



Clark College
Progress Report
April 2009

Prepared for the
Northwest Commission on Colleges and Universities

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Overview

In October 2008, following its ten-year, full-scale evaluation, Clark College was granted re-affirmation of accreditation by the Commission on Colleges of the Northwest Association of Schools and Colleges (NWCCU). The evaluation committee reported five Commendations and five Recommendations.

Clark College received the letter announcing reaffirmation of accreditation dated January 28, 2009 during the first week of February. NWCCU directed the College to prepare a progress report due in Spring 2009 to address Recommendation 3, pertaining to the at-risk status of student records. NWCCU further informed Clark College of the progress visit and report to occur in Spring 2010 pertaining to the other four recommendations. The goal of this progress report is to update the NWCCU about the security of student records.

Recommendation #3

“The Committee recommends that the College attend to student records at risk and make timely provisions for the security of student records of admission and progress. The College should assure that student records, including transcripts are: 1) private, accurate, and permanent; and 2) protected by fireproof and otherwise safe storage and are backed by a duplicate file.”

-Standard Three – Students

-Standard 3.C – Academic Credit and Records, Standard 3.C.5.

College Response

The accreditation evaluation committee found the security of student records from 1976 to present is adequate. However, at the time of the visit, the team sited the hard-copy records prior to 1976 are at risk due to two factors. First, few electronic copies existed of the student transcript records dated prior to 1976. Second, the storage location of the records was not fireproof or waterproof, and the room is equipped with a sprinkler system. If the sprinkler system were to deploy, the records could be damaged.

As noted in the “A Full-Scale Evaluation Committee Report,” Clark College has been taking steps to image the vulnerable student records. The college added resources to increase the capacity to scan electronic images of all student records. To expand the staff capacity to scan images of the student records prior to 1976, part-time staff have been hired and existing part-time and full-time staff have hours allocated to the image scanning project. Beginning in spring quarter 2009, forty hours weekly are dedicated to image scanning these student records. In addition, another scanner was purchased recently to increase the timeliness of the scanning process. It is expected that by spring 2010, all historical and vulnerable student records will be electronically imaged.

In January 2009, the waterproof and fireproof file cabinets were purchased for the hard-copy student records. These water and fire proof cabinets now store the student records prior to 1976. The cabinet replacement occurred in February 2009. The specifications of the new Schwab Corp. Trident Series 500 Water & Fire Rated Files storage cabinets include:

- Recessed Handles;
- UL Class 350 fire protection;
- One piece seamless construction (more theft resistant);
- Lifetime After-the-Fire Replacement Warranty;
- Insulite™ Insulation – Fire Protection over 1700 degrees;
- Patented D-B™ Seal technology for water protection; and
- Protection from sprinklers, fire hoses, and more.

Conclusion

Clark College has ensured the safe storage of student records by purchasing completely waterproof and fireproof file cabinets. Substantial progress has been made and will continue to be made in electronically duplicating the images of the student records, including transcripts.