

2 - Integrity: Ethical and Responsible Conduct

The institution acts with integrity; its conduct is ethical and responsible.

2.A - Core Component 2.A

The institution establishes and follows policies and processes to ensure fair and ethical behavior on the part of its governing board, administration, faculty and staff.

1. The institution develops and the governing board adopts the mission.
2. The institution operates with integrity in its financial, academic, human resources and auxiliary functions.

Argument

Response to 2.A.1

The Board of Trustees most recently approved the [Mission Statement for the College](#) on [August 19, 2013](#). This statement was penned by a cross-departmental steering committee to develop a five-year strategic plan. During the 2019 academic year, the Strategic Planning Committee completed a campus-wide review of the mission, and the President's Council recommended to keep the existing Mission Statement. The Mission Statement continues to be relevant and serves as a compass to guide campus decisions. The Mission Statement can be found online, in key college publications, in monthly Board of Trustees meeting materials, and in new hire orientation packets.

Response to 2.A.2

The college has established policies and procedures to emphasize ethical behavior and maintain the integrity of the institution. Additionally, SCC has been and will continue to be in compliance with all Assumed Practices at all times.

The Board of Trustees biennially adopts a [Conflicts of Interest Policy](#). The current policy was adopted in July 2020 and remains in effect until July 2022. Each November, every member of the Board of Trustees receives a copy of the policy and signs a document acknowledging receipt of the policy. The policy is also reviewed during [new trustee orientation](#) along with SCC's mission and goals, the planning and budget process, and budget principles (as identified by the Board of Trustees),.

St. Charles Community College maintains financial integrity through monitoring of monthly reports and a thorough [budgeting and planning process](#).

At each regular meeting, the Board of Trustees receives the General Fund Report, the Monthly Operating Report, and the Financial Dashboard as informational items. The monthly Treasurer's Report is an action item. Additionally, the Board reviews and approves the institution's [annual audit](#) in accordance with Board policy.

Academic integrity has a strong presence in the college's policies, [procedures](#), [student handbook](#),

and practices from the beginning and throughout the student experience. Students are instructed early, in [COL101](#), about academic integrity, plagiarism, and other forms of cheating. Online academic integrity has been strengthened through the implementation of [Quality Matters](#), a faculty-driven course review system, and the use of [Examity®](#) proctoring.

Our [policies for procurement of goods and services](#) reflect our desire to be good stewards of public funding. Purchases of \$25,000 or more require bids or proposals that are advertised in a newspaper of general circulation. Successful bids and proposals must be authorized by the respective Vice President and must be approved by the Board of Trustees.

The Board of Trustees has established policies associated with human resources that ensure integrity related to employee relations. These include prohibition of [discrimination](#) and [harassment](#) and consequences of policy violation. Additionally, the [Faculty MOU](#) specifies information related to hiring, placement, and evaluation policies and procedures put in place to ensure equity and integrity of processes.

In support of campus climate integrity, SCC employs a compliance officer and coordinator to address [Title IX](#) concerns for employees and students. Additionally, SCC maintains educational webpages to communicate complaint procedures for the purpose of investigating and providing prompt and equitable resolutions.

Sources

- 2.A HLC Assumed Practices
- 2.A.1.1 MVV
- 2.A.1.2 BOT Meeting Minutes (Mission Statement)
- 2.A.2.1 Article II.03 Conflicts of Interest policy
- 2.A.2.10 Non-Discrimination Policy
- 2.A.2.11 Sexual Harassment Policy
- 2.A.2.12 FT Faculty MOU Hiring Placement Evaluation
- 2.A.2.13 Title IX Support
- 2.A.2.14 20200207 BOT Work Session Minutes-Budget and Planning
- 2.A.2.2 New Trustee Orientation Presentation
- 2.A.2.3 Auditing Policies
- 2.A.2.4 Student Conduct Academic Integrity
- 2.A.2.5 Student Conduct Academic Integrity-Faculty Procedures
- 2.A.2.6 COL 101 Syllabus
- 2.A.2.7 Quality Matters
- 2.A.2.8 Online Proctoring Examity
- 2.A.2.9 Procurement Policy
- New Hire Orientation Checklist

2.B - Core Component 2.B

The institution presents itself clearly and completely to its students and to the public.

1. The institution ensures the accuracy of any representations it makes regarding academic offerings, requirements, faculty and staff, costs to students, governance structure and accreditation relationships.
2. The institution ensures evidence is available to support any claims it makes regarding its contributions to the educational experience through research, community engagement, experiential learning, religious or spiritual purpose and economic development.

Argument

Response to 2.B.1

SCC meets this standard by using multiple means for communicating information regarding academic offerings, requirements for faculty and staff, costs, governance, and accreditation.

Academic offerings and requirements are accessed under the Academic Programs tab on the college's [landing webpage](#). At this site, students can review academic programs, guided pathways, the course catalog, and schedules. Information related to academic offerings is reviewed annually by the Deans and the President's Cabinet. On the SCC portal, students have access to their degree audit to guide successful completion of their academic program requirements. Detailed [transfer information](#) is shown to assist students in planning transfer.

SCC presents itself clearly and completely regarding information about the credentials of faculty and staff. A list of full-time [SCC faculty](#), including titles, educational credentials and qualifications, is available in a PDF file accessed from the Student Consumer Information webpage. Transcripts for all administrators are reviewed to ensure compliance with job requirements and are housed in the HR office. The college's faculty/staff directory resides in the [Campus Directory](#) webpage accessed easily in the Quick Links at the top of SCC's home webpage.

The institution presents itself clearly and comprehensively to its students and to the public through detailed [student consumer information](#) easily accessed on the website. In addition, the webpage provides detailed information about [tuition and fees](#), revealing the difference of [cost of study](#) in SCC based on residency. Financial aid information and scholarship opportunities are also accessible to the public.

SCC's accreditation status, at the institutional and program level, is readily available on individual program webpages, and on the College's website by clicking 'About SCC', 'Leadership', and '[Accreditation & Approvals](#)'. The Higher Learning Commission (HLC) accredits SCC. There is a direct graphic-based link in the page that connects to the HLC website where details of the college's accreditation status can be viewed.

Response to 2.B.2

St. Charles Community College ensures evidence is available to support any claims it makes

regarding its contributions to the educational experience through a series of internal controls. All information presented in advertising, brochures, and other communications are reviewed by all constituencies including faculty, department chair, dean, Vice President for Academic Affairs, and the Marketing department. Any data information regarding outcomes includes source citation. Here are two examples from [Computer Science](#) and [Welding](#). Another example is when SCC was named "[Best Return on Investment](#)" in Missouri from the Georgetown University Center on Education and the Workforce and this was appropriately cited in the press release.

[Accountability](#) is a goal of SCC's Strategic Plan and one way in which we assure accountability is through transparency. As such, SCC ensures that information regarding its contributions to the educational experience through community engagement, experiential learning, and economic development is readily available and accessible through the SCC website, the SCC portal, President's Reports, and Annual Reports.

Students and the public can find information about the College's experiential learning opportunities online. In one example, the College has operated a formal [Service-Learning & Civic Engagement](#) program since 2014. This program offers curricular and co-curricular programming, as well as campus-wide civic and community engagement initiatives. Faculty are encouraged to develop service-learning classes which serve course objectives as well as a community need. Students who take these classes are immersed in the rhetoric of civic and community engagement while meeting course objectives, and as a result of their participation earn recognition on their transcript for taking a service-learning class. Co-curricular opportunities include the [Day of Service](#) and Week of Service events which are open to students, faculty, and staff.

Through SCC's Annual Report, evidence of economic development can be seen through the growth of new partnerships, new programs and new services. For example, the [2017-18 Annual report](#) showcased by video the start of SCC's Agriculture and Medical Assisting programs as well as partnerships such as Manufacturing Day events.

Additionally, transparency and evidence regarding the college and educational experiences can be found on the [student right to know](#) webpage. Information on those pages include (but are not limited to):

- [Educational Program](#)
- [Career and Job Placement Services](#)
- [College Navigator](#)
- Student Outcomes
 - Graduation and Transfer-Out Rates (Student Right-to-Know Act) ([PDF](#))
 - Graduation and Transfer Rates for Students Receiving Athletic Aid (Student Right-to-Know Act) ([PDF](#))
 - [Job Placement Rates for Graduates](#) (Graduation Survey Results)
- [Employers Who Have Hired Our Graduates](#)

These examples show how SCC is ensuring evidence is available to support claims regarding contributions to the educational experience.

Sources

- 2.B.1.A SCC website landing page
- 2.B.1.B Catalog-About The
- 2.B.1.D Pathways Programs Careers
- 2.B.1.E Transfer Information
- 2.B.1.H Faculty Credentials
- 2.B.1.I Directory Faculty Staff
- 2.B.1.J Accreditation
- 2.B.A.F Tuition and Payment
- 2B2 Best Return on Investment
- 2B2 Welding
- 2E.21-1020-MAC-Computer Science Graphic For Website-01
- Annual Report
- C2.B.2 Career and Job Placement Services
- C2.B.2 College Navigator SCC
- C2.B.2 Educational Program
- C2.B.2 Employers Who Hired Our Grads
- C2.B.2 Graduation Transfer Out Rates 2021
- C2.B.2 Graduation Transfer Out Rates Athletic Aid
- Day of Service Information
- Estimating Your Costs
- Service Learning Information
- Strategic Plan
- Student Consumer Information

2.C - Core Component 2.C

The governing board of the institution is autonomous to make decisions in the best interest of the institution in compliance with board policies and to ensure the institution's integrity.

1. The governing board is trained and knowledgeable so that it makes informed decisions with respect to the institution's financial and academic policies and practices; the board meets its legal and fiduciary responsibilities.
2. The governing board's deliberations reflect priorities to preserve and enhance the institution.
3. The governing board reviews the reasonable and relevant interests of the institution's internal and external constituencies during its decision-making deliberations.
4. The governing board preserves its independence from undue influence on the part of donors, elected officials, ownership interests or other external parties.
5. The governing board delegates day-to-day management of the institution to the institution's administration and expects the institution's faculty to oversee academic matters.

Argument

On April 1, 1986, voters approved a proposition to organize St. Charles Community College, with an elected six-member Board of Trustees, per Missouri statutes for community colleges. The six-member Board was then recognized by the Missouri Coordinating Board for Higher Education (CBHE) in accordance with RSMo. 178.800 and 178.820. The College continues to be governed by an elected dedicated Board of Trustees [2.C.10 BOT Members](#) which is autonomous to make decisions in the best interest of the institution in compliance with board policies and to ensure the institution's integrity. The Board of Trustees are elected community volunteers who have no significant administrative position or any ownership interest in the College.

Response to 2.C.1

Upon election to the Board of Trustees, the individual receives Initial Onboarding New Trustee professional development [2.C.20 Initial Onboarding New Trustee](#). This on-boarding includes the following agenda items: State Governance, Budgeting, Purchasing, Facilities, Regulations, Accreditation, Sunshine Law, Board roles/responsibilities, and overview of the College. Thereafter, members of the Board of Trustees pursue ongoing professional development and learning to support their success in carrying out their elected duties. This professional development and learning takes place at special Board study sessions, [2.C.30 BOT Prof Dev Special Study Session 20161105 BOT Retreat Minutes-ACCT Presenter](#) through special reports [2.C.40 BOT Prof Dev 20171016 BOT Meeting Minutes-ACCT Conference Report](#) at regular board meetings, and through attendance at state Missouri Community College Association and national Association of Community College Trustees conferences focusing on community colleges oversight and emerging higher education trends. The Board of Trustees share what they learn from conference attendance at board meetings [2.C.50 BOT Prof Dev 20190128 Board Meeting Minutes](#).

The Board of Trustees is responsible for fiduciary oversight of the College in accordance with State Law [2.C.60 BOT Responsibilities MO State Law](#) and College policy [2.C.70 BOT Fiduciary Responsibilities Board Policy](#). They carry out their responsibilities in accordance with State Law and do so transparently in accordance with [2.C.80 Missouri Sunshine Law](#).

In 2017 and most recently in 2021, the Board directed that a competitive bid process begin so that the Board could hire an independent auditing firm to review the College's financial management and adherence to best practice procedures [2.C.71 Independent Auditor Selected 2017-05-15 Board Minutes](#) [2.C.72 Independent Auditor Selected 2021-05-24 Board Minutes](#). In publicly open meetings, the Board reviewed and hired their selected auditing firm. Annually, in another publicly open meeting, the auditors present a comprehensive report of their independent audit findings [2.C.73 Auditor Report 2020](#), answer Board Member questions, and receive any applicable follow up instructions from the Board.

Response to 2.C.2

The Board of Trustees engages in thoughtful consideration in setting the College's Mission [2.C.74 BOT Meeting Minutes \(Mission Statement\)](#) which serves as the foundation for the College's strategic plan. These two documents guide and inform college employees in the work they do and the manner in which they carry out their work, consistent with the College's Values.

To further strengthen the achievement of the College's Mission and Strategic Plan, the Board identified [2.C.75 SCC Budget Principles](#). The budget principles serve as a compass for spending decisions, and they are designed to support consistency with both the Mission and the Strategic Plan. The budget principles established by the Board of Trustees on February 23, 2018 [2.C.76 BOT Budget and Strategy Study Session 20180223](#), and reviewed annually thereafter, have been found to remain relevant.

Another example of the Board's preservation and enhancement of SCC took place on December 5, 2016, when the purchase was approved for the site that would become SCC's Dardenne Creek Campus [2.C.77 20161205 BOT -Action One Academy Place Purchase](#). The college's first satellite location has provided SCC with the opportunity to expand Nursing and Allied Health offerings and develop additional workforce and industry programs including medical assisting, occupational therapy assistant, welding, agricultural and food science, and transportation/logistics.

The Board's diligence in preserving and enhancing the value that SCC brings to the community is further evidenced in 2018 with the addition of on-campus housing. Consistent with SCC's Mission and budget priorities, SCC enhanced the manner in which we meet student needs while conservatively managing financial risk by creating a public-private partnership to provide on-campus housing [2.C.78 20181112 BOT Special Meeting Minutes-Action Student Housing Land Lease](#). This unique agreement resulted in SCC being able to offer on-campus housing for students for the first time and an additional building to serve as an expanded campus Police Department.

Finally, a significant bond action was taken recently by the Board of Trustees to fund substantial improvements to the College while not creating a tax burden on the community it serves [2.C.79 Bond Issue Authorized 20200224](#). A \$30 million no-tax-increase bond issue to support four key areas at SCC, workforce readiness, STEM education, student services and safety, was passed by county voters on August 4, 2020. "Proposition Community College" [2.C.81 BOND ISSUE 2020 Passes](#) is allowing SCC to improve facilities and expand workforce and technical training programs to contribute to a positive economic climate for citizens and employers in the College's service area. Progress on "Proposition Community College" improvements are tracked transparently on its public webpage [2.C.82 Proposition CC WEBPAGE](#).

Response to 2.C.3

The governing board has multiple opportunities to review the interests of the institution's internal and external constituencies as part of decision-making deliberations. Any new initiative that is included for Board review/approval is presented to the trustees by the appropriate party during the board meeting. Trustees listen intently and regularly ask follow up questions before making a decision. Questions often include topics such as the needs and impact on students, the community, and employees.

St. Charles Community College was approached by external constituents from a nearby community. Warren County leadership approached SCC with a desire to be transferred into the SCC service area district. As a result, the Board of Trustees charged the College's administration to pursue efforts in response to their request. The Board of Trustees passed resolutions for both the Warren County R-III and Wright City R-II School Districts [2.C.83 20190816 BOT Study Session Warren County Initiative](#). The college was successful in welcoming Warren County into its service area, and although the election for local tax support was unsuccessful, the College now provides Warren County with higher educational services.

The Board regularly listens to internal constituents. At all meetings during the fall and spring semesters, the Faculty Association and the Student Government Association provide an update to the Board of Trustees at their monthly meetings. A recent example is the action to expand SCC's athletic offerings to students. In December, 2018, the Director of Athletics presented a proposal to add cross-country/track and field [2.C.84 CROSS COUNTRY PROPOSED TO BOT DEC 2018](#). With thoughtful consideration, the Board approved the proposal the following month [2.C.85 CROSS COUNTRY -TRACK AND FIELD APPROVED BY BOT JAN 2019](#). This action resulted in the expansion of sports options for current and prospective male and female students.

An example of the Board of Trustees listening to feedback from both internal and external constituents and taking action involved a strategic decision regarding the campus childcare center (CDC). College administration presented a detailed study to the Board of Trustees in Fall 2019 [2.C.86 20190816 BOT Study Session Minutes-CDC](#) with Board requested follow up items presented in Spring 2020 [2.C.87 20200207 BOT Follow Up Session CDC](#). This resulted in the 2020 closure of the child development center [2.C.88 20200508 BOT Minutes CDC Closure](#) which was found to be adding financial risk while not providing a service used by students. Subsequently, the Board approved the lease of the childcare facility [2.C.89 20200928 BOT Childcare Center Lease Approved](#) to an external entity so that childcare services could be preserved in a manner that aligns with budget principles [2.C.75 SCC Budget Principles](#).

Response to 2.C.4

The Board demonstrates its independence from undue influence and commitment to integrity and ethics by complying with Board policies such as Board Policy [2.C.90 Article II.03 Conflicts of Interest policy](#) which clearly states: The proper operation of the College requires that employees and members of the Board of Trustees be independent, impartial, and responsible to the members of the College community; that decisions and policies be made through the proper channels of the College structure; that employment with the College or membership on the Board of Trustees not be used for personal gain; and that the College community and general public have confidence in the integrity of the College.

In accordance with the Missouri Constitution and Missouri Revised Statutes Section 105.450 –

105.467 Missouri State Law, [2.C.80 Missouri Sunshine Law](#), all members of the Board of Trustees are required to submit a Personal Financial Disclosure to the Missouri Ethics Commission by May 1 of each calendar year to disclose private financial or other interests in matters affecting the College. Appointed members and candidates are required to submit a Personal Financial Disclosure within 30 days of appointment or declaration of candidacy.

Response to 2.C.5

The Board of Trustees authorizes the College President to execute board policy in the day-to-day operation of the college. The responsibilities and authority of the College President [2.C.91 Board Policy Duties of President](#) are well-documented in board policy. Board policy reserves legislative and policy-making responsibilities for the Board while delegating general management and oversight of operations to the College President. The President's duties include Responsibilities for the College President, consisting of general and active management, control, and direction of the business operations, the educational activities, and other affairs of the College which conform to the policies determined by the Board.

The faculty Memorandum of Understanding, Section IX, Academic Freedom [2.C92 Academic Freedom and Prof Ethics](#) states that the faculty holds major responsibility for matters of curriculum. Board Policy [2.C93 Curriculum Management](#) states that while the Vice President for Academic Affairs is ultimately responsible for overseeing the development of the curriculum, including courses and programs, the primary source of advice on matters of curriculum development is the Curriculum Committee, on which there is a permanent ex- officio, two staff members, and six faculty members (two from each division). Proposals for new courses and programs, course deletions, course changes (including course title/number, credit hours, prerequisites/co- requisites, course objectives, and content), and inclusion in the general education distribution requirements may come from the appropriate faculty, divisions, subcommittees, and task forces.

Sources

- 2.C.10 BOT Members
- 2.C.20 Initial Onboarding New Trustee
- 2.C.30 BOT Prof Dev Special Study Session 20161105 BOT Retreat Minutes-ACCT Presenter
- 2.C.40 BOT Prof Dev 20171016 BOT Meeting Minutes-ACCT Conference Report
- 2.C.50 BOT Prof Dev 20190128 Board Meeting Minutes
- 2.C.60 BOT Responsibilities MO State Law
- 2.C.70 BOT Fiduciary Responsibilities Board Policy
- 2.C.71 Independent Auditor Selected 2017-05-15 Board Minutes
- 2.C.72 Independent Auditor Selected 2021-05-24 Board Minutes
- 2.C.73 Auditor Report 2020
- 2.C.74 BOT Meeting Minutes (Mission Statement)
- 2.C.75 SCC Budget Principles
- 2.C.76 BOT Budget and Strategy Study Session 20180223
- 2.C.77 20161205 BOT -Action One Academy Place Purchase
- 2.C.78 20181112 BOT Special Meeting Minutes-Action Student Housing Land Lease
- 2.C.79 Bond Issue Authorized 20200224
- 2.C.80 Missouri Sunshine Law
- 2.C.81 BOND ISSUE 2020 Passes

- 2.C.82 Proposition CC WEBPAGE
- 2.C.83 20190816 BOT Study Session Warren County Initiative
- 2.C.84 CROSS COUNTRY PROPOSED TO BOT DEC 2018
- 2.C.85 CROSS COUNTRY -TRACK AND FIELD APPROVED BY BOT JAN 2019
- 2.C.86 20190816 BOT Study Session Minutes-CDC
- 2.C.87 20200207 BOT Follow Up Session CDC
- 2.C.88 20200508 BOT Minutes CDC Closure
- 2.C.89 20200928 BOT Childcare Center Lease Approved
- 2.C.90 Article II.03 Conflicts of Interest policy
- 2.C.91 Board Policy Duties of President
- 2.C92 Academic Freedom and Prof Ethics
- 2.C93 Curriculum Management

2.D - Core Component 2.D

The institution is committed to academic freedom and freedom of expression in the pursuit of truth in teaching and learning.

Argument

SCC is committed to academic freedom by adhering to a set of institutional learning principles outlined in the [Memorandum of Understanding \(MOU\)](#) and the [Research Approval Committee Handbook](#). The Research Approval Committee Handbook provides instruction to faculty in the ethical use of acquiring and using knowledge both in the classroom and professional settings.

SCC provides basic information, guidelines and links to resources that allow faculty, staff and students to comply with copyright guidelines through the [Library copyright policy](#) and the [SCC Online Practices and Procedures Handbook](#) that conform to the U.S copyright law in the performance of College-related activities.

SCC supports and sponsors a variety of activities that allow for freedom of expression and the discussion of varying views and opinions. [Democracy Days](#) is an annual interdisciplinary and educational forum which has been a part of the culture of SCC since 2001. The event delves into different perspectives from history, political science, and health awareness and is presented to students and the general public. Other events the College hosts are [Black History Month](#) and Women's History Month which are integral to the Diversity, Inclusion, and Equity initiatives focused on by the [BRIDGE Committee](#).

The guidelines for peaceful assembly under which students may express their opinions on campus are clearly [outlined on the website](#) . They are common sense standards of civil behavior. The student code of conduct and appeal process are clear with adequate provisions for fair and respectful treatment of infractions.

Sources

- Black History Month 2021
- DemocracyDays2021
- Expressive Activities on Campus
- Human Resources Learning and Development
- Library Copyright Policy
- MOU with Cover page for Academic Freedom
- Presidents Office BRIDGE Committee
- RAC-Handbook
- SCC Online Practices and Procedures Handbook v2

2.E - Core Component 2.E

The institution's policies and procedures call for responsible acquisition, discovery and application of knowledge by its faculty, staff and students.

1. Institutions supporting basic and applied research maintain professional standards and provide oversight ensuring regulatory compliance, ethical behavior and fiscal accountability.
2. The institution provides effective support services to ensure the integrity of research and scholarly practice conducted by its faculty, staff and students.
3. The institution provides students guidance in the ethics of research and use of information resources.
4. The institution enforces policies on academic honesty and integrity.

Argument

Response to 2.E.1

SCC does not support basic or applied research needed to maintain professional standards. However, for faculty or staff who may be conducting research for professional advancement, the college has established a Research Approval Committee (RAC).

To ensure the safety of human subjects of research conducted at SCC, the [2.E.1 Research Approval Committee](#) encourages and supports the scholarly endeavors of students, faculty, and staff while enforcing best research practices. The RAC also strives to ensure that research conducted at SCC, or with or by SCC faculty, staff, and/or students, adhere to ethical research guidelines by executing exempt and expedited reviews and requiring formal Institutional Review Board review (external to SCC) for all other research endeavors posing a greater than minimal risk to human subjects. The RAC will review any external Institutional Review Board approval and accept or decline the external IRB's approval. Board Policy [2.E.2 Student Conduct Academic Integrity](#) and the [Student Handbook](#) address academic integrity, including plagiarism.

Response to 2.E.2

SCC's Learning Resource Center is the primary support function for research and scholarly practice. Reference librarians work with faculty in varied disciplines to provide course-specific library instruction, following the 2.E.3 developed by the Association of College and Research Libraries, a division of the American Library Association. Components of information literacy and use of the library are also taught by librarians in the College Success Seminar (COL-101). Instruction is offered in both live and recorded formats. Librarians also offer training to faculty during in-service programs.

The library provides resources [2.E.4 Guides for Research and Scholarly Integrity](#) on topics such as evaluating sources, citing sources, avoiding plagiarism, and copyright. An in-depth tutorial on avoiding plagiarism is also available in the course management system, Canvas. [2.E.5 Copyright Board Policy](#) and Library Guidance [2.E.6 Library Resources Copyright](#) address copyright policy.

Response to 2.E.3

The College's Library staff provides instruction to students to guide them in their academic research activities. Reference librarians work with students in varied disciplines to provide course-specific library instruction, following the 2.E.3 , developed by the Association of College and Research Libraries, a division of the American Library Association. Components of information literacy and use of the library are also taught by librarians in the College Success Seminar [2.E.7 COL 101 Syllabus](#). Instruction is offered in both live (currently via Zoom) and recorded formats.

The library provides guides and tutorials [2.E.4 Guides for Research and Scholarly Integrity](#) on topics such as using the library, evaluating sources, citing sources, avoiding plagiarism, and copyright. In addition, research guides for individual courses and assignments are available and have increased as a result of the library's instruction assessment plan. In-depth tutorials on using the library and avoiding plagiarism are also available in the course management system, Canvas.

Librarians are available to provide guidance to students through traditional face-to-face interactions in person or via Zoom, and are also available by phone, chat, or e-mail. The library's chat service is available 24 hours a day, seven days a week. Virtual study sessions have been conducted for students to connect with librarians, tutors, and one another. Some faculty have embedded librarians in their courses in Canvas, providing students with easy access to course-specific research help.

Response to 2.E.4

In accordance with Board Policy [2.E.2 Student Conduct Academic Integrity](#), and as outlined in the [Student Handbook](#), students and student organizations will observe the College policies and procedures; comply with local, state and federal laws; and will conduct themselves in a manner compatible with the College's Mission. Students are subject to disciplinary sanctions for misconduct.

Students are expected to exhibit academic integrity by being honest and forthright in their academic endeavors. To falsify the results of one's research, to steal the words or ideas of another, or to cheat on an examination corrupts the essential learning process. In accordance with Board Policy [2.E.8 Faculty Procedures for Student Conduct Academic Integrity](#), violations of academic integrity are resolved within the Division of Academic Affairs. It is intended that resolution take place at the lowest possible administrative level preserving both the integrity of the college and the dignity of the student. Students may receive discipline such as repeating an assignment or being assigned a failing grade. Multiple or extremely serious violations may result in disenrollment from the college.

In accordance with Board Policy [2.E.2 Student Conduct Academic Integrity](#), and as outlined in the [Student Handbook](#), students with concerns about grades should ask the instructor for clarification/resolution. Concerns about final grades must be expressed prior to the last day of the following semester. If, after contacting the instructor, the student still has concerns, the student should contact the program coordinator or department chair who will work with the student and the instructor to resolve the matter. If the department is unable to remedy the situation, the student should contact the division dean. If the resolution is unsatisfactory, the student may submit an appeal in writing to the vice president for academic affairs.

To measure and ensure the quality and equivalence of online courses, SCC participates in the faculty-driven course review system, Quality Matters [2.E.9 Quality Matters](#). To ensure identification of students in online courses, password authentication is required. In addition, standards of academic integrity apply to online courses and are protected by Examity® proctoring.

Sources

- 2.E.1 Research Approval Committee
- 2.E.2 Student Conduct Academic Integrity
- 2.E.3 Framework for Information Literacy for Higher Education
- 2.E.4 Guides for Research and Scholarly Integrity
- 2.E.5 Copyright Board Policy
- 2.E.6 Library Resources Copyright
- 2.E.7 COL 101 Syllabus
- 2.E.8 Faculty Procedures for Student Conduct Academic Integrity
- 2.E.9 Quality Matters
- 2E.21-1020-MAC-Computer Science Graphic For Website-01

2.S - Criterion 2 - Summary

The institution acts with integrity; its conduct is ethical and responsible.

Summary

SCC leadership, faculty, and staff act with integrity; their conduct is ethical and responsible. This is demonstrated by the use of multiple systematic policies, processes, and practices. Examples include the biennial trustee Conflict of Interest declaration, monitoring of the monthly financial dashboard, annual external audits, and trustee policies requiring that goods and services over \$25,000 go through a bidding process. SCC educates students regarding academic integrity during the COL 101 class for new students. A compliance officer ensures institutional compliance with title IX and other federal requirements.

SCC's primary method for community information regarding academic offerings, faculty and staff credentials, cost of attendance, governance, and accreditation is through the college website. The website is easy to navigate with pages detailing information regarding the SCC educational experience, opportunities for co-curricular activities as well as the Annual Report which provides information regarding the college's contribution to the economic development of the community.

Trustees are elected community volunteers. In addition to new trustee on-boarding, trustees attend on-going professional development activities throughout their tenure. The board provides fiduciary oversight and reviews and approves the strategic plan and the budget including agreed upon budgeting principles. Trustees listen and respond to both external and internal constituencies. The board of trustees, by policy, delegate the day-to-day operation of the college to the college president. In addition, faculty have control over course curriculum by policy.

SCC adheres to its institutional learning principles with a faculty MOU addressing academic freedom. Freedom of expression is guaranteed through policy and college practices including sponsored activities.

SCC has a systematic process for approval of research for professional advancement. Research that poses a greater than minimal threat to human subjects is forwarded to an external IRB. It's findings may or may not be accepted by SCC.

Sources

There are no sources.