

May 7, 2018

Dr. Chad Brown
President
Zane State College
1555 Newark Rd.
Zanesville, OH 43701-2626

Dear President Brown:

This letter serves as formal notification and official record of action taken concerning Zane State College by the Institutional Actions Council of the Higher Learning Commission at its meeting on April 30, 2018. 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 Zane State College with the next Reaffirmation of Accreditation in or before 2027-28. In conjunction with this action, IAC required the following interim monitoring.

Interim Report. Interim Report due 12/1/2018: (related to Federal Compliance) Report to include the achieved Maxient results in tracking the number of student complaints, which Zane State College employees received and resolved, the nature of the resolutions, and if the pattern of complaints led to a proposed change in college processes or operations.

Interim Report. Interim Report due 12/1/2019: Report depicting the completed program reviews. The monitoring report should indicate the process used for completing program reviews for all programs and the total number of programs reviewed. Data reviewed and improvement actions should be included in the final report.

Rationale: IAC agrees with the visiting team that program review at Zane State College has been lacking in consistency and regularity. The new process developed was "being rolled out" during the team visit in January 2018. The visiting team noted that the college has an aggressive plan to complete program reviews on all 40 programs "within the coming year." The institution needs the entire academic year of 2018-2019 to complete the plans put into place.

Interim Report. Interim Report due 12/1/2019: Report regarding the status of co-curricular assessment processes, including results to date, stemming from initiative related to program reviews. The report should include how activities align with institutional mission and strategic plan, campus processes to assure sustainability of co-curricular planning, institutional support for co-curricular activities, and the implementation of an assessment plan for gathering and using collected data for improvements in the co-curricular programs and activities.

Rationale: The visiting team noted that, "although the faculty is encouraged to include SLOs in co-curricular activities, assessment of co-curricular activities is just beginning via a pilot through the Franklin-Covey software and the Wildly Important Goals (WIGS) process. Recording the outcomes analysis and creating action plans will be completed in the next year." IAC concurs that there is insufficient progress on co-curricular programs outcomes and assessment for improvement. This work is to be completed in the 2018-2019 academic year. Thus, a report due in December 2018 does not allow enough time for data gathering and analysis and further action plans.

In two weeks, this action will be added to the *Institutional Status and Requirements (ISR) Report*, a resource for Accreditation Liaison Officers to review and manage information regarding the institution's accreditation relationship. Accreditation Liaison Officers may request the ISR Report on HLC's website at <http://www.hlcommission.org/>

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[Accreditation/institutional-status-and-requirements-report.html](#).

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

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

Sincerely,

A handwritten signature in cursive script that reads "Barbara Gellman-Danley".

Barbara Gellman-Danley
President

CC: ALO