Standard IC: Institutional Integrity

IC1. The institution assures the clarity, accuracy, and integrity of information provided to students and prospective students, personnel, and all persons or organizations related to its mission statement, learning outcomes, educational programs, and student support services. The institution gives accurate information to students and the public about its accreditation status with all of its accreditors. (ER 20)

Evidence of Meeting the Standard

Depending on the publication, there are varying members of the campus responsible for ensuring the accuracy of publicly disseminated information. The Office of Instruction is responsible for two primary publications: the Schedule of Classes and the College Catalog. The information in each of these publications is shared for review broadly prior to publication (IC1. 1- Landis Publication email). The Director of Campus Communication is delegated authority to review all print publications (IC1.2 Posner email). The print versions of documents such as the College Catalog, Schedule, Mission Statement etc. are then posted to the Cypress College website (IC1.3). The College website is the primary vehicle for informing the public and community about Cypress College's educational programs, mission statement, and student support services. At this time, no systematic approval or review process exists for information posted to the campus website because the college employs a distributive model of content responsibility. The College currently has two Information Technology (IT) employees who facilitate posting of information to the website, if necessary, and in November 2016 filled a more-content focused position as well. Parties who share responsibility for content creation range across employment categories and roles. In some instances, content is created and posted at the program level without the need for approval or review. During the summer of 2016, the College initiated a transition of primary responsibility for website content from Academic Computing to Campus Communications. This process is ongoing (IC1.2- Posner email).   Documents such as the Annual Report (IC1.4), College Catalog (IC1.5), Class Schedule (IC1.6), and various other reports and documents are housed on the website. In addition, there are links to student services (IC1.7).

All accreditation information is housed on the College website on an Accreditation page accessible directly from the college's homepage in accordance with ACCJC's "One-Click Policy." Accreditation information includes current ACCJC accreditation status, any general communications with ACCJC, as well as the accreditation status and information from outside accrediting agencies for the Career Technical Education (CTE) programs such as Nursing, Dental Hygiene, and Automotive Technology. In addition, the ACCJC Certificate of Accreditation Status is publicly displayed in the Cypress College Library/Learning Resource Center (IC1.8 Updated Accreditation Web Page}.

DE – Cypress College DE program courses appear in each publication of the College Catalog (IC1.5, p. 26) and Schedule of Classes (IC1.6 - p. 123-124). The DE program communicates with the campus through email, Blackboard, and the College website. The Distance Education webpage outlines policies, readiness guidelines, and tips for student success in Distance Education courses (IC1.9 – DE Webpage). There are also listings to DE rubrics for success, faculty training, and the DE Plan at the DE faculty website (IC1.10 – DE faculty webpage).

Baccalaureate Degree The College catalog currently reflects the American Board of Funeral Service Education (ABFSE) program objectives for the associate in science program which are required for all accredited programs regardless of level of degree, two-year or four-year. The program requirements for graduation will be updated to include the following:

Required upper division major courses	Units
MORT 402 C Funeral Service Standards of Practice	3
MORT 430 C Cemetery and Crematory Operations	3
MORT 450 C Issues and Trends in Funeral Service	3
MORT 482 C Clinical Embalming Externship	4
MORT 492 C Funeral Service Externship	4
MORT 495 C Mortuary Jurisprudence	3
MORT 497 C Funeral Service Practicum I and MORT 498 C Funeral Service Practicum II	12

12 units from MORT 497 C and MORT 498 C will be used to fulfill upper division major requirements (IC1.5 -Catalog).

Analysis and Evaluation

The College meets the Standard and Eligibility Requirement 20. Cypress College assures the clarity, accuracy, and integrity of information provided to students and prospective students, personnel, and all persons or organizations related to its mission statement, learning outcomes, educational programs, and student support services through the use of the District Publication Approval Process. While meeting the Standard, the college continues to work on improving the local process that ensures the accuracy and integrity of information provided to students and the public on the website. In addition, the College is addressing review of the increasing number of projects printed outside the District print shop, currently not included in the approval process. The Cypress College website Accreditation Page gives accurate information to students and the public about its accreditation status with all of its accreditors (ER 20).

<div align="center">Evidence Sources</div>

IC1.1 – Landis - Publication email
IC1.2 – Posner email
IC1.3 – Cypress College website screenshot
IC1.4 – Cypress College Annual Report 2015-16
IC1.5 – Cypress College Catalog 2016-17
IC1.6 – Cypress College schedule of classes Spring 2017
IC1.7 – Cypress College Student Services webpage screenshot
IC1.8 – Updated Accreditation Web Page.
IC1.9 – Cypress College Distance Education webpage screenshot
IC1.10 – Cypress College DE Faculty webpage screenshot
IC1.11 – awaiting American Board of Funeral Service Education objectives

IC2. The institution provides a print or online catalog for students and prospective students with precise, accurate, and current information on all facts, requirements, policies, and procedures listed in the "Catalog Requirements." (ER 20)

Evidence of Meeting the Standard

Cypress College provides an annual precise, accurate, and current catalog in print and on the College website (IC2.1 - Catalog). Printed copies may be obtained through the College Bookstore and are also distributed when registering for the COUN 140 C (Educational Planning) course.

To ensure that the catalog accurately reflects the courses and programs offered by the College, a draft of the catalog is disseminated to Deans, Division Office Managers, and Department Coordinators prior to publication to ensure accuracy (IC2.2- Spec.Interests Memo). Non-course and program information, such as Student Support Services, Special Programs, Instructional Support Services, Distance Education and NOCCCD Administrative Procedures, is obtained from responsible parties and adhere to *NOCCCD Board Policy 4020-Program and Curriculum Development* guidelines (IC2.3).

The Cypress College Catalog, in both print and electronic formats, clearly describes all Cypress College policies, services, and procedures. Traditional and DE students are both offered services in the same manner through interactions with counselors and other personnel. Students are expected to view online or in print all college policies and practices that relate to academic freedom, financial aid, and learning resources (IC2.1- Catalog).

DE- The College Catalog clearly describes and defines the DE program at Cypress College. The Catalog specifies the minimum computational competencies expected of students enrolling in DE courses. To further assist DE students, the catalog directs them to visit the DE Program website, which provides more details and tips relating to DE courses and programs (IC2.1 Catalog, p. 26). The College Catalog lists all approved courses offered by Cypress College and identifies the various modes in which a course may potentially be offered. The Class Schedule specifically identifies the mode of delivery of a course by individual section. Additionally, the online Schedule of Classes provides a separate list of online and hybrid courses (IC2.4- Schedule, p.123-124). Finally, online and hybrid courses are listed in the Class Schedule under each specific academic department, and these DE courses are clearly marked with symbols that distinguish them from traditional courses (IC2.4- Schedule, p.61-62).

Baccalaureate Degree The College catalog will be updated in Fall 2017 to reflect the following information regarding the baccalaureate degree:

> To earn the Bachelor in Science Degree in Funeral Service, students must complete: (1) requirements for Associate in Science Mortuary Science degree or equivalent (2) all upper division major course requirements with a minimum grade of "C"; (3) 37 units of IGETC lower division general education coursework or 39 units CSU GE Breadth lower division general education coursework, or previously awarded baccalaureate degree; (4) 9 units of Upper Division General Education Graduation Requirements; (5) the cultural diversity requirement; (6) any elective courses to complete a minimum of 120 units; and,

(7) have a minimum GPA of 2.0 in all college level courses attempted and at least 24 units of upper division course work must be completed at Cypress College (residency requirement) (IC2. 5- BS in Funeral Services).

Analysis and Evaluation

The College meets the Standard and Eligibility Requirement 20. Cypress College provides a print and online catalog for students and prospective students with precise, accurate, and current information on all facts, requirements, policies, and procedures listed in the "Catalog Requirements." The Catalog review process is rigorous and includes widespread participation from relevant personnel across the campus.

Evidence Sources

IC2.1 – Cypress College Catalog 2016-17
IC2.2 – Specific Interests Memo
IC2.3 – NOCCCD Board Policy 4020 Program and Curriculum Development
IC2.4 – Cypress College Schedule of Classes – Spring 2017
IC2.5 – Bachelor in Science Degree in Funeral Service Program of Study

IC3. The institution uses documented assessment of student learning and evaluation of student achievement to communicate matters of academic quality to appropriate constituencies, including current and prospective students and the public. (ER 19)

Evidence of Meeting the Standard

As per *NOCCCD Administrative Procedure 3225- Institutional Effectiveness*, to ensure academic quality the Cypress College Institutional Research and Planning (IRP) office is responsible for collecting, analyzing, and publishing student achievement data (IC3.1). The IRP office collects student achievement data in the form of success and retention, persistence, transfer, basic skills completion, and degree and certificate completion rates from a variety of resources including local College data, the State Chancellor's Office Student Success Scorecard, and the Chancellor's Office Datamart (IC3.2).

In addition, Cypress College is committed to the assessment of student learning through the use of SLO assessments. Each course offered is required to have SLOs assessed by the appropriate faculty on a regular basis. These data are primarily maintained in the campus TracDat program. Analyses of SLO data are reported every four years by each academic department during the department's program review (IC3.3- Program Review Committee Annual Report 2016). The Program Review Committee reviews the SLO progress of each department and monitors overall progress of the campus (IC3.3- Program Review Committee Annual Report 2016).

Cypress College publishes student achievement data annually in the College's Institutional Effectiveness Report (IER) (IC3.2). The IER is disseminated to appropriate constituencies through a presentation to the NOCCCD Board of Trustees (IC3.4 Board minutes Nov. 2016) as well as posting to the College website. The College communicates student achievement in a number of other ways as well. Cypress College completion and transfer rates are published in the

College Catalog (IC3.5 Catalog pg.47)   Cypress College highlights students' academic and personal progress through its campus newsletter @Cypress, which is disseminated to the staff and students through email and to the public through its webpage (IC3.6). The College also highlights compelling success stories through the CY Proud Campaign (IC3.7). Additional success data is made public through district publications such as inside/NOCCCD, Board of Trustee minutes, (IC3.8 – April 2016), and the District website (IC1.9 – Cypress baccalaureate summit)

DE – The College analyzes student achievement rates delineated by method of instruction (DE/On Campus). Transfer, CTE, Basic Skills and ESL completion rates in both delivery modes are published annually in the IER (IC3.2 pg. 15-24).

 Baccalaureate Degree Beginning in Fall 2017, the assessment of SLOs and dissemination of results will model after the process in place for associate degree programs and will be used to communicate academic quality and achievement of ABFSE mandated outcomes on an annual basis as required for program continuation of accreditation.

Analysis and Evaluation

The College meets the Standard and Eligibility Requirement 19.   Through the Annual Institutional Effectiveness Report (IER), Cypress College uses documented assessment of student learning and evaluation of student achievement to communicate matters of academic quality to appropriate constituencies. Current and prospective students, and the public have access to student achievement information through the College's website.

The College continues to work on how best to utilize SLO data and analyses to assess and communicate student achievement and academic quality. The College plans to utilize the QFE for further exploration.

<div align="center">Evidence Sources</div>

IC3.1 – NOCCCD Administrative Procedure 3225- Institutional Effectiveness
IC3.2 – Cypress College 2015-16 Institutional Effectiveness Report
IC3.3 – Cypress College Program Review Committee Annual Report 2016
IC3.4 – NOCCCD Board minutes November 2016
IC3.5 – Cypress College Catalog 2016-17 pg 47
IC3.6 – @Cypress Newsletter screenshot
IC3.7 – CY Proud screenshot
IC3.8 – Board of Trustee meeting minutes – April 12, 2016
IC3.9 – NOCCCD reports – Cypress baccalaureate summit

IC4. The institution describes its certificates and degrees in terms of their purpose, content, course requirements, and expected learning outcomes.

Evidence of Meeting the Standard

The Cypress College Catalog provides information about educational courses, programs, and degrees and certificates (IC4.1 College Catalog 2016/17):

- Programs of Study – pages 48-50.
- Associate and Occupational Degrees – pages 51-53.
- Associate Degrees for Transfer (AA-T) – pages 62-63

All students, regardless of delivery mode (DE or Traditional), have access to this information through the College website (IC4.2), referenced through the State website (IC4.3), or the College Catalog (IC4.1 p.49).

The purpose, content, course requirements, and program learning outcome (PLOs) can be found in the departmental listings throughout the College Catalog. The specific course SLOs are required in all course syllabi (IC4.4- Syllabus Guidelines). To ensure students receive a course syllabus that includes student learning outcomes, each division requires the instructor of record to provide a copy of his/her syllabus to be kept on file in their division office (IC4.5-Deans emails SLOs). According to the 2015 Cypress College Campus Climate Survey conducted by the IRP, 96% of faculty surveyed reported that "students receive a course syllabus which includes SLOs." (IC4.6- Climate Survey).

Baccalaureate Degree – With classes approved to begin in Fall 2017, the 2017/18 College Catalog (including updates to relevant websites) will have all necessary information regarding the new Baccalaureate degree in Funeral Services/Mortuary Science. All courses offered within the baccalaureate degree completion program contain appropriate content and include clearly described student learning outcomes commensurate with upper division courses (IC4.7 – MORT CORs).

Analysis and Evaluation

The College meets the Standard. Cypress College describes its certificates and degrees in terms of their purpose, content, course requirements, and expected learning outcomes in a variety of sources including the College Catalog, website, and other department resources.

IC4.1 – Cypress College Catalog 2016-17
IC4.2 – Cypress College website screenshot
IC4.3 – California Community College Curriculum Inventory screenshot
IC4.4 – Syllabus Guidelines
IC4.5 – Deans Emails- SLOs
IC4.6 – Cypress College Campus Climate Survey, 2015
IC4.7 – Mortuary Science Course Outlines of Record

IC5. The institution regularly reviews institutional policies, procedures, and publications to assure integrity in all representations of its mission, programs, and services.

Evidence of Meeting the Standard

Cypress College adheres to the policies and procedures set by the NOCCCD Board of Trustees. These District Board Policies (BPs) and Administrative Procedures (APs) guide the procedures used by the College. The District engages in regular review of Board policies and procedures (IC5.1- BPAP Review Cycle). Chancellor's Staff [include list?] plays an integral role in developing, setting, and reviewing these Board policies in order to assure integrity of the College's mission, programs and services. The Chancellor's Staff members engage in the following:

- Advise the Chancellor on matters of policy; instruction and student services; budget; the integration of planning and resource allocation; and other matters of the District;
- Implement and administer policies, procedures and day-to-day operations of the District;
- Review and discuss implementation of policy decisions made by the Board regarding the operations of the district (IC5.2 - Decision Making Resource Manual, p. 21).

Cypress College implements campus procedures based on the District Board Policies and in accordance with established NOCCCD Administrative Procedures. Campus departments establish working procedures specific to their area which are subject to review by the appropriate administrative manager. Historically, established campus procedures have been communicated to incoming personnel via informal discussion, dialogue, and/or training. Additionally, many departments and committees have written handbooks or guidelines such as President's Advisory Cabinet (PAC), Planning and Budget Committee (PBC), and the Curriculum Committee (IC5.3 – PAC Guidelines; IC5.4 – PBC Guidelines; IC5.5 – Curriculum Training Guide). These guidelines are subject to regular review as the need arises.

However, not all campus procedures have been codified into working documents. As a result of this Self-Evaluation, other committees, such as Program Review (PR), Student Learning Outcomes (SLO), and the Office of Financial Aid have recently created new handbooks (IC5.6 – PR Handbook; IC5.7 – SLO Handbook; IC5.8- FAO Manual) and departments across campus are following suit. As the handbooks and procedure manuals evolve, a regular, periodic review process will be included.

Cypress College publications are subject to regular review before dissemination. The Catalog and Schedule Coordinator of the Executive Vice President's Office is responsible for regularly reviewing the content of the Catalog and Class Schedule. The Coordinator distributes the policies and procedures that are in the current catalog and schedule publications and requests the appropriate responsible person to review and make any corrections/changes/additions to what is currently there. The responsible person for the information may need to seek approval from a committee or even incorporate new information into the document before returning it to the coordinator. Once the updated information is received, it is typeset in the format used in the publication and sent back to the originator for final review (IC5.9a - Landis email; IC5.9b – Special Areas Memo).

Analysis and Evaluation

The College meets the Standard. The District has established a regular review cycle of District policies, procedures, and publications. In addition, Cypress College regularly ensures the integrity of disseminated publications. While meeting the Standard, currently the College lacks official written procedure handbooks/manuals in all areas and has relied on "institutional memory" for many departments' practices and procedures. With the large volume of retirements, the College is losing the institutional memory rather quickly. Therefore, the College has begun the process of codifying practices utilized in departments across campus such as the new Program Review Handbook, SLO Handbook, and Financial Aid Policies and Procedures, which include a regular plan for ongoing review.

Evidence Sources

IC5.1 – BP/AP Review Cycle Tracking
IC5.2 – NOCCCD Decision Making Resource-Manual: Structure Function and Alignment
IC5.3 – President's Advisory Cabinet Guidelines
IC5.4 – Planning and Budget Guidelines
IC5.5 – Cypress College Curriculum Training Guide
IC5.6 – Program Review Handbook
IC5.7 – Student Learning Outcomes Handbook
IC5.8 – Office of Financial Aid Policies and Procedures 2015-16
IC5.9a – Landis – Publications email
IC5.9b – Special Areas memo

IC6. The institution accurately informs current and prospective students regarding the total cost of education, including tuition, fees, and other required expenses, including textbooks, and other instructional materials.

Evidence of Meeting the Standard

Cypress College publishes current and in depth information about the total cost of attendance on the College website. A list and explanation of Enrollment Fees are covered in the Cypress College Catalog (IC6.1 p. 8-9). The Schedule of Classes provides a Fee Calculation Worksheet (p. 12) as well as information regarding any additional material fees specific to a particular course (IC6.2- Schedule). The Financial Aid Office provides a variety of resources to inform students of the various costs and means available to assist them. The Student Financial Aid Cost of Attendance sheet is a detailed document outlining all discretionary costs (including textbooks) associated with college attendance (IC6.3-Cost of Attendance). In addition, other specific resources on the Financial Aid Website include Net Price Calculator (IC6.4); Loans (IC6.5); Financial Aid FAQ (IC6.6); and Scholarships (IC6.7).

Analysis and Evaluation

The College meets the Standard. Cypress College accurately informs current and prospective students regarding the total cost of education, including tuition, fees, and other required expenses, including textbooks and other instructional materials, through the information available in the College catalog, class schedule, and financial aid website.

IC6.1 – Cypress College Catalog 2016-17
IC6.2 – Cypress College Schedule of Classes Spring 2017
IC6.3 – Cypress College Student Financial Aid Cost of Attendance 2016-17
IC6.4 – Net Price Calculator screenshot
IC6.5 – Loans webpage screenshot
IC6.6 – Financial Aid FAQ webpage screenshot
IC6.7 – Scholarships webpage screenshot

IC7. In order to assure institutional and academic integrity, the institution uses and publishes governing board policies on academic freedom and responsibility. These policies make clear the institution's commitment to the free pursuit and dissemination of knowledge, and its support for an atmosphere in which intellectual freedom exists for all constituencies, including faculty and students. (ER 13)

Evidence of Meeting the Standard

Cypress College is committed to Academic Freedom. The College's faculty Academic Freedom policy (in accordance with *NOCCCD Board Policy 4030-Academic Freedom* (IC7.1) is clearly stated in the College Catalog (IC7.2 Catalog p. 9). "Student Rights and Responsibilities," also located in the College Catalog, encourage students to exercise academic freedom by "studying any and all issues and problems" (IC7.2 Catalog pg. 45). In order to ensure that an atmosphere of intellectual freedom exists, the College includes items related to academic freedom on the student evaluation forms used to assess instructors (IC7.3-Optional; IC7.4- Adj. Student; IC7.5-Adj. IMS; IC7.6-FT Student, IC7.7-FT TRC). Additionally, discussions pertaining to academic freedom are ongoing at both the division and department levels (IC7.8-Young Interview; IC7.9a-Engl. Mini-Conf. Agenda; IC7.9b- Eng. Conf. Presentation).

DE - In Distance Education (DE) courses, Academic Freedom is upheld by the same mechanisms as in traditional classrooms (IC7.10-Donley email). The same Academic Policies and Board Policies apply to DE courses as to traditional face-to-face courses.

Analysis and Evaluation

The College meets the Standard and Eligibility Requirement 13.   Cypress College uses and publishes Governing Board policies on academic freedom and responsibility in order to assure institutional and academic integrity on behalf of its faculty and students. The College is committed to the free pursuit and dissemination of knowledge through the study of "any and all issues and problems."

IC7.1 – NOCCCD Board Policy 4030 - Academic Freedom

IC7.2 – Cypress College Catalog 2016-17
IC7.3 – Optional student evaluations
IC7.4 – Adjunct faculty, student evaluations
IC7.5 – Adjunct faculty, IMS evaluations
IC7.6 – Full-time faculty, student evaluations
IC7.7 – Full-time tenure-track, Tenure Review Committee evaluations
IC7.8 – Interview with Language Arts Dean Eldon Young
IC7.9a – Jan 2015 Mini Conference Agenda (English Dept.)
IC7.9b – Jan 2015 Mini Conference Presentation (English Dept.)
IC7.10 – Distance Education Dean Steve Donley (email) interview

IC8. The institution establishes and publishes clear policies and procedures that promote honesty, responsibility and academic integrity. These policies apply to all constituencies and include specifics relative to each, including student behavior, academic honesty and the consequences for dishonesty.

Evidence of Meeting the Standard

Cypress College promotes honesty, responsibility and academic integrity through the use of various NOCCCD Board Policies (BP) and Administrative Procedures (AP). *NOCCCD Board Policy 3050-Institutional Code of Ethics* establishes a written code of professional ethics that applies to all personnel (IC8.1-BP 3050). *NOCCCD Administrative Procedure 3050-Institutional Code of Ethics* further states, "The North Orange County Community College District recognizes its responsibility and obligation to the public to conduct its business with honesty, integrity, professionalism, and quality…" *(*IC8.2-AP 3050*)* Employees of the District are "to always act with integrity and in a manner that reflects the best interests of the District and its students." Standards of conduct are established for employees in the following:

- use of District resources – District resources are not for personal use or to be used to obtain unfair advantage;

- relationship with vendors – employees of the District who have a financial interest in a firm under consideration for business transactions with the District must disclose such relationship, must recuse themselves from any such transactions, and further, can, under no circumstances, approve a relationship with, order, or authorize purchase from or approve or make payments to the aforementioned firm;

- conflict of interest – executive administrative personnel are prohibited from having a controlling financial interest in any contract made by the District or in any contract entered into in their official capacity; they also have a duty to disclose this conflict of interest and recuse themselves from the contract process;

- gratuities – no employee of the District shall receive or solicit anything of value in return for influencing or exercising his/her discretion in a particular way on a District matter.

NOCCCD Board Policy-4220 Standards of Scholarship provides that the Chancellor, in consultation with the faculty, shall establish standards of scholarship and grading practice and symbols (IC8.3- BP 4220). It further stipulates that the Board will determine a uniform grading practice for the District, which shall be based on academic principles. The system is to be published in the college catalogs and made available to students. *NOCCCD Administrative Procedure 4220-Standards of Scholarship* details this grading system with all of its attendant symbols from A to B to C to C to D to F to I to IP to RD to W to MW to P to NP to NG for both the credit and noncredit programs offered in the District (IC8.4-AP 4220).

NOCCCD Board Policy 5500-Standards of Student Conduct and Discipline specifies that students enrolled in the programs and services of NOCCCD assume an obligation to conduct themselves with honesty and academic integrity (IC8.5-BP 5500). Specifically, students are prohibited from cheating and plagiarism in connection with an academic program; including plagiarism in a student publication and engagement in other academic dishonesty. Further, students are prohibited from dishonesty, forgery, alteration, or misuse of District documents, records, or identification, or knowingly furnishing false information to the District. Conversely, students are not to misrepresent themselves or an organization to be an agent of the District. Students who violate the standards of student conduct will be subject to disciplinary action up to and including expulsion. *NOCCCD Administrative Procedure 5500- Standards of Student Conduct and Discipline* specifies the different levels and types of disciplinary actions depending on the nature of the violations including suspension, removal from class, removal from facility, disciplinary probation, loss of privileges, formal reprimand, and informal reprimand (IC8.6-AP 5500). The administrative procedure also details the process of suspending and expelling a student including providing for due process such as details on hearings and the procedure for consideration of expulsion by the Board of Trustees.

In addition the College publishes an Academic Honesty Policy in the College Catalog, which states:

Students are expected to abide by ethical standards in preparing and presenting material which demonstrates their level of knowledge and which is used to determine grades. Such standards are founded on basic concepts of integrity and honesty (IC8.7- Catalog, p. 10).

The Academic Honesty Policy is a required element of all class syllabi. The policy promotes academic integrity, defined as a student's ethical obligation to complete his/her own work (IC8.7-Catalog, p. 10). The College monitors academic honesty through the use of various tools such as Turnitin.com software used to deter and detect plagiarism and through the instructor's formal responsibility to report all incidents of academic dishonesty to the Division Dean who may choose to send the report to the Dean of Counseling and Student Development (IC8.8 Student Discipline Report Form).

Cypress College policies of honesty, responsibility and academic integrity apply to all constituencies within the college. Faculty and staff are bound by *AP 3050* (IC8.2) which states that "Employees of the District share the fundamental responsibility to always act with integrity and in a manner that reflects the best interests of the District and its students."

Additionally, obligations to respect academic and other freedoms of constituents are set in the 2015-16 Cypress College Catalog under "Student Rights and Responsibilities" (IC8.7-Catalog,

p. 40). Procedures for dealing with academic dishonesty and other misconduct are set forth in *AP 5500* (IC8.6) and the Standards of Student Conduct and Discipline in the 2015-16 Cypress College Catalog (IC8.7- p. 10).

DE. In order to ensure honesty, responsibility and academic integrity for students enrolled in DE courses, DE students need to verify their ID and password through the log-on process on the campus MyGateway Portal. Additionally, hybrid courses have an orientation or in-class sessions to confirm the identity of those students in attendance. Several courses (particularly Math) have in-person tests to address student verification (IC8. 9 - Cassens email). Some students enrolled in DE online courses can take their exams on campus in a proctored setting in the LLRC. It is at this time that students are required to show ID in order to take this test (IC8.10- Exam Instructions).

Analysis and Evaluation

The College meets the Standard.   The institution establishes and publishes clear Academic Honesty and Code of Ethics policies and procedures that promote honesty, responsibility and academic integrity in the College Catalog and the NOCCCD Website, respectively. These policies apply to all constituencies and include specifics relative to student behavior, academic honesty, and the consequences for dishonesty.

DE - The Academic Honesty Policy applies to students enrolled in both DE and traditional face-to-face courses. The College is currently in the process of revising the DE Plan which will further detail procedures regarding academic honesty and test taking procedures to ensure the integrity of courses taught in the DE mode.

<div align="center">Evidence Sources</div>

IC8.1 – NOCCCD Board Policy 3050 Institutional Code of Ethics
IC8.2 – NOCCCD Administrative Procedure 3050 Institutional Code of Ethics
IC8.3 – NOCCCD Board Policy 4220 Standards of Scholarship -
IC8.4 – NOCCCD Administrative Procedure 4220 Standards of Scholarship -
IC8.5 – NOCCCD Board Policy 5500 Standards of Student Conduct and Discipline
IC8.6 – NOCCCD Administrative Procedure 5500 Standards of Student Conduct and Discipline
IC8.7 – Cypress College Catalog 2016-17
IC8.8 – Student Discipline Incident Report Form Rev2015
IC8.9 – Cassens email
IC8.10 – Faculty Instructions for Makeup Exams in the LRC.

IC9. Faculty distinguish between personal conviction and professionally accepted views in a discipline. They present data and information fairly and objectively.

Evidence of Meeting the Standard

Several published guidelines specify instructor obligations to distinguish between personal conviction and professionally accepted views in a discipline. *NOCCCD Board Policy 4030- Academic Freedom* says that academic freedom exists to discuss "issues germane to [the] subject matter as measured by professional standards set by the community of scholars" (IC9.1-BP 4030). Therefore, academic freedom extends as far as the professionally accepted views of one's discipline but limits the ability of instructors to teach personal views that do not conform to the norms of the discipline. The Student Rights and Responsibilities in the College Catalog also state that students have the right to "expect professional treatment of their views, beliefs, or political associations" (IC9.2- Catalog, p. 46). Additionally, the Code of Ethics for Faculty explicitly states that instructors should treat student views with equal respect and grade fairly and objectively (IC9.3- Faculty Code). According to the 2015 Cypress College Campus Climate Survey, 91% of instructors report that they make an effort to distinguish between personal conviction and professional views when teaching (IC9.4-Climate Report).

There are two ways in which Cypress College is able to determine how effectively the faculty distinguish between personal conviction and accepted views in a discipline. First, faculty evaluations provide students the opportunity to identify when faculty fail to make such delineations. Specific questions regarding efficacy of instruction, interest and knowledge of subject matter, solicitation of input from students, and professionalism are elements of the Student Evaluation form for full-time and adjunct instructors (IC9.5- Instructor Evaluation). Second, student complaints/grievances are maintained at both the division and college levels (IC9.6 – Dean Interviews)

Analysis and Evaluation

The College meets the Standard. As reported in the Campus Climate Survey, faculty make an effort to distinguish between personal conviction and professionally accepted views in a discipline. They present data and information fairly and objectively. Mechanisms to confirm such delineations are in place.

Evidence Sources

IC9.1 – NOCCCD Board Policy 4030 - Academic Freedom
IC9.2 - Cypress College Catalog 2016-17
IC9.3 - Administrative Guide 3003 - Code of Ethics for Faculty
IC9.4 – Cypress College Campus Climate Report
IC9.5 – Cypress College Instructor Evaluation form.
IC9.6 – Interviews with Social Science Humanities Dean Nina DeMarkey, Language Arts Dean Eldon Young, and email from Educational Programs & Services EVP Santanu Bandyopadhyay

IC10. Institutions that require conformity to specific codes of conduct of staff, faculty, administrators, or students, or that seek to instill specific beliefs or world views, give clear prior notice of such policies, including statements in the catalog and/or appropriate faculty and student handbooks.

Evidence of Meeting the Standard

Beyond the previously discussed Code of Ethics, Cypress College does not require conformity to specific codes of conduct of faculty, staff, administrators, or students (IC10.1- EVP email). Additionally, the College does not seek to instill a specific belief or world view in our students. However, the college embraces a shared set of standards that include the vision, mission and core values that the District (IC10.2-Mission Webpage) and Cypress College (IC10.3-Core Values webpage) promote, which includes diversity and inclusiveness. This is further supported through the Student Equity Plan, which supports and funds projects aimed at awareness and support of diversity and equity issues (IC10.4-SEP).

Analysis and Evaluation

The Standard is not applicable. Since Cypress College does not seek to instill specific codes of conduct or worldviews, the Standard does not apply.

<div align="center">Evidence Sources</div>

IC10.1 – Santanu Bandyopadhyay, Executive Vice President of Cypress College Email
IC10.2 – NOCCCD District – Mission, Vision and Values statements screenshot
IC10.3 – Cypress College – Core Values webpage screenshot
IC10.4 – Cypress College Student Equity Plan

IC11. Institutions operating in foreign locations operate in conformity with the Standards and applicable Commission policies for all students. Institutions must have authorization from the Commission to operate in a foreign location.

Evidence of Meeting the Standard

Cypress College does not offer instruction to non-US students in foreign locations; it does not offer or promote its distance education program in foreign locations; and it does not enroll students who do not reside in the U.S. in programs (IC11.1- Bandyopadhyay email).

Analysis and Evaluation

The Standard is not applicable. Since Cypress College does not operate in foreign locations, the Standard does not apply.

<div align="center">Evidence Sources</div>

IC11.1 – Santanu Bandyopadhyay, Executive Vice President, Email

IC12. The institution agrees to comply with Eligibility Requirements, Accreditation Standards, Commission policies, guidelines, and requirements for public disclosure, institutional reporting, team visits, and prior approval of substantive changes. When directed to act by the Commission, the institution responds to meet requirements within a time period set by the Commission. It discloses information required by the Commission to carry out its accrediting responsibilities. (ER 21)

Evidence of Meeting the Standard

Cypress College is accredited by the ACCJC and complies with all Eligibility Requirements, Accreditation Standards, Commission policies, guidelines, and requirements for public disclosure, institutional reporting, team visits, and prior approval of substantive changes (IC12.1). The College discloses all reports and actions taken by the Accrediting Commission on its website and complies with all actions directed by the Commission to meet requirements within time periods set by the Commission.

Cypress College has devoted its Accreditation website (IC12.2) to informing the public about its accredited status and all its work pertaining to accreditation. The site contains links to all reports by the College, reports from visiting evaluation teams, Commission action letters, and other relevant documents. Cypress provides visiting teams with all of the evidence that they require and takes action on ACCJC recommendations. The site also contains links to manuals and publications of the ACCJC as reference documents. Additionally, Cypress College personnel are engaged as active participants in the Accreditation process. All four members of President's Staff along with numerous faculty and managers have served on Accreditation Teams for comprehensive evaluation visits to other colleges.

During the most recent institutional self-evaluation (2011), the College was issued the sanction of Warning. Cypress College immediately addressed the recommendations of the ACCJC in order to meet the Standards of Accreditation. At the time of the first Follow-Up Report and Visit (2012), Cypress College had made significant progress, and the Commission found that the College had satisfactorily addressed all recommendations and that it provided evidence of meeting all Standards. The Commission then reaffirmed the College's accreditation (2012).

Analysis and Evaluation

The College meets the Standard and Eligibility Requirement 21. Cypress College complies with Eligibility Requirements, Accreditation Standards, Commission policies, guidelines, and requirements for public disclosure, institutional reporting, team visits, and prior approval of substantive changes. When directed to act by the Commission, Cypress College has responded to meet requirements within the time period set by the Commission. It disclosed information required by the Commission to carry out its accrediting responsibilities. (ER 21)

Evidence Sources

IC12.1 – NOCCCD Board Policy 3200-Accreditation
IC12.2 – Cypress College Accreditation Website screenshot

IC13. The institution advocates and demonstrates honesty and integrity in its relationships with external agencies, including compliance with regulations and statutes. It describes itself in consistent terms to all of its accrediting agencies and communicates any changes in its accredited status to the Commission, students, and the public. (ER 21)

Evidence of Meeting the Standard

The institution advocates and demonstrates honesty and integrity in its relationship with various external agencies. Documented examples of this include the College's various programs that are accredited by external agencies. In Health Sciences, for example, there are eight major programs that are accredited by state or national accredited agencies (IC13.1 - Health Science Division Annual Report. 4). To maintain program accreditation, self-study documents and reports are submitted to accrediting agencies at specified time periods, and accreditation team site visits occur for most programs. During these site visits, teams assess compliance with regulations and statutes, as well as verify the accuracy of reports submitted.   In the Career Technical Education Division, the Perkins Grant and the Strong Workforce Grant are good examples of working with external agencies.

Additionally, the College demonstrates honesty and integrity to ACCJC and communicates its accreditation status to the Commission, students, and the public via the Accreditation link on the campus webpage. The Accreditation page includes all accreditation documents such as the accreditation reports, mid-term reports, self-studies, ACCJC's response, and follow-up response (IC13.2- Accreditation Webpage). *NOCCCD Board Policy 3200-Accreditation* also ensures appropriate compliance and support of the accreditation process (IC13.3).

In addition to maintaining effective communication with outside accrediting agencies, Cypress College's relationship with US Department of Education (USDE) is evidenced by our participation in the National Postsecondary Student Aid Study (NPSAS), a mandated project for USDE through the National Center for Education Statistics (NCES) (IC13.4).

Analysis and Evaluation

The College meets the Standard and Eligibility Requirement 21.   Cypress College advocates and demonstrates honesty and integrity in its relationships with external agencies such as the U.S. Department of Education and accrediting agencies such as Commission on Dental Accreditation; Commission on Accreditation of Allied Health Education Programs; Commission on Accreditation for Health Informatics and Information Management Education; American Board of Funeral Service Education Committee on Accreditation; Accrediting Commission on Nursing Education, California Board of Registered Nursing; Board of Vocational Nursing and Psychiatric Technicians; and the Joint Review Committee on Education in Radiologic Technology including compliance with regulations and statutes. Cypress College describes itself in consistent terms to all of its accrediting agencies and communicates any changes in its accredited status to the Commission, students, and the public on the College's Accreditation website (ER 21).

<div align="center">Evidence Sources</div>

IC13.1 – Health Science Division Annual Report
IC13.2 – Cypress College Accreditation Website screenshot
IC13.3 – NOCCCD Board Policy 3200-Accreditation
IC13.4 – NPSAS Letter

IC14. The institution ensures that its commitments to high quality education, student achievement and student learning are paramount to other objectives such as generating financial returns for investors, contributing to a related or parent organization, or supporting external interests.

Evidence of Meeting the Standard

Cypress College is a publicly funded, open-access, not-for profit institution that is part of the California Community College System (IC14.1- CCCCO webpage). The College's Mission, Vision, and Core Values reflect the institution's commitment to quality education (IC14.2 - Mission, Vision and Core Values Review). As such, it does not generate returns for investors, contribute to related or parent organizations, or support external interests.

Analysis and Evaluation

The College meets the Standard. Cypress College's commitment to high quality education, student achievement, and student learning are paramount to any other objectives. As a public institution, the College has no obligation to generate financial returns for investors, contribute to a related or parent organization, or support external interests.

Evidence Sources

IC14.1 – California Community College Chancellor's Office- Cypress College webpage screenshot
IC14.2 – Mission, Vision, and Core Values Review at Cypress College Findings and Recommendations

Changes Arising out of the Self Evaluation Process

Change, Improvement and Innovation	Standard	College Lead	Timeline	Outcome
Documented of procedures consistently across campus	IC5	EVP	Fall 2016	The College has prepared new SLO, Program Review and Financial Aid Guideline handbooks to document procedures and assure integrity.

Plans Arising out of the Self Evaluation Process

Planned Change, Improvement and Innovation	Standard	College Lead	Timeline	Anticipated Outcome
Improve local process of information provided to students and the public	IC1	Director, Campus Communications Catalog Schedule Coordinator	Fall 2017	The College will improve the process that ensures the integrity and accuracy of non-printed information and the increasing number of projects printed outside the District print shop process.