ICCB

ILLINOIS COMMUNITY COLLEGE BOARD

RECOGNITION REPORT

ILLINOIS VALLEY COMMUNITY COLLEGE
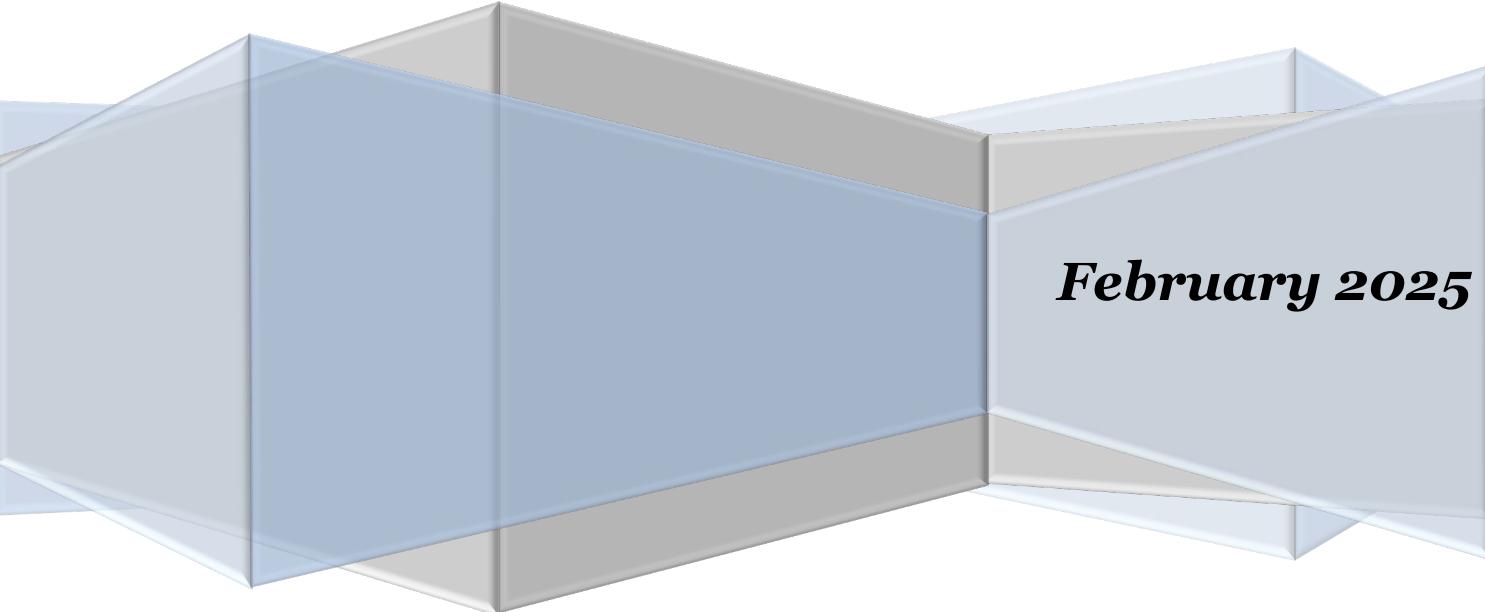
February 2025

Illinois Community College Board
Recognition Report
For Illinois Valley Community College
February 2025

Introduction
During fiscal year 2023-24, the Illinois Community College Board (ICCB) conducted a recognition evaluation of Illinois Valley Community College, District 513. Due to the number and type of compliance findings in this report, the ICCB staff will recommend that the ICCB issue a finding of *Recognition Continued* to Illinois Valley Community College. The information below describes the recognition process. The report following addresses specific compliance and advisory recommendations.

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

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

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

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

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

Evaluation Results and Recommendations

1. **Instruction**

   1. **Degrees and Certificates**

      A comparison between Illinois Valley Community College's 2023-2024 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 printed college catalog and the curriculum master file were identified.

      Compliance Recommendation: None.

   2. **Articulation**

      Illinois Valley Community College offers the Associate in Arts (A.A.), the Associate in Science (A.S.), the Associate in Engineering Science (A.E.S.), and the Associate in General Studies (A.G.S.). Specific degree requirements parallel recommendations of the Illinois Articulation Initiative (IAI).

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

      According to the requisite Recognition standard, the college has provided documentation of articulation for 20 of the 20 baccalaureate/transfer courses requested. Per the college, one (1) course is being withdrawn due to lack of interest. A review of the college's evidence of articulation (Form 13) submissions, IAI codes, and/or Transferology documentation indicates that 20 of 20 courses submitted had the required current transfer agreements in place.

      Compliance Recommendations: None.

   3. **Academic Control**

      The institution maintains academic control of the units of instruction. The college reviews programs through its Curriculum Committee and a Teaching and Learning Committee that serves as their guide to ensuring academic control of its programs. The college has outlined a faculty evaluation process for pre- and post-tenure, indicated in its Faculty Handbook. These processes were developed by its Educational Excellence Council.

The college has indicated that a review of the Curriculum Committee and Teaching and Learning Committee charters are underway. The college will also complete a Curriculum Management Plan, with training to better understand expectations. This plan and training were slated to be completed by December 2024.

Compliance Recommendations: None.

4. **Curriculum**

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

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

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

Compliance Recommendation: None.

5. **Dual Credit**

As part of Illinois Valley Community College's 2024 Recognition review, the following dual credit information was examined to determine if institutional policies and practices were in compliance with ICCB Administrative Rules 1501.313: 1) the college's self-evaluation, 2) data from the ICCB Annual Course submission, and 3) an audit of student qualifications and faculty credentials. To examine student qualifications, ICCB utilized the Annual Course submission to select 100 dual credit transfer (1.1 PCS) and career and technical education (1.2 PCS) courses for review; 50 from fiscal year 2022 and 50 from fiscal year 2023. The college was then required to conduct an audit using the dual credit sample and provide information related to student qualifications, relevant pre-requisites, and placement policies. The college was also required to provide a list of all instructors teaching dual credit courses in fiscal years 2023 and 2024, including their credentials.

State Laws and Regulations and Accreditation Standards
Based on the review, staff concluded that the college adheres to all state laws, regulations, and accreditation standards. Dual credit policy at the college is conducted in accordance with the Dual Credit Quality Act, the ICCB Administrative Rules, and the rules set forth by the Higher Learning Commission. Information was compared in the dual credit webpages and both the instructor and student dual credit handbooks.

Instructors
During fiscal years 2023 and 2024 it was reported that 51 instructors taught transfer (1.1) dual credit courses. Staff determined that all instructors appeared to hold the proper qualifications to teach 1.1 dual credit coursework.

Additionally, it was reported that 25 instructors taught career and technical education (1.2) dual credit courses. Staff were unable to determine if any of the 25 instructors were qualified to teach 1.2 dual credit courses as it appears that Illinois Valley Community College copied the formatting from the 1.1 dual credit tab. The 1.2 dual credit tab as it was provided includes a column for describing occupational hours and employment. All instructors who teach 1.2 dual credit courses are required to have at least 2,000 hours of related, qualified work experience, regardless of the level of degree-attainment.

Students
After a review of the college self-study report and the additional audit materials requested by the ICCB, it was determined that all students from fiscal year 2023 and 2024 met the required placement test score and or prerequisite coursework.

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

<u>Compliance Recommendation:</u> In order to be in compliance with Administrative Rule 23 Ill Adm. Code 1501.313, the college must ensure all dual credit instructors have adequate credentials to teach the courses they are assigned, and that those credentials match those required to teach courses on campus.

- For CTE (1.2 PCS) courses these qualifications shall include 2,000 hours of work experience regardless of the highest educational degree attainment. This means that even if an individual has a master's degree in each field, they must still have the required 2,000 hours of applicable work experience.

College Response: The College has a VACCT (Verification of Academic Credentials for College Teaching) process that had been developed to provide a systemic review of all faculty credentials, including dual credit instruction. This process includes a review of all credit hours in the discipline, licenses and certifications, teaching experience, and

qualified work experience. However, the work experience is in number of years—not in hours of work. This will be updated in the process.

In addition to this issue, the process has not been completed consistently. As part of the onboarding process, Human Resources will track and confirm receipt of completed VACCT for all faculty prior to employment start date.

Related to dual credit instructors, IVCC is currently revising its process for verifying the credentials for all dual credit instructors. While those teaching transfer courses have been updated as of this submission, the Dual Credit office is working with Human Resources to further develop the onboarding procedures for dual credit instructors to ensure compliance.

6. Assessment Plans

The college has both ongoing and periodic reviews of processes to assess student learning in each degree and certificate program it offers. The college has outlined a systemic, college-wide approach to assessment of student learning of its four goals: communication, inquiry, social consciousness, and responsibility. In addition, the college has 10 Institutional Learning Outcomes.

Assessment plans are created at the course level by the faculty or person responsible for maintaining the master course syllabus. The college uses its Assessment Committee to oversee assessment of student learning through institutional assessment, program assessment, course assessment, and co-curricular assessment.

The college added Brightspace in 2023. They note it slowed some implementation but also provided greater opportunity in the areas of accountability, standardization, and the implementation of co-curricular assessment.

Compliance Recommendation: None.

7. Student Evaluation

Illinois Valley Community College has a well-documented policy for evaluating and recording student performance. The evaluation process is directly tied to the official course learning objectives and goals. Both faculty and student handbooks were thoroughly reviewed to ensure that the practices comply with and align with ICCB Rule 1501.405 as per the College Policy and Administrative Procedure.

Compliance Recommendation: None.

8. **Faculty Qualifications/Policies**

The college employs qualified faculty for each of its units of instruction. The faculty credentialing policies meet the minimum requirements of the ICCB Administrative Rules, and the institution has in place a credential verification process to ensure that faculty maintain appropriate credentials for all units of instruction. The college has a review process for dual credit instructors, as well as transfer and Career and Technical Education faculty. Faculty are documented via the Verification and Academic Credentials for College Teaching form and faculty credentials and transcripts stored with each appropriate division. The college had identified the need to move from a more manual process to one that allows for a more streamlined process to access information. This work is underway. The college did not discuss its process for approving or assigning professional development.

The ICCB staff requested that the college provide faculty credentials to verify that the instructors of record met the criteria. ICCB staff requested the transcripts of a listing of active courses that were taught during the review period to confirm faculty qualifications. The college provided transcripts and relevant work experience evidence for all the courses requested. The ICCB review of the faculty transcripts and work experience provided by the college showed that three faculty members did not appear to meet the minimum faculty requirements or were missing documentation of credentials outlined by the ICCB. It is of note that the ICCB does not have a rule in place to allow for Tested or Equated Experience in the way that the Higher Learning Commission does, which is likely the basis for qualifying some faculty members.

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

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

The ICCB interpretation throughout the enforcement of these rules is that instructors teaching courses that are designated as transfer (1.1) courses must meet the master's degree requirement and must have a minimum of 18 graduate hours in the discipline. Regarding areas in which the work experience and related training is the principal medium, otherwise referred to as Career and Technical Education, instructors (1.2) must hold the appropriate credential and 2,000 hours of demonstrated experience in the field. Please note that if an instructor is teaching a CTE course with an AAS degree, there must also be accompanying work experience to meet the faculty qualification standards. Please ensure that there are mechanisms in place to verify work experience in addition to academic qualifications.

College Response: The College has a VACCT (Verification of Academic Credentials for College Teaching) process that had been developed to provide a systemic review of all faculty credentials. This process includes a review of all credit hours in the discipline, licenses and certifications, teaching experience, and qualified work experience. However, the work experience is in number of years—not in hours of work. This will be updated in the process.

In addition to this issue, the process has not been completed consistently. As part of the onboarding process, Human Resources will track and confirm receipt of completed VACCT for all faculty prior to employment start date.

9. Cooperative Agreements and Contracts

As part of the recognition review for standard 9, Cooperative Agreements, Illinois Valley Community College reviewed their cooperative agreement process. Illinois Valley Community College participates in the CAREER Agreement, which has been adopted by all 39 Illinois community college districts. The college also has interdistrict cooperative agreements with Sauk Valley Community College and Kankakee Community College for radiologic technology and medical laboratory technology, respectively.

The following items of the college were reviewed: the college's website and the college's course catalog (online). Illinois Valley Community College participates in the Comprehensive Agreement Regarding the Expansion of Educational Resources (CAREER Agreement) which has been approved by the ICCB and agreed upon by the 39 community college districts in the state. The web link provided in the college's self-study takes you to a page that lists the names of the other 39 districts that comprise the CAREER Agreement. Illinois Valley Community College noted that in the last Recognition cycle they received an advisory recommendation related to information posted to the college's website regarding the CAREER Agreement; the college included links to the website as well as the applicable section of the course catalog.

All Indicators of Compliance and Indicators of Quality were met.

Compliance Recommendation: None.

10. Program Review/Results

After reviewing Illinois Valley Community College's program review process and submissions, staff concluded that all instructional programs have been reviewed utilizing a systematic, college-wide process. The college meets the minimum requirements of need, cost, and quality for evaluating their instructional programs. Program reviews submitted are thorough in nature supporting the notion that there is adequate coordination and support from administrative leadership and institutional effectiveness. The college includes student and academic support services and administrative functions in their review cycle. No

discrepancies between the college's program review process and schedule and the ICCB five-year program review were identified.

Compliance Recommendation: None.

2. STUDENT SERVICES/ACADEMIC SUPPORT

1. Student Services/Academic Support

Part 1A: Advising/Counseling
Illinois Valley Community College's advising and counseling program is comprehensive and organized to address the academic planning and transitional needs of new students and the continued success of all students as they progress through their program. Illinois Valley Community College offers a comprehensive advising and counseling program to support students' academic planning and success. The counseling office provides walk-in services on a first-come, first-served basis, with extended hours on Tuesdays and Wednesdays. The college employs three full-time and five part-time counselors, including one at the Ottawa Center. The Project Success office (TRiO Student Support Services) also has two counselors and a director for targeted student support.

Counselors assist students across all academic programs, offering general advising, career counseling, and services for undecided students. Each full-time counselor is assigned to an academic division and two in-state senior institutions for articulation and rotating assignments every two years. Counseling services are available in person, via Zoom, or by phone.

Beyond academic advising, the college provides mental health support through Transformative Growth and resources for victims of domestic violence and sexual assault via Safe Journeys. Counselors also participate in student events, orientation, and recruitment efforts across campus.

Compliance Recommendation: None.

B: Financial Aid
The financial aid program provides students with information and access to financial support. The office hours are listed as 8:00 a.m. to 4:30 p.m. Monday, Thursday, and Friday and 8:00 a.m. to 7:00 p.m. Tuesday and Wednesday, with walk-in appointments available. The Financial Aid Office works with area high schools to provide information at "College Nights." Financial aid services are also offered at the Outreach Centers. Additionally, FAFSA completion workshops and financial aid checks are provided periodically at the Outreach Centers.

The Financial Aid office also houses the Coordinator of Veterans and Military Personnel. The coordinator explains the services offered, which include explaining and certifying military benefits, enrollment assistance, and general questions and concerns.

Compliance Recommendation: None.

Advisory Recommendation: The college did not report on their current loan default rate. The ICCB recommends including this data in future reports.

College Response: We will include this in our future reports.

C: Career Placement

The Career Services Center provides job placement, career advising, and exploration support. The Career Services Associate promotes job opportunities via email and the College Central Network, while regularly updating college counselors and stakeholders. The office also assists with internships, attends advisory council meetings for career and technical programs, and organizes targeted job fairs to meet local workforce needs.

Compliance Recommendation: None.

D: Support Services

Illinois Valley Community College (IVCC) offers various support services to assist students academically and personally.

1. **Academic Support** – The Academic Support Center includes a tutoring center, student help desk, and library. The tutoring center has seen a significant increase in usage, and it has updated furniture to support flexible learning. Tutors include both student peers and professionals.
2. **Center for Accessibility and Neurodiversity** – This center provides services such as interpreters, note-takers, testing accommodations, and specialized technology. It also offers mentoring through the Get Set Program.
3. **TRiO Student Support Services (Project Success)** – Designed for first-generation students, low-income students, and students with disabilities, this program helps students identify strengths, set goals, and develop academically, socially, and personally to enhance retention, graduation, and transfer rates.
4. **Basic Needs and Additional Support** – IVCC has designated liaisons for housing insecurity, undocumented students, and benefits navigation. The Special Populations Transition Coordinator assists students facing economic or personal challenges, manages the on-campus Food Bank, and connects students with resources through Single Stop.
5. **Strategic Enrollment Management** – This committee establishes goals and activities to recruit, retain, and support students, particularly those from underrepresented demographics.

Compliance Recommendation: None.

2. **Student Programming, Co-Curricular Activities, and Support Services for Students**

IVCC provides students with extracurricular opportunities in athletics and student activities. The college supports 10 intercollegiate sports teams—five for men (baseball, basketball, golf, soccer, and tennis) and five for women (basketball, soccer, softball, tennis, and volleyball).

Beyond athletics, IVCC offers over 40 student organizations, including academic honor societies, multicultural groups, service and social organizations, recreational clubs, and arts and literature clubs. These organizations help students develop leadership, social skills, and character, with faculty or staff advisors overseeing activities.

The Student Activities department hosts events in the Student Life Center and supports Student Government, which actively engages in college decisions and communicates with the Board of Trustees through reports and a student newspaper column.

Compliance Recommendation: None.

3. **Admission of Students and Student Records**

IVCC implemented a new application in fiscal year 2024 to improve data management for the Admissions Office and streamline the student enrollment process. The Admissions and Enrollment pages have been updated and organized into eight student categories: high school students (including dual credit), first-time students, adult students, visiting students, international students, veterans, continuing education students, and GED/ESL students. Additional resources have also been introduced, including an enrollment checklist and a parent guide.

A separate page has been created for limited admissions programs, such as Nursing (RN and LPN), Dental Hygiene, Dental Assisting, and Medical Assisting, ensuring an objective admissions process. The Admissions Office continues to coordinate open houses, high school visits, and targeted outreach events.

Additionally, IVCC is expanding alternative credit options. In fiscal year 2023, a team was established to develop a comprehensive prior learning assessment system using Credit Predictor Pro. Stakeholder training occurred in June 2023, and faculty training in September 2023. While further implementation is needed, this remains a priority project for fiscal year 2024.

Compliance Recommendation: None.

3. FINANCE/FACILITIES

1. **Credit Hour Claim Verification**

   The Illinois Community College Board staff conducted an on-site visit at Illinois Valley Community College on January 15, 2025. During this visit, ICCB staff performed a finance and facilities assessment and discussed the processes relating to financial planning and credit hour claims. The college performed a demonstration of key systems to show how students are coded in the systems for residency and reporting credit hour claims. ICCB staff reviewed a sample of credit hours reported and certified by the college as semester unrestricted (SU) and semester restricted (SR). The credit hour certifications are used by ICCB annually to determine system funding calculations and college allocations.

   The college has documented and verifiable processes for proper classification of credit hours reported to ICCB and for determining residency. The college makes a distinction between residency classifications for tuition and state funding purposes. When residency comes into question, students are asked for verification. This can be a voter's registration card, tax filing, or other supporting documents that the student provides to the college for proof of residence. These processes were evaluated, and no evidence of inaccuracies was found.

   ICCB staff reviewed the Instructional Credit Hour Claim Reports to select a sample of individual course sections per funded instructional category, semester, and student residency classification to verify the accuracy of the submissions that are used to compile the certified reports (SU/SR claim reports). The sample consisted of 18 course sections and 216 students in fiscal year 2021 for the summer, fall, and spring semesters. Mid-term class lists, final grade sheets, and transcripts were reviewed for reporting accuracy. Information reported on the SU/SR claim reports agreed with the certified mid-term class lists.

   Interdepartmental communications were appropriate regarding changes in laws, regulations, or internal operations that could impact the SU/SR claim reports. ICCB has not found any evidence that the college failed to meet the reporting or certification requirements over the period of the review. Overall, the college has generally complied with applicable laws, regulations, and rules for claiming credit hours for funding. Based on the review, ICCB staff find, with a confidence level of 95 percent, that compliance with the reporting of certified hours is between 95 and 100 percent accurate. (Note: the statistical margin of error or confidence interval is five percent.)

   The college has generally complied with laws, regulations, and rules for claiming credit hours for funding. Based on the review, ICCB staff find, with a confidence level of 95 percent, that compliance with the reporting of certified hours is between 95 and 100 percent accurate. (Note: the statistical margin of error or confidence interval is five percent.)

   Compliance Recommendation: None.

Midterm Certification

According to 110/ILCS 805/2-16.02, courses eligible for reimbursement are those which the district pays 50 percent or more of the program costs from unrestricted funds.

To determine the college's procedure for determining reimbursement eligibility, a written explanation of the methodology used to classify student credit hours, a listing of faculty which identified the percent of salary applied for selected course sections, and the midterm certification instructions sent to faculty were reviewed. Mid-term class lists and final grade sheets were reviewed and compared to ICCB internal reports.

Based on the review, instructors for SU courses were funded with more than 50 percent of unrestricted funds and appropriately reported.

Compliance Recommendation: None.

Student Residency

The written procedure for residency verification and a summary of tuition/fee rates charged to students in-district, out-of-district, and out-of-state were reviewed. Student demographics and transcript information were reviewed to support residency status, funded instructional category placement, and final grade postings. To determine if certain categories of students were properly excluded from the reimbursable credit hour claim report, ICCB staff reviewed samples with specific criteria.

All residency classifications were documented and determined to be accurate. Based on the review, the college properly classifies students for reporting purposes. However, the college does not have a detailed residency policy that addresses all of the general, district, and special provisions of students.

Compliance Recommendation: The ICCB recommends that the college clarify its residency policy with respect to aspects of the definition of residency not explicitly reflected in the current policy.

College Response: *The policy for residency has been updated to be more detailed and in alignment with the system rules. These will be presented to the Board of Trustees in March 2025. In addition, the procedures for the office have been updated with more specific scenarios to include the aspects not currently reflected.*

Course Repeats

The credit hour claims written procedure for excluding students who repeat a course was reviewed. Based on this review, there is a suitable process and procedure in place.

Compliance Recommendation: None.

Dual Credit/Dual Enrollment

The written procedure for dual credit and dual enrollment was reviewed along with intent to enroll instructions and enrollment forms. Based on the review, no issues were found.

Compliance Recommendation: None.

2. **Financial Planning**

The Facilities Master Plan, annual budgets, close-out reports, uniform financial statements, strategic planning reports, certification of publications, instructional cost reports, Tax and Budget Survey reports, Certificates of Tax Levy, and annual external audits were reviewed.

All college departments are included in the financial planning and accountability process. Documentation on the college's website confirms that the Board of Trustees meets and discusses financial conditions and strategies monthly.

Report submissions were made in a timely manner. ICCB staff did not find any evidence indicating issues with financial planning requirements.

Compliance Recommendation: None.

3. **Financial Compliance Annual External Audit**

For fiscal years 2021-2023, ICCB staff reviewed the annual external audits and consolidated year-end financial reporting (CYEFR) reconciliations and evaluated overall outcomes and timeliness of completion.

To ensure that any audit findings indicating the need for actions were addressed, evidence of corrective action plans (CAP) was reviewed by ICCB staff for all findings. There were only three findings noted over the three-year period. The CAP for each finding was provided and appears to be adequate.

Compliance Recommendation: None.

4. **A & B Facilities**

A. Approval of Construction Projects

ICCB's administrative rules at 23 IAC 1501.602b require an updated District Site and Construction Master Plan be filed with ICCB by July 1st of the year in which the district

undergoes its recognition evaluation. It should be updated when a project is completed or added to the plan. Due to the pandemic, ICCB has made this plan not due until July 1, 2022. The college submitted its 2018 Facilities Master Plan and their self-study, which were found to be in good order. The college is in the process of updating the FMP and will send a copy to ICCB when it is finalized.

Compliance Recommendation: None.

B. Facilities Data Submissions:

Effective January 21, 2021, regulations on reporting requirements at Illinois Administrative Code Title 23, Section 1501.607 were revised. The requirement to submit reports "F3, F6, B3, and R3" for facility inventory records and building layouts was eliminated.

Annual facility data, project updates, estimated deferred maintenance, annual cost/backlog, and local projects (completed and in progress) reports are required to be submitted to ICCB. The college maintained and reported facilities data requests, reports, and other information to the ICCB in formats specified in accordance with standards and principles developed by the ICCB. ICCB did not find any evidence that the college failed to meet the submission requirements for the review period.

Compliance Recommendation: None.

4a. Employee Contracts

According to 110 ILCS 805/3-65, an employment contract entered into with an employee of a community college must not exceed four years and must not include any automatic rollover clauses. All employee contracts, renewals, amendments, addendums, and extensions must be made during an open board meeting and made available to the public.

According to 110 ILCS 805/3-70, employment contracts must be transparent. Actions such as performance-based bonuses, incentive-based compensation, and final actions of the employment contract must be made during an open board meeting, approved by the board, and made available to the public. Board minutes, board packets, and annual performance criteria and goals must be made available to the public on the district's official website.

According to 110 ILCS 805/3-75, an annual performance review of the president must be completed. This annual review must be considered when the board contemplates a bonus, raise, or severance agreement.

According to 5 ILCS 415/10, an employment contract entered into, amended, renewed, or extended with an employee of a community college that includes a provision for severance pay must limit the severance pay to an amount not exceeding 20 weeks of compensation.

The employment contract must also specify severance pay is prohibited when a contract employee is fired by the district for misconduct.

Copies of employee contracts, renewals, amendments, and extensions were requested and reviewed for compliance. Board meeting minutes and public notices were also reviewed. Based on the review, there are several contractual employee positions.

The employment contracts met most specifications and all the notice provisions required by law. The contracts must be clear on what compensation is to be paid to the employee if the contract is terminated due to misconduct and limit severance pay to no more than 20-weeks of compensation.

Compliance Recommendation: The college must ensure employment contracts comply with 110 ILCS 805, 5 ILCS 415 and 23 IL Admin. Code 1501.803 and amend any active contracts that do not meet the criteria in those laws and regulations.

College Response: The contracts will be updated to include the reference to 5 ILCS 415/10 limitation on severance. For those contracts not being fully reviewed this year, an addendum will be made so that all contracts will be in compliance going forward.

4. INSTITUTIONAL RESEARCH/REPORTING

General Reporting Requirements
The latest five years of Illinois Community College Board data submissions by Illinois Valley Community College were reviewed—generally this includes fiscal years 2020-2024 unless otherwise stated. Submissions were evaluated on consistency, accuracy, completeness, and timeliness. Timeliness is based on the date of the final submission, not the date the original submission is received. A detailed analysis of individual data submissions is in Appendix A.

ICCB data timeliness and accuracy are vitally important as these submissions are used extensively by ICCB staff to fulfill external reporting requirements on behalf of the colleges. As a value-added service to the colleges ICCB staff reconfigure and combine information collected through routine ICCB submissions into a format that meets the needs of external entities. This approach minimizes duplicate reporting and serves to further strengthen data submission quality and comprehensiveness. For example, ICCB uses information from college submissions to provide multiple federal Integrated Postsecondary Education Data System (IPEDS) reports. It is particularly important to meet federal IPEDS collection deadlines because federal officials have the authority to fine colleges for failure to furnish timely data. There are 14 IPEDS surveys across the Fall, Winter, and Spring collections, and the potential fine in 2024 is up to $69,733 for each violation. The fine changes annually based on an inflation index. ICCB data also are used in federal Perkins Postsecondary and Adult Education and 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.

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

Part A. Student Data Reporting. The **Annual Enrollment and Completion Data (A1)** submission is the most complex and lengthy of the state data submissions. Accuracy of final submissions has been good over the timeframe of the study. Final A1 submissions did not contain any critical errors in three of the five years reviewed; the fiscal year 2024 and 2022 submissions each contained two critical errors. This data was verified by college officials as valid and accurate. Illinois Valley Community College's A1 submission met the reporting deadline in one of the past five fiscal years; the fiscal year 2025 and 2023 submissions were finalized one week late, the fiscal year 2024 submission was two months late, and the fiscal year 2021 submission was finalized 11 days past the reporting deadline. The submissions took between three 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 records with unknown Highest Degree Previously Earned ranged between four percent and nine percent. The proportion of records with Pell Recipient was about 20 percent and the proportion of records with Subsidized Stafford Recipient was about two percent across the five years reviewed. Consistency between the Annual Enrollment and Completion submission and the **Annual Student Identification (ID)** submission was excellent during each of the past five fiscal years. There were no headcount discrepancies. Annual Student Identification (ID) data were finalized prior to the reporting deadline in four of the past five fiscal years; the fiscal year 2024 submission was finalized one month past the reporting deadline.

The **Annual Completions (A2)** data submission began in fiscal year 2013. Illinois Valley Community College met the reporting deadline in four of the five years reviewed; the fiscal year 2024 submission was finalized one month late. The number of submissions needed to finalize the data ranged from two to seven, and final A2 submissions did not contain any critical errors in three of the five years reviewed; the fiscal year 2024 and 2022 submissions each contained one critical error. This data was verified by college officials as valid and accurate. The proportion of records with unknown Race/Ethnicity ranged between two percent and six percent across the years reviewed. There were more completions on the A2 than on the A1 submission in the four years reviewed. The A2 submission originally collected the same completions as the A1 submission, which was limited to three completions, but the A2 allowed for more than three completions to be reported. Starting in fiscal year 2025, all of the completion details are reported only in the A2, so this check against the A1 is no longer needed.

The **Annual Course (AC)** data submission began in fiscal year 2011. Illinois Valley Community College met the reporting deadline in four of the five years reviewed; the fiscal year 2024 submission was finalized one month past the reporting deadline. The number of submissions needed to finalize the data ranged from two to three, and final AC submissions

did not contain any critical errors in five 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).

The **Fall Enrollment (E1)** data submission's timeliness met the reporting deadline in three of the past five years; the fiscal year 2024 submission was finalized one day late, and the fiscal year 2020 submission was finalized three days past the reporting deadline. The number of submissions needed to finalize the data ranged from one to four, and there were no critical errors in the final submissions in five of the five years reviewed. Illinois Valley Community College met the reporting deadline for the **Fall Enrollment Survey** in each of the five years reviewed. There has been consistency between the Fall Enrollment Survey and the E1 submission in four of the five years reviewed; there was a small discrepancy with the fiscal year 2021 submission (2 records).

Noncredit Course Enrollment (N1) data collection began in fiscal year 2000. Illinois Valley Community College data submissions met the reporting deadline in each of the last five fiscal years. There were no critical errors in the final submissions. The proportion of records with unknown Age ranged between less than one percent and 18 percent across the five years reviewed. The proportion of records with unknown Race/Ethnicity ranged between 20 percent and 45 percent across the five years studied. Coverage of this variable is an area for further improvement in future submissions.

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 **Spring Semester Enrollment Survey** was submitted on time in five of the past five fiscal years.

Part B. Faculty/Staff Data Submissions. The **Faculty, Staff and Salary (C1)** electronic data submission met the reporting deadline in each of the past five fiscal years. The number of submissions required to finalize these data ranged from one to two. The **Faculty, Staff, and Salary Supplementary Information** survey data submission was finalized prior to the reporting deadline in each of the past five fiscal years. 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 **Annual Faculty, Staff, and Salary (C3)** data submission began in fiscal year 2010. Illinois Valley Community College met the submission deadline in two of the past five years reviewed; the fiscal year 2023 submission was finalized five days late, the fiscal year 2022 submission was six days late, and the fiscal year 2020 submission was finalized over two weeks past the reporting deadline. The number of submissions needed to finalize the data ranged from two to three. 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, the **Asian American Employment Plan Survey** submission began in fiscal year 2013, and the **Native American Employment Plan Survey** began in fiscal year 2021. ICCB allows two years of data collection for new Research and Analytics submissions prior to being reviewed for Recognition. Illinois Valley Community College met the reporting deadline in five of the five years reviewed for the African American Employment Plan Survey, Asian American Employment Plan Survey, and Hispanic Employment Plan Survey, in four of the five years reviewed for the Bilingual Needs and Bilingual Pay Survey, and in two of the two years reviewed for the Native American Employment Plan Survey. The Employment Plan surveys provide ICCB with data for compliance with Public Acts 096-1341, 096-1286, and 097-0856.

Part C. Other Submissions. The **Underrepresented Groups Report** was submitted on time in four of the past five fiscal years; the fiscal year 2024 submission was finalized two days late. This report is becoming more important as national and state attention is being increasingly focused on improving the depth and breadth of services provided to members of underrepresented groups.

Compliance Recommendation: None.

Advisory Recommendations: 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 Illinois Valley Community College. Focused efforts are recommended to improve the timeliness of the **Annual Enrollment and Completion Data (A1)** and the **Annual Faculty, Staff, and Salary Data (C3)**. Furthermore, efforts to improve coverage of race/ethnicity for the **Noncredit Course Enrollment (N1)** are appreciated.

College Response: We will continue to improve the timeliness in this area. Changes in the department and procedures have been made to improve our accuracy and timeliness for all reports. The Noncredit Course Enrollment data coverage of race/ethnicity will continue to improve, as this data field is now required by the application for online registration in non-credit courses.

Appendix A
Illinois Valley Community College (513) – Recognition Policy Studies Report Due Dates

Noncredit Course Enrollment Data (N1)

Fiscal Year Collected	2025	2024	2023	2022	2021
Fiscal Year *of Data*	2024	2023	2022	2021	2020
Final Submission – **(07/15)***	07/15/24	07/12/23	07/14/22	06/29/21	07/09/20
# Submissions to Final	2	2	2	1	1
Timeliness	on time	on time	on time	on time	on time
Duplicated Head Count	3884	3840	2653	2247	3083
Unduplicated Head Count	2921	2831	2238	1876	2218
# Error Codes in Final Submission	2	3	2	2	3
# Critical Errors in Final Submission	0	0	0	0	0
% Records with Errors in Final Sub.	2.32 percent	47.58 percent	17.90 percent	0.80 percent	1.10 percent
% Unknown Age in Final Submission no value or .	2.06 percent	3.93 percent	17.87 percent	0.13 percent	0.94 percent
% Unknown Age in Final Submission unknown	0.00 percent	0.00 percent	0.00 percent	0.00 percent	0.00 percent
% Unknown Ethnicity in Final unknown	42.87 percent	44.74 percent	45.31 percent	35.38 percent	19.85 percent

*Due 07/17 in FY 24; adjusted to 11/19 in FY 22 due to ICCB processing delays

Annual Enrollment & Completion Data (A1)

Fiscal Year Collected	2025	2024	2023	2022	2021
Fiscal Year *of Data*	2024	2023	2022	2021	2020
Final Submission – **(08/01)***	08/08/24	10/03/23	08/08/22	09/29/21	08/14/20
# Submissions to Final	5	5	3	4	5
Timeliness	7 days late	62 days late	7 days late	on time	11 days late
Head Count (total incl. 0 hrs enroll.)	4069	3930	3805	3824	4404
Discrepancy between A1 & ID	0	0	0	0	0
# Error Codes in Final Submission	0	2	0	3	4
# Critical Errors in Final Submission	0	2	0	2	0

% Records with Errors in Final Sub.	0.00 percent	0.15 percent	0.00 percent	0.49 percent	19.66 percent
% 0 Cumulative GPA in Final Sub.	13.12 percent	13.56 percent	12.27 percent	9.83 percent	13.74 percent
% 0 Cumulative Hours in Final Sub.	12.83 percent	13.16 percent	11.56 percent	9.75 percent	9.83 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	4.47 percent	4.76 percent	4.05 percent	6.35 percent	8.76 percent
% Pell Recipient Coverage in Final Sub. (codes 2,4,5)	20.50 percent	20.64 percent	22.21 percent	22.12 percent	22.77 percent
% Subsidized Stafford Recipients in Final Sub. (code 2)	1.60 percent	1.27 percent	1.31 percent	1.41 percent	2.25 percent

* Due 8/02 in FY 24; adjusted to 10/13 in FY 22 due to ICCB processing delays; due 08/03 in FY 21

Annual Completions Data (A2)

Fiscal Year Collected	2025	2024	2023	2022	2021
Fiscal Year *of Data*	2024	2023	2022	2021	2020
Final Submission – **(09/01)***	08/06/24	10/03/23	08/05/22	09/30/21	08/19/20
# Submissions to Final	2	7	2	4	2
Timeliness	on time	32 days late	on time	on time	on time
Record Count (duplicate completions)	1237	1052	1057	1036	776
Total Number of Completions from A1	N/A	995	1033	1012	757
More Completions on A2 than on A1 or Equal Number	N/A	Yes	Yes	Yes	Yes
# Error Codes in Final Submission	0	1	0	2	0
# Critical Errors in Final Submission	0	1	0	1	0
% Records with Errors in Final Sub.	0.00 percent	0.57 percent	0.00 percent	0.29 percent	0.00 percent

	0.00 percent	0.00 percent	0.00 percent	0.00 percent	0.00 percent
% Unknown Ethnicity** in Final no value or .	0.00 percent	0.00 percent	0.00 percent	0.00 percent	0.00 percent
% Unknown Ethnicity** in Final unknown	3.80 percent	5.70 percent	2.65 percent	2.61 percent	2.19 percent

* Due 09/03 in FY 25; adjusted to 10/13 in FY 22 due to ICCB processing delays
**From Item 17 starting in FY 21 collection (FY 20 data); from Item 18 in prior years.

Annual Student ID Submission (ID)

Fiscal Year Collected	2025	2024	2023	2022	2021
Fiscal Year *of Data*	2024	2023	2022	2021	2020
Final Submission **(09/01)***	08/12/24	10/03/23	08/05/22	09/07/21	08/14/20
# Submissions to Final	1	3	2	1	2
Timeliness – Data Due	on time	32 days late	on time	on time	on time
Head Count in Final Submission	4069	3930	3805	3824	4404
Discrepancy between A1 & ID	0	0	0	0	0
# Error Codes in Final Submission	0	0	0	1	2
# Critical Errors in Final Submission	0	0	0	0	0

* Due 09/03 in FY 25; adjusted to 10/13 in FY 22 due to ICCB processing delays

Annual Course Data (AC)

Fiscal Year Collected	2025	2024	2023	2022	2021
Fiscal Year *of Data*	2024	2023	2022	2021	2020
Final Submission – **(09/01)***	08/08/24	10/03/23	08/12/22	12/16/21	08/19/20
# Submissions to Final	2	3	2	2	3
Timeliness	on time	32 days late	on time	on time	on time
# Error Codes in Final Submission	0	0	0	1	2
# Critical Errors in Final Submission	0	0	0	0	0
% Records with Errors in Final Sub.	0.00 percent	0.00 percent	0.00 percent	0.34 percent	0.02 percent
% Dual Credit in Final	10.62 percent	9.49 percent	9.48 percent	8.11 percent	8.42 percent

% Remedial (PCS 14) in Final	3.01 percent	3.21 percent	2.69 percent	2.12 percent	2.85 percent

* Due 09/03 in FY 25; adjusted to 01/12 in FY 22 due to ICCB processing delays

Fall Term Enrollment Data (E1)

Fiscal Year Collected	2024	2023	2022	2021	2020
Fiscal Year *of Data*	2024	2023	2022	2021	2020
Final Submission – **(10/01)***	10/03/23	09/20/22	11/29/21	10/01/20	10/04/19
# Submissions to Final	4	2	1	2	4
Timeliness	1 day late	on time	on time	on time	3 days late
Head Count in Final Submission	2594	2371	2470	2413	2841
Discrepancy between E1 & Survey	0	0	0	-2	0
# Error Codes in Final Submission	2	0	4	2	3
# Critical Errors in Final Submission	0	0	0	0	0
% Records with Errors in Final Sub.	0.07 percent	0.00 percent	2.02 percent	0.45 percent	0.77 percent
Degree Obj. Coverage in Final % coded with no code	0.00 percent	0.00 percent	0.00 percent	0.00 percent	0.00 percent
Scholarship Coverage in Final Sub. % with no scholarship	97.19 percent	96.33 percent	98.06 percent	97.93 percent	98.45 percent

* Due 10/02 in FY 24; 10/03 in FY 23; adjusted to 12/15 in FY 22 due to ICCB processing delays

Fall Term Enrollment (Web) Survey

Fiscal Year Collected	2024	2023	2022	2021	2020
Fiscal Year *of Data*	2024	2023	2022	2021	2020
Final Submission – **(10/01)***	10/02/23	09/14/22	09/07/21	09/30/20	09/03/19
Timeliness	on time	on time	on time	on time	on time
Head Count	2594	2371	2470	2415	2841
Discrepancy between E1 & Survey	0	0	0	+2	0

* Due 10/02 in FY 24; 10/03 in FY 23

Summer Graduate Reporting for IPEDS GRS

Fiscal Year Collected	2024	2023	2022	2021	2020

Fiscal Year *of Data*	2024	2023	2022	2021	2020
Final Submission **(11/01)***	08/16/23	09/13/22	11/29/21	10/15/20	10/16/19
Timeliness	on time	on time	on time	on time	on time

* Adjusted to 12/15 in FY 22 due to ICCB processing delays; due 11/02 in FY 21

Faculty Staff & Salary Data (C1)

Fiscal Year Collected	**2024**	**2023**	**2022**	**2021**	**2020**
Fiscal Year *of Data*	2024	2023	2022	2021	2020
Final Submission – **(11/15)***	11/07/23	10/17/22	11/22/21	10/14/20	10/15/19
# Submissions to Final	1	1	2	1	2
Timeliness	on time	on time	on time	on time	on time
# Error Codes in Final Submission	4	5	4	3	2
# Critical Errors in Final Submission	2	3	3	2	2
% Records with Errors in Final Sub.	13.67 percent	8.56 percent	5.04 percent	4.40 percent	4.14 percent
% Unknown Employment Class (8)	3.42 percent	1.53 percent	3.26 percent	3.14 percent	3.59 percent

* Due date updated from 10/15 to 11/15 starting FY 24; due 10/17 in FY 23; adjusted to 11/30 in FY 22 due to ICCB processing delays;
**   due 10/15 in FY 21 and FY 20**

Faculty Staff & Salary Supplementary Information

Fiscal Year Collected	**2024**	**2023**	**2022**	**2021**	**2020**
Fiscal Year *of Data*	2024	2023	2022	2021	2020
Final Submission – **(11/15)***	11/15/23	10/11/22	11/23/21	10/14/20	10/04/19
# Submissions to Final	1	1	1	1	1
Timeliness	on time	on time	on time	on time	on time

* Due date updated from 10/15 to 11/15 starting FY 24; due 10/17 in FY 23; adjusted to 11/30 in FY 22 due to ICCB processing delays;
**   due 10/15 in FY 21 and FY 20**

African American Employment Plan Survey

Fiscal Year Collected	**2024**	**2023**	**2022**	**2021**	**2020**
Fiscal Year *of Data*	2023	2022	2021	2020	2019

Final Submission Varies See Note*	12/01/23	12/09/22	12/13/21	12/02/20	12/17/19
Timeliness	on time	on time	on time	on time	on time

*Due 12/08 in FY 24; 12/15 in FY 23; 01/14 in FY 22; 12/09 in FY 21; 01/15 in FY 20

Asian American Employment Plan Survey

Fiscal Year Collected	2024	2023	2022	2021	2020
Fiscal Year *of Data*	2023	2022	2021	2020	2019
Final Submission Varies See Note*	12/01/23	12/09/22	12/13/21	12/03/20	12/17/19
Timeliness	on time	on time	on time	on time	on time

*Due 12/08 in FY 24; 12/15 in FY 23; 01/14 in FY 22; 12/09 in FY 21; 01/15 in FY 20

Bilingual Needs and Bilingual Pay Survey

Fiscal Year Collected	2024	2023	2022	2021	2020
Fiscal Year *of Data*	2023	2022	2021	2020	2019
Final Submission Varies See Note*	12/12/23	12/13/22	12/13/21	12/07/20	12/17/19
Timeliness	4 days late	on time	on time	on time	on time

*Due 12/08 in FY 24; 12/15 in FY 23; 01/14 in FY 22; 12/09 in FY 21; 01/15 in FY 20

Hispanic Employment Plan Survey

Fiscal Year Collected	2024	2023	2022	2021	2020
Fiscal Year *of Data*	2023	2022	2021	2020	2019
Final Submission Varies See Note*	12/01/23	12/09/22	12/13/21	12/07/20	12/17/19
Timeliness	on time	on time	on time	on time	on time

*Due 12/08 in FY 24; 12/15 in FY 23; 01/14 in FY 22; 12/09 in FY 21; 01/15 in FY 20

Native American Employment Plan Survey

Fiscal Year Collected	2024	2023	2022	2021	2020
Fiscal Year *of Data*	2023	2022	2021	2020	2019
Final Submission Varies See Note**	12/01/23	12/09/22	N/A*	N/A*	N/C
Timeliness	on time	on time	N/A*	N/A*	N/C

*ICCB allows two years of collection for new Research and Analytics submissions prior to being reviewed for Recognition.
** Due 12/08 in FY 24; 12/15 in FY 23

Underrepresented Groups Report

Fiscal Year Collected	2024	2023	2022	2021	2020
Fiscal Year *of Data*	2023	2022	2021	2020	2019
Final Submission Varies See Note*	02/03/24	02/09/23	01/31/22	01/29/21	02/27/20
Timeliness	2 days late	on time	on time	on time	on time

*Due 02/01 in FY 24; 02/10 in FY23; 02/01 in FY22; 02/02 in FY 21; 02/28 in FY 20

Spring Semester Enrollment Survey

Fiscal Year Collected	2024	2023	2022	2021	2020
Fiscal Year *of Data*	2024	2023	2022	2021	2020
Final Submission **(02/15)***	02/09/24	02/07/23	02/07/22	02/08/21	01/24/20
Timeliness	on time	on time	on time	on time	on time

*Due 02/10 in FY 20

Annual Faculty Staff & Salary Data (C3)

Fiscal Year Collected	2024	2023	2022	2021	2020
Fiscal Year *of Data*	2024	2023	2022	2021	2020
Final Submission – **(6/15)***	06/13/24	06/20/23	06/21/22	06/15/21	06/30/20
# Submissions to Final	3	2	3	2	3
Timeliness	on time	5 days late	6 days late	on time	15 days late
# Error Codes in Final Submission	2	1	1	1	2
# Critical Errors in Final Submission	1	1	1	1	1
% Records with Errors in Final Sub.	8.92 percent	5.64 percent	5.62 percent	3.12 percent	42.34 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	3.35 percent	2.48 percent	2.81 percent	5.29 percent	1.58 percent
% Unknown Employment Class (8)	2.68 percent	2.93 percent	3.04 percent	2.88 percent	4.05 percent

* Due 06/17 in FY 24 and FY 19
**From Item 36 starting in FY 21 collection; from Item 37 in prior years.