Criterion 2 – Integrity: Ethical and Responsible Conduct

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

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.

2A.1 The institution develops and the governing board adopts the mission.

TSCC created, and the Board of Trustees adopted, a new Mission Statement (1) as part of the development of the 2020-2024 Strategic Plan (2).

TSCC's President convened the Champions of Change (3) in February of 2019. Membership (4) of this group consisted of faculty and staff across all institutional departments. The charge of this committee was to provide input on the development of the strategic plan. TSCC's president also provided regular updates (5-8) to the Board on the progress of the strategic plan.

TSCC's President reported to the Board of Trustees in January 2020 that the Strategic Plan (9) as well as the new Mission, Vision, and Core Values had been completed. Final approval (10) was made by the BOT during the January 2021 meeting.

2A.2 The institution operates with integrity in its financial, academic, human resources and auxiliary functions.

All TSCC employees receive the Employee Handbook (11) which include components such as a Fundamental Statement of Ethics, Work-place Conduct, Employee Standards, and Institutional Policies. Employees are required to submit an acknowledgement form (12) indicating they have read and will abide by the document's contents.

Further, each employee of the College is a public employee of the State of Ohio and is thereby governed by Ohio's Ethics Law (13), enforced by the Ohio Ethics Commission. All employees are required to adhere to these regulations as a condition of employment at TSCC.

The College also utilizes a General Counsel to provide legal advice on all matters concerning internal and external constituencies.

TSCC is governed by policies and procedures (14) that ensure integrity and ethical behavior on the part of its governing board, administration, faculty and staff. The established Core Values of the College–**T**eamwork, **E**xcellence, **R**espect, **R**esponsibility and **A**ccountability–reflect this charge.

The creation, revision, and approval of all TSCC policies and procedures follow the guidelines set forth in the institutional Policy on Policies (15). This policy provides steps policy writers and policy holders must follow when creating a new or materially revised policy, minor revisions to existing policies, review and confirming current policies, and retiring existing policies. A policy flowchart (16) was also developed to provide further illustration and guidance with these steps.

As indicated in the Policy on Policies, TSCC has a committee and personnel structure that oversees the review and approval of many of the college's policies and procedures (along with ensuring state and federal compliance), which are available on the TSCC website. The following committees have policy and procedure review, recommending authority, and approval as part of their charges:

- Council for Academic and Student Affairs (CASA) (17): Strives for consensus in policy and procedure development and implementation related to academic programs and student services. This committee carries final authority in academic and student services curriculum, policy and procedure approval.
- Policy Review Committee (18): Oversees and coordinates the process for developing, reviewing, and updating College policies in Academic Affairs, Campus Safety, Financial Affairs, Human Resources, Student Services and Athletics. Committee members meet individually with policy holders to review proper policy format, content, grammar, approval history, and length of time to next review.
- Curriculum Committee (19): Provides recommendations to CASA regarding academic curriculum decisions and changes. Assists in ensuring the integrity of the College curriculum to align with ODHE guidelines and procedures for Academic Program Review (20), the Higher Learning Commission and relevant accreditation bodies.

An example of this process includes the approval of the new Religious Accommodation Policy (21). The Ohio Association of Community Colleges (OACC) presented (22) guidelines requiring institutions to develop a Religious Accommodation Policy. In attendance for this presentation were members of the Policy Review Committee.

Committee members worked with the Vice President for Academic Affairs (the policy holder) to develop the policy language, format, and final version. This version was presented to CASA for approval (23) in February 2023.

All policy Approvals are published to the campus community through "The Shield". The May 2023 issue (24) includes the approval of the Religious Accommodation Policy.

Further, The TSCC Athletic Director (25) provides oversight to the "Titan" Athletic Teams on all regulatory matters to ensure compliance and eligibility for all student-athletes and coaches.

Policy Oversight

Upon approval, each department at TSCC designated as policy holders provides all oversight over their specific polices and procedures. Departments are responsible for both the enforcement and regular review of policy and procedures on an annual basis. An example of policy enforcement includes regular communication (26) to the TSCC employees reminding to complete the Employee Handbook Acknowledgement Form (27). Another example includes the enforcement of the IT Acceptable Use Policy (28), which all users (faculty, staff, and students) must agree and acknowledge prior to logging in to an TSCC laptop or desktop.

Other examples of policies specific to College departments are as follows:

Financial Policies

TSCC has approved policies and procedures in place to govern the financial and investment actions of the college, including:

- Investment Policy (29)- provides for the prudent management of all public funds and top invest public funds in a manner which will provide the highest investment return with the maximum security, safety and preservation of the principal while meeting the daily cash flow demands of the college, in accordance with all applicable statutes governing the investment of public funds.
- Purchasing Policy (30)- provides standards and regulations related to vendor selection, new construction and major renovation, formal bid process.
- Purchase Cards (31)- provides protocols for authorized card holders as well as usage procedures
- Deferred Revenues Policy (32)- provides protocols for how and when institutional revenues are recorded.

The Vice President for Financial Affairs (VPFA) is the primary policy holder for all Business and Finance policies and procedures at TSCC. This individual also oversees all fiscal operations for the College, including presenting annual budgets for BOT approval prior to each fiscal year.

The Board of Trustees is also actively involved in the oversight and monitoring of the fiscal operations at the College. Budget reports and updates are provided during each Board meeting. The Board is also responsible for final approval (33) of the annual budget.

TSCC has received clean audit reports by the Ohio State Auditor's Office. Reports (34-37) from the previous four years are provided as part of this submission.

Further, the College received an outlook of *stable* with a B1 bond rating (38) from Moody's last updated April 2023.

Human Resources (HR) Policies

The Office of Human Resources at TSCC provides oversight and guidance for all employee-related matters at the College and coordinates the recruiting and hiring of new employees. TSCC is committed to maintaining an environment of ethical (39) behavior and provides regular information to all college personnel and is monitored by College Leadership and direct supervisors. Selected HR policies approved by the College include:

- Hiring Policy (40): Upon approval of the President, personnel recruitment shall be a formal process with all job openings being posted. TSCC follows the rules and regulations provided in Chapter 4112 of the Ohio Revised Code when hiring new employees related to non-discriminatory hiring practices.
- All appointment positions will be posted (41) on the college website by the Human Resources Office.
- The Collective Bargaining Agreements (CBA) (42-43) between the Board of Trustees, TSCC, and the Terra Faculty and Staff Associations further reinforces the policies and procedures related to position postings, faculty hiring process, promotion, and tenure.
- Conflict of Interest (44): Members of the Board of Trustees are required to demonstrate honesty and professional integrity at TSCC and are required to sign annual conflict of interest (45) forms.
- Conflict of Interest (46)-Employees- complete after approval
- Workplace Ethics (47): This policy outlines the standards by which all TSCC personnel are expected to abide, including personal and professional actions while employed by the college.

- Staff and Faculty Handbooks (48) are provided to employees; the handbooks reinforce these policies and provide further guidance for college procedures and protocols. All employees are required to submit acknowledgement of reading and understanding the documents content.
- Performance Evaluations (49-50): All college employees receive scheduled performance evaluations from direct supervisors.
- Grievance Policy (51): This policy is provided to all college personnel to identify protocols, to ensure fairness and consistency in employee relations, and to resolve misunderstandings as quickly as possible.
- Statement of Non-Discrimination (52)

The Human Resources office also provides ongoing training (54) for all faculty and staff as part of required conditions of employment.

An example of ongoing training by the TSCC Title IX Coordinator includes provides regular and ongoing training (55) to select personnel, including faculty, staff and students) regarding maintaining a campus free of sexual harassment and sexual assault

Academics

TSCC ensures the integrity and value of its academic programs through its five-year review cycle as described in the Academic Program Review Schedule (56-57)   Programs are evaluated in several categories including enrollment, material and instructional costs, licensure passage rates, and occupational viability.

Several degree programs also utilize Advisory Committees (58-60) to provide guidance and insight as well as recommendations for curriculum improvement, changes and new program proposals. An example (61) of curricular change made on behalf of Advisory Committee feedback includes the addition of two new courses to the Medical Assisting Program curriculum in Fall 2019 prompted by requests from the advisory board to focus on more specialized fields.

Changes such as these move through an approval (62-63) process that includes both the College Curriculum Committee and the Council for Academic and Student Affairs (CASA). Once final approval is granted by CASA, new program proposals as well as substantive changes require approval by the Ohio Department of Higher Education. Final changes are reflected in the College Catalog and Student Handbook.

Auxiliary Services

The primary functions of the Auxiliary Services at TSCC include Dining Services, Residential Life, the Bookstore, and providing community and employer training. The Vice President for Academic Affairs (64) oversees and ensures the integrity of the Dining Hall operations, noncredit and employer training and workshops, and facility rentals. The Senior Vice President of Innovation and Strategic Planning (65) oversees and ensures the integrity of the Residential Life component.

An example of a student focused initiative as a result of this oversight was the implementation of the Follett ACCESS Plan, which is a partnership between TSCC and the Bookstore that allows students to rent or purchase textbooks at a reduced cost ($32 per credit hour).

Students will have access to course materials when classes start. All students are initially included in this program but have the capability of opting out at designated points each academic semester.

Descriptions of these services include:

- **Dining Services**- The Tree Tops Café, located on the second floor of the General Technologies Building, Building B, serves food "cafeteria-style" and offers a varied menu selection daily. Meal Plans are required for all students who reside in on-campus housing. The Tree Tops Café is open from 8:00 a.m. until 7:00 p.m. Monday through Thursday, and Friday 8:00 a.m. until 1:00 p.m. An online menu is available at www.terra.edu under Food Service/Tree Tops Café. The Tree Tops Café is closed on weekends and between terms (excluding summer session). In addition, food vending machines are located in all buildings, and are in operation year-round.
- **Residential Life**- On campus housing, otherwise referred to as "The Landings" is home to approximately 150-200 students and offers multiple living options and floor plans that include studio areas, living rooms, bedrooms, kitchen spaces, and bathrooms. Terra State Community College is one of only two community colleges in Ohio that offer on campus living opportunities.
- **Collegiate Bookstore**- The College Store is located in the General Technologies Building, Building B, on the first floor and provides a variety of items including TSCC apparel, health and vanity items as well as food and snacks. The College Store is typically open from 8-5:30 M-TH during the school year as well as varied hours over the summer.
- **Parking Options**- Students may park, without a permit, in any of Terra State's non-restricted parking areas. Parking areas are located adjacent to all buildings for easy access.

  Handicapped, visitor parking and other restricted parking areas (fire lanes) are clearly marked. Students need a valid permit to park in handicapped parking areas. Visitor parking is for visitors to the campus who need only short-term access.

2.A Sources

1. TSCC Mission, Vision, and Core Values
2. (2)TSCC 2020-2024 Strategic Plan Initiatives
3. (3)Call for Champions of Change Membership-Dr. Schumacher communication
4. (4)Champions of Change membership list
5. (5)BOT Meeting Minutes- February, 2019 (Strategic Plan Progress)
6. (6)BOT Meeting Minutes- March, 2019 (Strategic Plan Progress)
7. BOT Meeting Minutes- April, 2019 (Strategic Plan Progress)
8. BOT Meeting Minutes- May, 2019 (Strategic Plan Progress
9. BOT Meeting Minutes- January, 2020 (Strategic Plan, Mission, Vision, Core Values completion)
10. BOT Meeting Minutes- January, 2021 (Strategic Plan, Mission, Vision, Core Values Approval)
11. 2023-2024 Employee Handbook
12. 2023-2024 Employee Handbook Acknowledgement Form
13. Ohio Ethics Law Overview
14. TSCC Policies and Procedures (do we have link to provide?)

15. TSCC Policy on Policies
16. TSCC Policy on Policies Flowchart
17. CASA Description and Charge
18. Policy Review Committee Description and Charge
19. Curriculum Committee Description and Charge
20. Program Review Schedule and Guidelines
21. Religious Accommodation Policy
22. Testing Your Faith Act PowerPoint- OACC Presentation
23. CASA Meeting Minutes- Religious Accommodation Policy Approval
24. "The Shield"- May 2023 (Religious Accommodation Policy Approval
25. Athletic Director Position Description
26. Campus Communication Email- Employee Handbook
27. 2023-2024 Employee Handbook
28. TSCC Policy- Acceptable Use Policy
29. TSCC Policy and Procedure- Investment Policy
30. TSCC Policy and Procedure- Purchasing Policy
31. TSCC Policy and Procedure- Purchase Cards
32. Deferred Revenues Policy
33. TSCC Board of Trustees Minutes- Budget Approval and Discussion, 2021
34. TSCC Single Audit Report and Summary- 2019
35. TSCC Single Audit Report and Summary - 2020
36. TSCC Single Audit Report and Summary - 2021
37. TSCC Single Audit Report and Summary – 2022
38. 2022-2023 Bond Rating (from 5B)
39. TSCC Fundamental Statement of Ethics p. 8
40. TSCC Policy and Procedure- Hiring Policy
41. TSCC Webpage- Job Postings
42. 2022-2025 Collective Bargaining Agreement- TSCC Faculty
43. 2022-2025 Collective Bargaining Agreement- TSCC Staff
44. TSCC Board Policy - Ethics and Conflict of Interest
45. TSCC Board of Trustee 2021 Conflict of Interest Disclosure Filing Status
46. TSCC Policy and Procedure- Conflict of Interest
47. TSCC Policy and Procedure- Employee Standards/Code of Ethics
48. 2022-2023 Faculty Handbook
49. TSCC Policy and Procedure- Performance Evaluations
50. Performance Evaluation Template
51. TSCC Policy and Procedure- Grievance
52. TSCC Policy and Procedure- Statement of Non-Discrimination
53. Search Committee Checklist (Archived)
54. List of required employee training- Victoria
55. Title IX Training- Athletic Department
56. Academic Program Review Schedule
57. Ad Astra Program Review Results (from 5B)
58. TSCC Policy and Procedure- Program Advisory Boards
59. Accounting Program Advisory Committee Minutes, April 25, 2022
60. Accounting Program Advisory Committee Minutes, December 5, 2022
61. TSCC Curriculum Committee Degree Revision Form- Medical Assisting Curricular Changes
62. TSCC Curriculum Committee Minutes, December 10, 2019- Medical Assisting Curriculum Changes Approval

63. TSCC CASA Committee Minutes, December 19, 2019- Medical Assisting Curricular Changes Approval
64. Vice President for Financial Affairs Position Description
65. Senior Vice President of Innovation and Strategic Planning Position Description

2B. **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.

2B.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.

TSCC's website, www.terra.edu, is the primary communication tool for presenting the institution to the internal and external stakeholders of the college. Four of the primary tabs on the homepage are student-focused, providing information on Degrees and Certificates, Life at Terra, Campus Visit, and Application procedures. Additional information regarding Workforce Training, General Campus Information, and Event Calendars are also available on the homepage. The site also features a search function from the main page.

Another critical tool accessible from the website is the College Catalog (1). This document includes items such as course descriptions, institutional policies and procedures, and the Student Code of Conduct.

TSCC is committed to reviewing and updating the various components of the website to ensure accuracy. The institutional Policy on Policies (2) includes language that directs policy holders to update to the website (as well as ancillary components such as the College Catalog) upon final approval of new, revised, or retired policies and procedures. Another example includes updating the "Tuition and Fees" (3-4) sections of the website to reflect the change in cost-per-credit hour to $194, implemented for the 2023-2024 academic year. For this example, the Chief Financial Officer reviews all fiscal information as part of the approval process prior to any website changes. Likewise, policy holders and other members of the institutional leadership review and approve all material changes and updates to the website.

Key elements from the website include:

- Tuition and Fees (3)- includes cost per semester, as well as a financial aid checklist (5) in order to provide accurate and transparent resources for students.
- Net Price Calculator (4)- includes a listing of all tuition and required fees
- Paying for College QA Guide (6)- includes frequently asked questions to provide students additional financial aid information
- Enrollment Checklist (7)- provides a step-by-step procedure for students to complete the enrollment process at TSCC
- Degree Programs (8)- provides a snapshot of all available associate degree and short and long-term certificate options at TSCC

- Academic Catalog (1)- the official College Catalog and Student Handbook, is fully accessible from the website and includes, among other items, applicable college policies and procedures as well as course listings and academic program descriptions
- Academic Calendar (9)- the approved calendar for the 2023-2024 academic year
- Accreditation (10)- accessible through the "About Us" tab and provides institutional as well as programmatic accreditations
- Faculty, Staff and Administrative Rosters (11)- accessible from the "About Us" tab on the main page
- Board of Trustees Information and Roster (12)- accessible from the Governance section on the "About Us" tab
- TSCC News (13)- recent and historical media stories and press releases accessible from the "About Us" tab.
- The Shield (14) - campus newsletter
- Student Consumer Information (15)
- Institutional Policies and Procedures (16)
- Administration and Leadership Team (17)
- TSCC also uses social media tools (18) to communicate regularly with constituents, including Facebook, Twitter and Instagram. Communication with current students is conducted within Canvas, the college's student Learning Management System.

TSCC places significant emphasis on providing a breadth of co-curricular options and experiences for students in order to enrich their experience while at the college. Opportunities include internships, work study options, on-campus housing (19), peer tutoring, and student government. Students have opportunities to work side-by-side with faculty and staff as well as to provide input in the strategic direction of the institution.

To encourage student engagement, TSCC offers a variety of student clubs and organizations (20). With a diverse student population (21-22) , ranging from traditional students (typically ages 18-24) and non-traditional (25+), the college recognizes the importance of providing these opportunities to connect with their peers and to create a greater sense of community. Club and organizational options have included both academic and non-academic options including:

- Multicultural Student Union
- Black Student Union
- Student Government
- Phi Theta Kappa
- Terra State Esports Club
- Proud Terra
- Nursing
- Health Information Technology

TSCC varsity sports (23) provide diverse and competitive sports opportunities for students. The varsity athletics program abides by the rules and regulations adopted by the National Junior College Athletic Association and the Ohio Community College Athletic Conference. TSCC offers varsity athletics (24) programs in the following sports:

- Baseball
- Softball
- Volleyball
- Men's and Women's Basketball
- Men's and Women's Soccer

- Men's and Women's Golf
- Esports

TSCC is committed to providing essential academic assistance to all student athletes. Structured study tables and academic monitoring are integrated as part of the expectations for student participation.

2B.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.

While TSCC operates as a small, rural institution of approximately 2,000 students, the College is committed to providing a rich variety of co-curricular options for students that further enhance their academic studies. For example, TSCC offers numerous music ensembles that are open to all students regardless of their major. The number and diversity of ensembles make it possible to offer something for nearly everyone interested in playing in a musical group. Ensembles offered at TSCC (25) include Brass Choir, Symphonic Band, Percussion Ensemble, Contemporary Ensemble, Fusion Ensemble, and Symphonic Orchestra, among others.

The College utilizes the Community College Survey of Student Engagement (CCSSE) (26) to measure student perception of curricular and co-curricular activities on campus. Based on the most recent survey results, TSCC scored the highest in the Active and Collaborative Learning category on questions that focused on active participation in the classroom–specifically asking questions in class/contributing to class discussions, working with other students on projects during class, and talking to an instructor or advisor on career plans. TSCC's scores are in line overall with the comparison cohort group.

Service Learning and volunteerism (27) provide another essential component to the TSCC educational experience and also demonstrate the college's commitment to community engagement and continuous improvement. During the peak of the COVID pandemic for example, all Nursing and Allied Health students at TSCC partnered with the Sandusky County Health Department to provide vaccine clinics on campus. Further, the Student Nurse Association adopted a local highway (Napoleon Road) and participates in a trash pickup twice per year.

Community Partnerships and Programs remain a firm component of TSCC's Mission. Since 1988, the College has been proud to host the Ohio Small Business Development (28) Center (funded in part through a cooperative agreement with the U.S. Small Business Administration), which provides one-to-one advising and entrepreneurial training programs to prospective and existing small business owners in Erie, Ottawa, Sandusky, and Seneca Counties. Examples of presentation materials include the development of business plans, pro formas, and business counseling.

TSCC further supports community and workforce development by providing quality training programs and certifications (29-33) for our region's workforce at the Kern Center. These programs and certificates include apprenticeship programs, customized workforce training, industrial and IT certifications, and professional and industrial workforce courses. Apprenticeship and training programs are uniquely designed for each company, as are specific credit and/or non-credit coursework. Standard Apprenticeship programs include electrician, HVAC technician, industrial maintenance, and machinist, among others. Likewise,

customized training options have included leadership development, safety/health, and lean manufacturing.

The Neeley (34) Conference and Hospitality Center aims to cultivate community partnerships by providing superior meeting facilities for conferences, programs, business seminars, weddings and receptions. The Center also hosts social and community events that support and enhance the economic activity of both TSCC and the community.

2B Sources

1.   TSCC Webpage- Academic Catalog
2.   TSCC Policy on Policies
3.   TSCC Webpage- Tuition and Fees
4.   TSCC Webpage - Net Price Calculator
5.   TSCC Webpage- Financial Aid Checklist
6.   TSCC Webpage- Paying for College QA Guide
7.   TSCC Webpage- Enrollment Checklist
8.   TSCC Webpage- Degree and Program Offerings
9.   TSCC Webpage- 2023-2024 Academic Calendar
10.   TSCC Webpage- Accreditation
11.   TSCC Webpage- Faculty and Staff Directory
12.   TSCC Webpage- Board of Trustees Information
13.   TSCC Webpage- News and Media Highlights
14.   TSCC Newsletter "The Shield", January 2023
15.   TSCC Webpage - Student Consumer Information & Disclosures Page
16.   TSCC Webpage - Institutional Policies
17.   TSCC Webpage- Executive Leadership Team
18.   TSCC Instagram Post- Apprenticeship Program
19.   TSCC Webpage- On Campus Housing Information- "The Landings at Terra Village"
20.   TSCC Webpage- Student Clubs and Organizations
21.   TSCC Enrollment and Demographic Dashboard
22.   IPEDS Data Feedback Report- 2022
23.   TSCC Webpage- Athletic Team Options
24.   2023 TSCC Men's Basketball Schedule
25.   TSCC Webpage- Music Ensembles and Upcoming Events
26.   CCSSE Results (Criterion 3)
27.   Phi Theta Kappa Service Learning Project- Wood County Committee on Aging
28.   TSCC Webpage- Ohio Small Business Development Center Description

29.   TSCC Kern Center Calendar of Community Events- 2022-2024
30.   TSCC Webpage- Lifelong Learning Opportunities (non-credit classes for community members)
31.   TSCC Webpage- Workforce Training Options
32.   2022 Kids College Schedule
33.   TSCC Webpage- Spring 2023 Calendar of Events
34.   TSCC Webpage- About the Neely Center (Event Rental Facility)

2C The Governing Board of the Institution is empowered to make autonomous 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 can make 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.

2C.1 The governing Board is trained and knowledgeable so that it can make informed decisions with respect to the institution's financial and academic policies and practices; the board meets its legal and fiduciary responsibilities.

The TSCC Board of Trustees (BOT) operates in accordance with the College's Mission and Vision.

The TSCC Board of Trustees (1) is made up of various local leaders appointed by the governor of Ohio. Trustees are accountable for many of the important decisions at the College including:

• Selecting, appointing, and evaluating the TSCC President
• Approving faculty promotions, tenure, and collective bargaining agreements
• Setting operating budgets, student tuition, and fees
• Granting degrees
• Approving rules and regulations

Eight members constitute the current membership of the TSCC Board of Trustees (BOT); however, the BOT policies and procedures allow for a maximum number of nine members. Each trustee serves an appointment of six years. All members of the Board are appointed by the Governor and must reside in the TSCC service district. Members serve without compensation and subscribe to an oath that they will honestly, faithfully, and impartially meet the legal and fiduciary responsibilities of the College as well as make informed decisions with respect to the institution's financial and academic policies and practices.

Board officers (including chairperson, vice-chairperson and sergeant-at-arms) shall be elected during the organizational meeting held in January for terms of one year.

The BOT has adopted specific policies and procedures (2) for the duties, rules and regulations of the Board, as well as meeting requirements. Board members must attend a minimum of three-fifths of the regular and special board meetings held during a two-year period or their position on the Board is forfeited.

Onboarding Process

All newly appointed Trustee members receive a Board of Trustees Manual (3) that outlines the duties, roles and responsibilities required of each member. Trustee members also meet individually with the College President, members of the College Leadership Team, and Board of Trustees Chair during the on-boarding (4) process for new members. Board members are also briefed on institutional policies and procedures, critical legislation from the State of Ohio that impacts community colleges, and institutional hierarchy.

Pgs. 21-22 of the Board of Trustees Handbook indicate required training for all Board members, including ethics and Ohio Sunshine Laws (5).

Attached as evidence are the Board Of Trustees Meeting Minutes (6) from 2020-present.

Other BOT duties include (but are not limited to):

- Employ, support, and evaluate the Chief Executive Officer
- Define policy standards for college operations
- Monitor institutional performance
- Support and advocate the interests of the institution
- Establish schedules of fees and tuition in accordance with state guidelines

As part of the annual schedule and as outlined in the Board Policy Manual (2), the BOT holds a Finance Committee meeting in May of each year to discuss tuition/fee adjustments and the budget for the next fiscal year. The BOT also holds a Policy and Evaluation Committee meeting to review board policies and the college's evaluation process of the president. This group creates a professional development plan for the year. Formal evaluation of the president takes place during the June Board meeting on a biannual basis and may review the president's performance through a variety of means.

In Fall 2021, the BOT updated its policies and procedures to improve functionality of meetings, allowing for Board members to attend via electronic communication. Board members would still be required to attend 50% of meetings face-to-face every calendar year. The BOT also conducts an annual self-evaluation (7) that includes the College's Core Values within the BOT Policies and Procedures to guide their roles as board members. Board evaluations take place at the October meeting.

2C.2 The governing board's deliberations reflect priorities to preserve and enhance the institution.

The BOT is committed to assuring that all deliberations, including those held during Open and Executive sessions, align with the institutional Mission of providing the highest quality educational experience for students and the community.

An example of this commitment is reflected in each BOT meeting agenda (8) with the reading of the institutional Mission, Vision, and Core Values by a designated Board member. This action reinforces the alignment between Board actions and institutional priorities.

Another example is the approval of the 2024-2026 Strategic Plan, which reflects the priorities to preserve and enhance the institution. The Board packet and agenda (9) reflects the presentation of the Plan, the minutes (10) reflect the approval of the Plan, and the Campus-wide announcement (11) reflects how it was communicated to the campus community.

The Mission and philosophy of the TSCC Board of Trustees is outlined in the Board Policy Manual (2) and reflected in the minutes (12-14) of the regular meeting sessions.

2C.3 The governing board reviews the reasonable and relevant interests of the institution's internal and external constituencies during its decision-making deliberations.

TSCC is committed to ensuring open access and the free exchange of public input when considering the interests of internal and external stakeholders of the College. This philosophy is reinforced through the board's meeting notifications (15) and in the way which meetings are conducted, which provides opportunities for public input, including communication to local media outlets regarding BOT meeting times and dates to help ensure institutional transparency.

All BOT meeting agendas include opportunities for the President and members of the Executive Leadership Team (or designees) to provide regular reports and updates. An example (10) includes a recent report provided by the Vice President for Academic Affairs regarding contract and local employer training through the Kern Center.

There are normally six Board meetings per academic year. Approved minutes (12-14) for each meeting are posted in the internal SharePoint system and are available upon request.

There are several standing agenda items (9) reflected on each Board of Trustee meeting agendas as examples of how information is shared with Board members, including a Presidents and Treasurer's Report.

Another example of a standing agenda item is the opportunity for public commentary (16). Any guest must provide a seven-day advance notice in written form to the executive assistant to the president or executive assistant to the Board.

All BOT meetings (unless otherwise indicated) take place in the Board Room in the General Technologies Building B at Terra Community College. Local media are also contacted with the annual schedule of meetings and/or no later than three working days prior to the day of the meeting.

2C.4 The governing board preserves its independence from undue influence on the part of donors, elected officials, ownership interests, or other external parties.

All TSCC Board of Trustee members must sign and complete a Financial Disclosure (17) form that informs both TSCC and the Ohio Ethics Commission of any potential conflicts of interest. This requirement also aligns with Board policy (18).

All college policies and procedures are available on the college's website and board meetings (all regular and special board meetings) are open to the public and subject to Ohio's Sunshine Laws. Board of Trustee policies may be found in the Board Manual (2). Board members are provided this document during the new member onboarding process..

As per the Ohio State Governor's Executive Order 2019-11D, all state officials and employees must participate in annual Ohio Ethics Law training. Training is required to be completed by Board members by October of each year.

As per Board policies and procedures, attendance at state and national conferences and workshops is encouraged, and board members are expected to report to the board after attending.

2C.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.

As mentioned previously, the BOT is responsible for employing a president (19) "as necessary and proper for the college and sets their compensation and benefits". BOT policy also states that "All Board authority delegated to staff is delegated through the president, so that all authority and accountability of staff is considered to be the authority and accountability of the president." The president ensures compliance and effective day-to-day operation of the college and oversight of the TSCC faculty, staff and administration.

As detailed in Article VIII of the Terra Faculty Association Contract (20), faculty are responsible for all duties related to the teaching and delivering of credit courses to which they are assigned, within the ODHE curriculum guidelines. Among other duties, faculty are also responsible for recommending curriculum and program development. Once a program or course is proposed (21-22), faculty obtain approval through the TSCC Curriculum Committee (23) and Council for Academics and Student Affairs (CASA) (24). Once approval is granted through these committees and by the Vice President for Academic Affairs, final approvals for programs and certificates must be given by the Ohio Department of Higher Education.

2.C Sources

1. TSCC Board of Trustees Board Roster and Biographies
2. TSCC Board of Trustees Board Policy Manual
3. TSCC Board of Trustees Handbook- 2023
4. TSCC Board of Trustees Orientation PowerPoint
5. Ohio Ethics Law Training- Certificate of Completion- 2021
6. TSCC Board of Trustee 2022-2023 Meetings
7. TSCC Board Self-Evaluation Results for 2022
8. TSCC Board of Trustees Meeting Agenda- August 25, 2021
9. TSCC BOT Meeting Agenda- 10/25/2023
10. Board of Trustee Meeting Minutes Reflecting 2024-2026 Strategic Plan approval
11. Campus-wide Communication of 2024-2026 Strategic Plan approval
12. TSCC Board Meeting Approved Minutes 2020
13. TSCC Board Meeting Approved Minutes 2021
14. TSCC Board Meeting Approved Minutes 2022
15. TSCC Board of Trustee Meeting Notification- Media Outlets
16. TSCC Public Commentary Board Policy
17. Board of Trustees Financial Disclosure Form
18. TSCC Board of Trustees Policy- Ethics and Conflict of Interest
19. TSCC President Position Description
20. Terra Faculty Association Agreement, July 1, 2022-June 30, 2025
21. TSCC Curriculum Committee- New Course Proposal Form
22. TSCC Curriculum Committee- New Program or Certificate Proposal Form
23. TSCC Curriculum Committee Charge (Charge recently updated - Curriculum meeting)
24. TSCC Council for Academics and Student Affairs (CASA) Charge

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

Freedom of expression and open dialogue are integral principals that are embedded throughout the campus culture at TSCC. As part of the college's Core Values (1), TSCC is committed to "Building a campus of trust, courtesy, integrity and open communication". Further evidence is found in TSCC's Public Use of College Outdoor Areas Procedure (2), which is "to promote the free exchange of ideas and the safe and efficient operation of the College". A primary component of this philosophy is "fostering free speech, assembly, and other expressive activities on College property by all persons, whether or not they are affiliated with the College," In addition, the College's Learning Management System (LMS) Policy (3) includes specific language protecting and ensuring faculty academic freedom. The College firmly believes in faculty empowerment and is committed to providing the necessary support and resources to secure this empowerment. This commitment is further reinforced through the College's Textbook Selection Policy (4), which places responsibility for selecting course textbooks upon faculty and staff, while asking that they "make every effort to control costs".

TSCC also includes a Statement of Academic Freedom (5) in the Faculty Handbook that reflects the College's commitment of academic freedom and freedom of expression.

High expectations for both Faculty and students are communicated in the Faculty Handbook as well as in the Student Code of Conduct (6). Faculty are expected (7) to "conduct themselves professionally in the classroom and on campus at all times," Similarly, students are expected to follow a model of Restorative Justice, which "provides a way for college community members to take ownership of problems," further demonstrating a culture of responsibility and accountability.

TSCC emphasizes breadth of learning for all students, regardless of degree or certificate program, through a comprehensive General Education curriculum (8). This sequence of courses allows for the development of creative and critical thinking skills that complement any career or 4-year transfer path students wish to pursue. Modeled on and following the guidelines adopted by the Ohio State Department of Higher Education, TSCC developed a set of General Learning Outcomes (9) that are utilized for regular assessment of this curriculum, providing the College with the information necessary to make data-driven decisions on course revisions and improvements.

Outcomes include:

- Communicate effectively in writing and/or speaking
- Evaluate arguments according to principles of logic
- Demonstrate understanding of cultural differences and ability to work effectively in a culturally diverse, global society
- Employ the methods of inquiry and research commonly used in the natural sciences, the social sciences, mathematics, the arts, and the humanities
- Engage in our democratic society
- Demonstrate literacy in electronic environment, which may include hardware, applications, and/or media

TSCC's Vision (1) strives for "student focused service" which is embodied in every operational area of the College. Faculty are focused on recognizing the different learning styles and abilities of all TSCC students to maximize their academic potential. Faculty and Staff have also taken a leading role in establishing equity standards across the College. The Multi-Cultural Advisory Council (10) was created to foster unity and a climate of inclusion for all students, faculty, staff and community members while working with other organizations across campus. The organization also seeks to engage with all TSCC stakeholders to pursue a diverse and equitable experience at Terra State Community College.

Future goals include adding student representation to this Council as well as considering a transition from Advisory Council to Standing Committee.

2.D Sources

1.	TSCC Mission, Vision and Core Values
2.	TSCC Procedure- Public use of outdoor areas
3.	TSCC LMS Access Policy
4.	TSCC Textbook Auto Adoption Policy
5.	Statement of Academic Freedom
6.	2023-2024 TSCC Student Code of Conduct
7.	TSCC Faculty Handbook- 6.1 Fundamental Statement of Ethics
8.	TSCC General Education Requirements
9.	TSCC General Learning Outcomes
10.	Multicultural Advisory Committee Charge

2E. 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.

2E.1 Institutions supporting basic and applied research maintain professional standards and provide oversight ensuring regulatory compliance, ethical behavior and fiscal accountability.

The College maintains an Institutional Review Board (IRB) primarily to review appropriate research proposals submitted for grants. Protocols include convening those faculty and staff that hold PhD's to review any applications involving human subject research. While the IRB is rarely utilized as TSCC does not require research from faculty, a recent example includes a recent National Science Foundation (NSF) grant application (1) that required institutional IRB Committee participation due to the focus on educational research.

The Vice President for Institutional Advancement provides oversight (2) for all grants and grant applications.

2E.2 The institution provides effective support services to ensure the integrity of research and scholarly practice conducted by its faculty, staff and students.

TSCC is committed to the development, dissemination, and application of research and scholarly practice. Evidence for such commitment lies in the support that all employees receive in these efforts to ensure their integrity.

With regard to research and rare within community colleges, as part of the Full-Time Faculty contract (3), faculty wishing to pursue extended research, either basic or applied, can apply for and receive sabbatical support through the College.

With regard to scholarly practice, TSCC promotes and supports faculty certification as online course reviewers through the Quality Matters organization. Likewise, the College supports faculty training in online course development, also through Quality Matters. The College has adopted a slightly modified Quality Matters online course structure rubric that a faculty member wishing to design and deliver an online course must use prior to approval from the Curriculum Committee and the Council for Academic and Student Affairs for online delivery.

When, through its continuous quality improvement efforts, TSCC decides upon implementing new data gathering and/or analysis systems, the College supports staff and/or administration in the training and professional development necessary for implementation.

Also rare within community colleges is the opportunity for students to conduct and present research. Under the guidance of their faculty, TSCC students have conducted their own research and presented it at professional conferences. Students have also assisted in disseminating applied research at the Cybersecurity Summits hosted by the college.

TSCC also provides students with several research platforms that complement the College standards of information literacy and academic freedom.

The TSCC Library serves as the College's research hub and the central access point for the various platforms. Examples include:

- Points of View Reference Center is a resource that brings together academic articles, audio, videos, opinion essays and primary sources about contemporary controversies and topics.
- The Ohio Library and Information Network, OhioLINK, is a consortium of 90 Ohio college and university libraries, plus the State Library of Ohio, that work together to provide Ohio students, faculty and researchers with the information needed for teaching and research.
- OhioLINK's Electronic Journal Center (EJC) is the first place Ohio's college students and researchers go to find the latest journal articles. It contains over 24 million full-text articles in 10,000 journals from large publishers to small presses.
- The EBSCO databases allows all students to find full-text articles from scholarly and popular journals, newspapers and other periodicals for use as references for research assignments.

2E.3 The institution provides students guidance in the ethics of research and use of information resources.

TSCC faculty and library staff members ensure that students learn the appropriate methods of ethical research techniques. These standards are reinforced in several General Education (4-6) and program courses that also cover issues such as plagiarism and academic freedom.
TSCC provides several student support services that assist with guiding students in effective and appropriate research practices. Examples include:

Tutoring

Any TSCC student who is experiencing academic difficulties in a subject area or course may receive in-person or online tutoring services in their area of specific need. Tutoring (as well as peer tutoring) may also take place in one-on-one or small group settings depending on the demand for a particular course.

Writing Assistance Lab

The Writing Lab, located within the Academic Service Center, provides free writing assistance to all students at Terra State. Students may receive assistance anywhere in the writing process, whether it is generating ideas, getting started, developing and organizing thoughts, creating a rough draft, research techniques, employment of research-based evidence, or eliminating specific problems. Both full- and part-time faculty staff the lab.

TSCC students receive further instruction in ENG 1020, ENG 1050 (4), ENG 1060 (5), ENG 1900 (6), and SPE 2010 classes, which require work with primary or secondary sources as well as proper citation standards and usage of source material.
The topics of plagiarism and ethical conduct are also reinforced in the Student Code of Conduct (7).

2E.4 The institution enforces policies on academic honesty and integrity.
TSCC has two primary methods of enforcing policies on academic honesty and integrity.
The Student Code of Conduct (7) outlines the different levels by which a student academic infraction is investigated and enforced:

- The Student Disciplinary Committee, with membership authorized by the Dean of Student Success, is first alerted to any such violation and recommends sanctions that may be imposed when a violation has been committed but has not been resolved to the mutual satisfaction of the student and faculty member.
- The Student Conduct Officer, either the Dean of Student Success or designee, imposes any sanctions determined necessary by the Student Disciplinary Committee.
- TSCC Students may appeal any decision by the Committee through the Disciplinary Appeals Committee.

Academic infractions include (but are not limited to):

- Cheating, plagiarism, or other forms of academic dishonesty
- Any form of academically behavior involving the misuse of College Computers
- Forgery, alteration, or misuse of any College document, record, or instrument of identifications.

The College documents (8) and communicates each case to the appropriate parties throughout the investigative and resolution process.

The Behavior Intervention Team (BIT) (9) provides a second opportunity for student behavioral management and enforcement. Among other charges, this Team is used as an early identification resource and provides a response strategy to manage emerging situations with a focus on preventing escalation of concerning behaviors. The Team has a multi-disciplinary membership, including the Dean of Student Success, the Senior Vice President of Innovation and Strategic Planning, and the Manager of Campus Safety and Security. This group responds to reports and gathers information to assess situations involving students, faculty, or staff who display concerning or disruptive behaviors and provides consultation and support to members of the College.

BIT holds regular meetings (10) to discuss reported incidents on campus as reflected in the institutional policy (11), committee purpose, and charge (9).

BIT provides regular reports (12) indicating the number and type of violations on campus. Data provided on the reports includes underage drinking, student suspensions, and student housing violations (among others).

The College also publishes (13) on the TSCC website The Clery Act Disclosure Reports. Any member of the campus community may also submit an Incident Reporting Form (14) that is directed to Campus Safety and Security.

2E Sources:

1. NSF Grant Application Summary
2. Position Description- Vice President for Institutional Advancement
3. Terra Faculty Association Contract
4. ENG 1050 Course Syllabus (General Education)
5. ENG 1060 Course Syllabus (General Education)
6. ENG 1900 Course Syllabus (General Education)
7. TSCC Student Code of Conduct
8. Student Disciplinary Documentation Case Sample
9. Behavior Intervention Team (BIT) Purpose and Charge
10. BIT Meeting Minutes, 8/22/2022
11. Behavior Intervention Team (BIT) Policy
12. BIT Violations Report- 2021-2022
13. Website - Clery Act Disclosure Reports- 2020-2023
14. TSCC Incident Reporting Form

Criterion 2- Summary

TSCC acts with integrity and demonstrates ethical and responsible conduct. The College has written policies that define acceptable ethics and responsible conduct along with procedures that provide evidence of how they are enforced. TSCC prioritizes transparency and utilizes the College's website as the primary repository for that information.

TSCC has several different research platforms available for students that include access to journals, periodicals, and databases (among others). College faculty and staff reinforce proper research techniques as well as the expected citation standards for essay and research writing assignments. Student Support services are available to students to assist with their academic development, including tutoring by faculty and peer students, as well as writing and math centers. The Student Code of Conduct outlines the different types of academic infractions students are held accountable for, along with the disciplinary steps taken when an infraction occurs and is reported.

The Core Values of the College directly reflect the importance of ethical and responsible conduct and the standard by which they are held- Teamwork, Excellence, Respect, Responsibility, and Accountability.

TSCC has continued to build the infrastructure necessary to continuously review institutional policy and procedures as well as the critical components of the Strategic Plan including the Mission and Vision. TSCC will monitor progress in this area moving forward.

Summary Sources:

TSCC Core Values