overview of financial literacy, including basic money management skills such as living within a budget and handling credit and debt; (e) Average salaries for a wide range of jobs; (f) Perspectives from a diverse group of students who are or were recipients of financial aid, including student loans; and (g) Contact information for local financial aid resources and the federal student aid ombudsman's office. This should be done by directly referencing or linking to the website on the Conditions of Award statement provided to each recipient. Institutions may also require non - SNG students to participate in all or portions of the counseling. (RCW 28B.76.502)

**Financial Aid Due Dates - No Date** – Public baccalaureate institutions must provide financial aid application due dates and distribution policies on institutional websites, including whether financial aid is awarded on a rolling basis for prospective and admitted students. (RCW 28B.92.005)

**Running Start Fees – No Date** – All public, baccalaureate institutions in collaboration with relevant student associations, shall aim to have all students who can benefit from low-income Running Start fee waivers take advantage of these waivers. Institutions shall make every effort to communicate to students and their families the benefits of such waivers and provide assistance to students and their families on how to apply. (RCW 28A.600.310)



**Middle-Income Families – No Date** – OFM – Shall annually report to the Opportunity Scholarship Board, the Governor, and the relevant legislative committees regarding the percentage of Washington households with incomes in the middle-income bracket or higher (between 200-500% of the 2010 federal poverty level). (RCW 28B.145.060(5))

**Aid Disbursement – No Date** – WSAC in consultation with the four-year institutions of higher education and the SBCTC, shall develop award criteria and methods of disbursement based on level of need, and not solely on a first-come, first-served basis. (RCW 28B.92.060(2))

## OTHER

### New in 2016

**Southeast King County Higher Education Needs Assessment** – November 1, 2016; final report by January 1, 2017 – The WSAC shall complete a higher education needs assessment for southeast King County, and to prepare a program and operating plan to meet the higher education needs identified in the assessment. The needs assessment and plan must be developed in consultation with an advisory committee of civic, business, and education leaders from southeast King county. The council shall provide a preliminary report to the appropriate committees of the legislature and the governor by November 1, 2016, and a final report by January 1, 2017.

**Behavior Health Shortages** – Preliminary Recommendations October 15, 2016 – The health workforce council of the state Workforce Training and Education Coordinating Board, in partnership with work underway with the office of the governor, shall assess workforce shortages across behavioral health disciplines. The board shall create a recommended action plan to address behavioral health workforce shortages and to meet the increased demand for services now, and with the integration of behavioral health and primary care in 2020. The board will submit preliminary recommendations to the governor and appropriate committees of the legislature by October 15, 2016, and submit final recommendations in 2017. (HB 2376 611(2))

**Career and College Ready Lighthouse Program** – January 1, 2017 – The Workforce Training and Education Coordinating Board to develop a plan for a career and college ready lighthouse program that is representative of the different geographies and industries throughout the state. Additionally, the plan must include: Work-integrated and career-related strategies that increase college and career readiness of the students statewide; specify where and how the board will utilize mentor school districts; and identify the needs of districts to provide career and college ready opportunities. The board must convene an advisory committee to provide assistance with the development of the plan. The board shall submit its plan to the education committees of the legislature by January 1, 2017. (HB 2376 611(3))\*New policy as of the 2016 legislative session.

**Emissions Reductions** – October 1, 2016 – Each even-numbered year – Each state agency shall report to the department the actions taken to meet the emission reduction targets under the strategy for the preceding fiscal biennium. (RCW 70.235.050)

**Emissions Reductions** – July 1, 2020 – Meet statewide GHG emission limits and reduce emissions to 15% below 2005 levels. By 2035, 25% below 2005 levels. By 2050, to the greater of 57.5% below 2005 levels or 70% below the expected state government emissions that year. (RCW 70.235.050)

**Purchasing Recycled Content – No Date** – Purchase 100% recycled content white cut sheet bond paper used in office printers and copiers. (RCW 43.19A.022)

**Paper Conservation – No Date** – Develop and implement a paper conservation program with a goal of at least 30% reduction in current paper use, and a paper recycling program to encourage recycling of all paper products with the goal of recycling 100% of all copy and printing paper in all buildings with 25 employees or more. (RCW 70.95.725)

**Public Comment at Meetings – No Date** – Governing boards must provide time for public comment at meetings. Governing boards of four-year institutions of higher education are also required to make public their proposals for tuition and fee increases 21 days before considering adoption, and also to allow opportunity for public comment. This requirement applies from the 2011-12 academic year through the 2014-15 academic year. This requirement does not apply if the omnibus appropriations act has not passed the Legislature by May 15. (RCW 28B.15.067)

**Public Meeting Agendas – No Date** – Public agencies with governing bodies must make the agenda of each regular meeting of the governing body available online no later than twenty-four hours in advance of the published start time of the meeting. (RCW 42.30.077)