

June 7, 2024

Dr. William Tsutsui
Chancellor
Ottawa University
1001 South Cedar Street
Ottawa, KS 66067

Dear Chancellor Tsutsui:

This letter serves as formal notification and official record of action taken concerning Ottawa University (the institution) by the Institutional Actions Council (IAC) of the Higher Learning Commission (HLC) at its meeting on June 3, 2024. The date of this action constitutes the effective date of the institution's new status with HLC.

Action with Interim Monitoring. IAC continued the accreditation of Ottawa University with the next Reaffirmation of Accreditation in 2033-34. In conjunction with this action, IAC required the following interim monitoring.

Interim Report. Interim Report due 11/15/2024 on finances.

Interim Report. Interim Report due 10/1/2025 on sufficiency of faculty. The report should also include the following:

1. A focus on the sufficiency of the number of full-time faculty and evidence that they can effectively carry out their assigned classroom and non-classroom duties, and
2. The types of data and analyses the institution deems appropriate given its mission, context, student body and academic offerings.

Embedded Monitoring. Embedded monitoring in the Mid-Cycle Review on program review and assessment. The report should include the following:

1. Evidence that more effective processes in the areas of both program review and assessment have been developed and implemented,
2. Evidence that useful data have been collected and analyzed in the areas of both program review and assessment, and
3. Evidence that appropriate actions have been taken for the areas of both program review and assessment based on the findings to ensure continuous improvement.

In taking this action, the IAC considered materials from the most recent evaluation and the institutional response (if applicable) to the evaluation findings.

Rationale: IAC concurred with the site-visit team that Core Component 3.C is Met with Concerns and that the institution be required to submit an interim monitoring report by 10/1/25 but added requirements to the content of the report. This change provides clarification and permits the institution to decide the types of evidence it uses to ensure faculty sufficiency.

IAC also concurred with the site-visit team that Core Components 4.A and 4.B are Met with Concerns. IAC required that the interim monitoring be embedded in the institution's mid-cycle review rather than hosting a focused visit in September 2026. The change provides more time for the institution to improve

its program review and assessment practices and permits the institution to gather sufficient evidence of its effectiveness and to take appropriate actions before the next review.

In taking this action, the IAC considered materials from the most recent evaluation and the institutional response (if applicable) to the evaluation findings.

In two weeks, this action will be added to the *Institutional Status and Requirements (ISR) Report*, a resource for the institution to review and manage information regarding its accreditation relationship. Chief Executive Officers and Accreditation Liaison Officers may download the ISR Report in Canopy at <https://canopy.hlcommission.org>.

Within the next 30 days, HLC will also publish information about this action on its website at <https://www.hlcommission.org/Student-Resources/recent-actions>.

If you have any questions about these documents after viewing them, please contact the institution's staff liaison, Andrew Lootens-White. Your cooperation in this matter is appreciated.

Sincerely,

A handwritten signature in black ink, reading "Barbara Gellman-Danley". The signature is written in a cursive, flowing style.

Barbara Gellman-Danley
President

cc: Karen Ohnesorge, Accreditation Liaison Officer
Andrew Lootens-White, HLC Staff Liaison