

## 2 - Integrity: Ethical and Responsible Conduct

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

### 2.A - Core Component 2.A

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The institution operates with integrity in its financial, academic, personnel, and auxiliary functions; it establishes and follows policies and processes for fair and ethical behavior on the part of its governing board, administration, faculty, and staff.

#### Argument

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Northwest College (NWC) ensures integrity in its operations through established policies and procedures. NWC's policies outline requirements not only for fair and ethical behavior but also the integrity of operations in all areas. The Board of Trustees (BOT) utilizes their recently revised, [Rules and Regulations](#) to guide their operation.

In 2015, President Hicswa initiated a review of existing policies and procedures to create a comprehensive policy manual. This ongoing process involves all constituencies of the college as defined by NWC's shared governance process. Administrators and constituent representatives regularly review policies and procedures and identify areas where policies are necessarily based on state law, accreditation guidelines, or best practices. The Employment Handbook, Section [1.1.1](#). and [3.1.1](#)., define the process by which new policies may be brought forward or existing policies revised.

The integrity of financial operations is assured by adherence to the procedures found in the following documents. NWC contracts with McGee, Hearne & Paiz, LLC to complete its annual financial audit. They also complete the A-133 federal compliance audit for all federal programs operating on campus which includes student financial aid. The annual third-party audit determines compliance with regulations, procedures and standard financial practices. Recent audits have returned no major findings.

- [Audit](#)
- [Budget Process](#)
- [Cash Handling Procedure](#)

The annual audit is discussed at an all employee meeting, and a presentation and discussion by a managing partner with the audit firm occur at the BOT meeting usually held in November of each year. NWC works with the Wyoming Community College Commission under Wyoming Statute Article 1, Title 21, Chapter 18 cited as the "Wyoming Community College System Code" as well as Title 16, Chapter 4 cited as the "Uniform Municipal Fiscal Procedures." Wyoming Statute requires NWC to submit approved budgetary, enrollment and other data that accurately represents the operations of NWC.

The integrity of academic operations is assured by adherence to the policies and procedures found in the following documents.

- [College Catalog](#)
- [Student Handbook - Academic Code of Conduct](#) (see 2.E.)
- Employment Handbook - [Statement of Ethics](#)
- [Course Syllabus Guidelines](#)

The Office of Academic Affairs monitors adherence to these policies and procedures as it relates to the ongoing assessment of student learning and advising, student course evaluations and reviews for faculty teaching, adherence to the academic code of conduct, and compliance with federal privacy and Family Educational Rights and Privacy Act (FERPA) regulations.

NWC conducts ongoing assessments of student learning and faculty instruction (see Criteria 3, 4). The Student Handbook contains the academic code of conduct to prevent violations such as plagiarism. Compliance with federal privacy and FERPA regulations ensure the privacy of student academic records and is discussed later in this section. Appropriate action is followed to ensure compliance. Appeal and grievance policies are in place to assure fairness.

The integrity of personnel functions is assured by adherence to the policies and procedures found in the following documents:

- Employment Handbook - [Faculty employment policies](#)
- Employment Handbook - [Staff employment policies](#)
- Employment Handbook - [All employee policies](#)

The Office of Administrative Services monitors adherence to these policies and procedures and takes appropriate action to ensure compliance. The Vice President of Administrative Services and Finance serves as the Compliance Officer for all matters related to employment policies. [Appeal and grievance policies](#) are in place to assure fairness.

Integrity in auxiliary operations is assured by adherence to the policies and procedures found in the following documents:

- [Bookstore](#)
- [Residential Life](#)
- [CLERY/Crime report](#) (Annual Security and Fire Update)
- [Disability support services](#)
- [FERPA policy](#)
- [Financial Aid policies](#)
- [Information Technology](#)
- [Student Handbook - General Code of Conduct](#) (see 2.E.)
- [Student Athlete Code of Conduct](#)
- [Student Handbook](#)
- [Title IX](#)
- [Children's Learning and Care Center](#)

The Office of Student Services and the Office of Administrative Services oversee operations and monitor adherence to these policies and procedures. The bookstore and dining service are contracted with third party vendors and information is available on the NWC website or in campus publications. Appeal and grievance policies are in place to assure fairness.

On July 22, 2016, NWC received written a notice of a [Title IX claim \(08-16-2101\)](#) relating to an incident involving two students. NWC provided all documentation to the Department of Education

Office of Civil Rights as requested. No additional correspondence has been received from the Office of Civil Rights.

On July 26, 2017, NWC received written a notice of a [Title IX claim \(08-17-2248\)](#) involving a faculty member. This claim relates to the application of the Higher Learning Commission's faculty credential requirements. NWC is in the process of collecting and submitting requested information to the Department of Education Office of Civil Rights.

In 2016-2017, two faculty members filed grievances against the Vice President for Academic Affairs in response to the requirement to complete graduate work to comply with Higher Learning Commission's expected practice for faculty credentials. One of the grievances became moot when a program was discontinued resulting in the elimination of the faculty position. The second grievance was adjudicated through [the formal grievance process](#) as described in the all employee policies. This grievance ended in Step C of the process when the Dispute Resolution Officer (DRO) determined that the requirement to complete graduate study was an action that did not qualify for grievance under NWC policy. The grievant appealed the decision of the DRO to the President, who concurred with the decision. Finally, the grievant appealed the decision of the DRO to the BOT's Policy Committee, who concurred with the decision of the DRO.

The processes described above are evidence that NWC establishes and follows policies and processes for fair and ethical behavior.

## Sources

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- Athlete\_Code of Conduct
- Board of Trustees\_Rules\_revised\_May 2017
- Bookstore\_Website
- Budget\_2017\_final
- Budget\_2017\_final (page number 3)
- Business Office\_Audit\_Website
- Campus\_Security\_Annual Report\_2015
- Campus\_Security\_Annual Report\_2015 (page number 14)
- Cash Handling Procedures\_Document
- Childcare Center\_Inspection\_License\_2016
- Computer Use\_Responsible Use\_Policy\_2016
- Course\_syllabi\_guidelines\_2017
- Disability Support Services\_compliance\_website
- Employment Handbook 2016-2017
- Employment Handbook 2016-2017 (page number 10)
- Employment Handbook 2016-2017 (page number 21)
- Employment Handbook 2016-2017 (page number 106)
- Employment Handbook 2016-2017 (page number 146)
- Employment Handbook 2016-2017 (page number 187)
- Employment Handbook 2016-2017 (page number 188)
- Employment Handbook 2016-2017 (page number 191)
- FERPA\_\_General Information\_\_website
- Financial\_Aid\_Disclosures\_Student\_Consumer\_Information\_2017
- Residence Life\_Website
- Sexual Misconduct Policy\_revised\_Mar132017

- Student Handbook\_Academic Code of Conduct\_website
- Student Handbook\_General Code of Conduct\_website
- Title IX Claim\_July222016
- Title IX Claim\_July262017

## 2.B - Core Component 2.B

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The institution presents itself clearly and completely to its students and to the public with regard to its programs, requirements, faculty and staff, costs to students, control, and accreditation relationships.

### Argument

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Northwest College (NWC) utilizes digital publication of key documents, including catalog, schedules, academic requirements, financial information and data deemed relevant to consumers. Examples include digital versions of the school's catalog, student/faculty/employee handbooks, course offerings, course syllabi, and the academic calendar. Enhancements include a new signage marquee, intuitive student & employee information portal expansion, the adoption of the Moodle academic platform, numerous campus emergency notification modes and an extensive social media presence (i.e., Facebook, Twitter).

To keep current with the increased use of mobile devices, in August of 2015, NWC's web site revision debuted with responsive design for mobile devices. NWC is currently in development of an NWC proprietary mobile application for digital devices aimed at mobile access to NWC website.

NWC's [catalog](#) is available on the college website. Academic program pages detail program requirements. [Assessment](#) information, including learning outcomes for general education and programs, is provided via the NWC website.

A searchable, up-to-date [course schedule](#) is available via the NWC website. All course syllabi are available on NWC's website, with this course schedule.

The [Advising Center](#) (AC) communicates with the public in a variety of ways. The AC maintains several public Facebook pages. The main AC page is where Peer Mentors publish information about important college dates and deadlines (92 posts were made during the 2015-2016 academic year with 193 people following the page). The Area Jobs and Internship page is where local employment opportunities are published at the request of businesses and individuals looking to hire NWC students and graduates; this page is open for anyone in the area to use (67 posts were made during the 2015-2016 academic year with 194 people following the page). The Advising Coordinator organizes informational events for students, transfer advising sessions with transfer institutions, and a career prep workshop series.

The NWC [faculty and staff directory](#) is available on the NWC website.

The [cost of attendance](#) is published on the NWC website in the Admissions pages, accessible on the NWC website home page. Information presented includes tuition, general fees, housing, meals and other expenses. Financial Aid and net cost information are also published there.

Financial Aid staff offer comprehensive assistance to students & families by providing in-person custom counseling sessions (no appointment necessary), assisting students remotely with aid applications through electronic means, and by being actively engaged within its service area community through a variety of annual financial aid & higher education preparation/affordability [presentations](#) held both on campus and in local high schools.

NWC is controlled by an elected [Board of Trustees](#) (BOT) (see Criterion 1). Agendas, minutes, governing rules, and other information relevant to BOT control of NWC are published on NWC's [website](#).

Notice of accreditation with the Higher Learning Commission is on the NWC website. NWC posts documents related to comprehensive reviews. The Art, Music, and Nursing programs are accredited by their respective accrediting bodies, and there are links to these agencies in the catalog and on the [NWC website](#).

## Sources

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- Advising\_Center\_Website
- Art\_Graphic Design\_Nursing\_Accreditation\_website\_2017
- Assessment\_Website
- Board of Trustees\_List\_Website
- Board of Trustees\_Minutes\_Archive
- Costs & Deadlines \_\_ Admissions \_\_ website
- Financial Aid\_Annual Presentations

## 2.C - Core Component 2.C

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The governing board of the institution is sufficiently autonomous to make decisions in the best interest of the institution and to assure its integrity.

1. The governing board's deliberations reflect priorities to preserve and enhance the institution.
2. The governing board reviews and considers the reasonable and relevant interests of the institution's internal and external constituencies during its decision-making deliberations.
3. The governing board preserves its independence from undue influence on the part of donors, elected officials, ownership interests or other external parties when such influence would not be in the best interest of the institution.
4. The governing board delegates day-to-day management of the institution to the administration and expects the faculty to oversee academic matters.

### Argument

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1. Statutorily-derived general powers of the Northwest College (NWC) Board of Trustees (BOT) ([WS 21-18-303](#)), referenced in the BOT's [Rules and Regulations](#), guide the BOT in its preservation and enhancement of the institution.

The BOT's Rules and Regulations operationalize its statutory obligation, as illustrated in the following statements in the document to which Trustees are bound.

- "The purpose of the Northwest College Board of Trustees shall be to govern the College within the parameters of State of Wyoming Statutes and to the benefit of the College District citizenry." (Chapter I, Section 5)
- "The objective of the Northwest College Board of Trustees shall be to assure that the College accomplishes its vision and mission." (Chapter I, Section 6)
- "The Board has full powers of organization and governance of Northwest College, subject to such control as provided for by Wyoming State Statute and the Wyoming Community College Commission." (Chapter I, Section 7)
- "No individual member of the Board may act on behalf of the Board unless specifically instructed by an action of the Board. Every member of the Board shall be under obligation to honor the decision of the majority." (Chapter II, Section 7)

Trustees are bound by a BOT [Code of Ethics](#) Chapter IV in its Rules and Regulations, which specifies the following BOT responsibilities.

- "...evaluate the educational program of the community college as it is to plan for the business of college operation...."
- "...establish the policies by which the community college is to be administered...."

Each of the provisions mentioned above in the BOT Rules and Regulations is reviewed annually and during new Trustee training sessions.

The following examples demonstrate the BOT's intentionality in selecting discussion and action items that relate to preserving and enhancing the institution; BOT meeting dates on which discussion and/or action occurred are noted along with each item ([minutes](#) are available on the campus web page).

- Building Construction: Providing approval to launching construction of an instructional building, which, at the time, was the number one unmet need in the prior Facilities Master Plan (August 13, 2012)
- BOT policy revisions: Approved Employment Handbook policy revisions (August 11, 2014; November 9, 2015; and December 14, 2015)
- Operational Plan: Reviewed the President's FY16 Operational Plan (October 5, 2015) and the previous year
- Credit transfer: Reviewed a Transfer Articulation Scorecard noting progress made on various program articulation agreements with the University of Wyoming (June 8, 2015)
- Student retention: Reviewed a Persistence and Graduation Rates/Performance Indicators Report (March 9, 2015)
- Controversial legislative bill: Took a position on a proposed legislative bill that would have allowed concealed carry of weapons on campus (February 6, 2015)
- Outcomes assessment: Received a briefing on how NWC is tying learning assessment to planning and using assessment data to improve instruction (November 9, 2015)
- Employee satisfaction: Reviewed a report on results of NWC's participation in The Great Colleges to Work For survey (November 10, 2014)
- Student survey: Reviewed a report on results of the NWC's participation in the Community College Survey of Student Engagement (December 14, 2015)
- Student success: Reviewed a report on pass rates for development courses (June 2, 2014)
- Student completion: Approved a Resolution on Complete College America (December 9, 2013)
- Student enrollment: Reviewed reports on student enrollment (October 2014 and October 2015)
- Uncollected debt: Heard President's update on work of an Uncollected Debt Task Force impaneled the prior summer (November 11, 2013)

2. Evidence of the BOT's commitment to considering internal and external constituencies in its decision-making deliberations is seen in the BOT's support of the following ongoing initiatives.

- The BOT's support for shared governance principles is evident in its [March 11, 2013](#), approval of the [Shared Governance and Decision Making Guide](#), which is available to employees on the MyNWC portal.
- All agendas for regular BOT meetings include a "[Citizens' Open Forum](#)" allowing members of the public to address Trustees on topics of interest to them; guidelines for the forum are reviewed annually at BOT retreats.
- The BOT's evaluation of the President's performance includes input from both internal and external stakeholders.
- The BOT conducts an annual self-evaluation to help improve its performance.
- Internal and external input is sought via formal participation on [Presidential Search Committees](#) and in other major initiatives, e.g., invitations to [public meetings](#) regarding [Facilities Master Plan](#) development and specific renovation projects.
- Demonstrating a commitment to regular environmental scanning, trustees have reviewed results of annual [community surveys](#).
- Before BOT meetings, all [meeting materials](#) are electronically available to employees via email. Reviewers will have access to all "board books" during the site visit.
- BOT meeting agenda materials include reports from constituent group presidents.
- The BOT participates in a liaison program with the Alumni Association Board of Directors in which individuals from each board attend each other's meetings to foster effective communications between the two boards.

3. Trustees avoid conflicts of interest, a commitment supported by the following series of statements



in the BOT's Rules and Regulations document, some of which require Trustee signatures.

- [Disclosure of interest statement](#): Pertains to NWC investments and complies with Wyoming Statute 6-5-118.
- [Conflict of interest statement](#): Trustees accept a pledge that "No member of the Board of Trustees shall receive any compensation or remuneration or derive any profit or gain by reason of Board membership or by reason of services to the College District."
- The BOT's Rules and Regulations specify the following responsibilities for its members.
  - "...base my personal decision upon all available facts in each situation; vote my honest conviction in every case, unswayed by partisan bias of any kind...."
  - "...resist every temptation and outside pressure to use my position as a community college board member to benefit myself or any other individual or agency apart from the total interest of the community college district...."
  - Chapter 4 outlines [procedures and sanctions for violation](#).
- In 2014, the BOT President initiated BOT-approved protocols for how trustees respond to [internal and external input/concerns](#).

The BOT comprises elected officials and holds autonomous governance duties for the college District. The BOT has statutorily-derived general powers, and the statutes provide a framework for its relationship with the Wyoming Community College Commission, a gubernatorial-appointed body. NWC's President manages the institution's communications with state legislators.

NWC and the BOT maintains a relationship with the NWC College Foundation, a private, nonprofit corporation incorporated in 1966. The [Foundation's mission](#) is to secure and manage gifts that support the educational mission of the college. While the Foundation plans and executes comprehensive fundraising and donor acquisition programs in support of NWC's Strategic Goals identified by the President and BOT, an [Agreement for Exchange of Services between NWC and the NWC Foundation](#) stipulates the Foundation's independence and allows NWC to refuse donations inconsistent with its mission. The NWC [Foundation Fund Raising Policy, Procedures, and Gift Acceptance Guidelines](#) specify gift solicitation and receipt guidelines, including when gift acceptance must be considered by the BOT.

4. BOT delegates the day-to-day management to the President as illustrated in NWC's organizational structure, and BOT-generated documents. NWC's [organizational chart](#) provides detail on reporting lines to the BOT, President, and Vice Presidents.

The BOT supports the President in day-to-day administration as evidenced by her multi-year employment contract. President Hicswa and the BOT have moved toward implementation of a policy governance model of leadership. Examples include:

- The BOT established a Policy Committee that works with the President on policy matters and makes recommendations to the BOT.
- The BOT maintains a Finance Committee that works with the President on financial and budgetary matters and makes recommendations to the BOT.
- BOT agendas now include a "consent agenda" that allows trustees to focus on more major informational and action topics.
- The President and the President of the BOT develop and implement agendas for regular BOT retreats and training.
- Monthly reports by administrative units and employee constituent groups are now written to the President rather than to the BOT as had occurred for several years prior.

As noted in 5.B., NWC's faculty Curriculum Committee has maintained an educational focus free of external pressures for specific instructional programming. The Academic Advisory Council (AAC) meets regularly to advise the Vice President for Academic Affairs on instructional issues, including budget decisions, program review, and prioritization of open faculty positions.

## Sources

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- Board of Trustees\_Rules\_revised\_May 2017
- Board of Trustees\_Rules\_revised\_May 2017 (page number 7)
- Board of Trustees\_Rules\_revised\_May 2017 (page number 8)
- Board of Trustees\_Rules\_revised\_May 2017 (page number 17)
- Board of Trustees\_Board Book\_June 2017
- Board of Trustees\_Ethics\_Responsibilities\_Conflict of Interest\_Forms
- Board of Trustees\_Ethics\_Responsibilities\_Conflict of Interest\_Forms (page number 3)
- Board of Trustees\_Ethics\_Responsibilities\_Conflict of Interest\_Forms (page number 4)
- Board of Trustees\_Minutes\_Archive
- Board of Trustees\_Minutes\_Feb132017
- Board of Trustees\_Minutes\_Feb132017 (page number 3)
- Board of Trustees\_Minutes\_Mar112013
- Board of Trustees\_Minutes\_Mar112013 (page number 4)
- Board of Trustees\_minutes\_specialmeeting\_Sept192012
- Community Survey Summary\_May 2014
- Facilities\_master\_plan\_Public meeting invitation
- Facilities\_MasterPlan\_2014 Update
- Foundation\_College\_Agreement\_Services\_2016
- Foundation\_Mission\_website
- Foundation\_Policies\_Fundraising\_Gifts\_July2016
- Organizational Charts\_2017-2018
- Shared\_Governance\_Decision-making\_Guide
- WY\_Statutes\_Title21\_Chapter 18\_Section 303 (2016)\_BOT\_powers

## 2.D - Core Component 2.D

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

### Argument

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Northwest College (NWC) affirms academic freedom as a core value. [Faculty Employment Policy \(FEP\) 1.6](#) addresses Rights and Privileges. In accordance with 1.6.1 Academic Freedom, faculty members are entitled to freedom in research, publication, and pursuit of professional/vocational areas of expertise, subject to the adequate performance of the duties contained in the Faculty Employment Policies. NWC has endorsed the 1940 “Statement on Academic Freedom” adopted by the American Association of University Professors. This statement highlights that the faculty is free from institutional censorship or discipline concerning freedom in the classroom while discussing their subject without teaching controversial matter which has no relation to their subject. This statement encourages faculty to be accurate in their communication, exercise appropriate restraint and show respect for the opinions of others.

Faculty members are granted freedom to include speakers and professionals in their course schedule. Outside speakers conform to the same expectations of academic freedom, in which discussions include opportunities for rebuttal and expression of diverse points of view.

[FEP 1.5.1](#) concerns Professional Ethics. Personal integrity is emphasized. NWC has adopted the “Statement on Professional Ethics” from the American Association of University Professors.

Freedom of expression and the pursuit of truth are supported by NWC through shared governance. Faculty Organization (FO) is the faculty constituent representation within NWC’s shared governance structure. Two standing committees represent the faculty body’s interest in expression and truth: the Academic Freedom and Grievance Committee ([FEP App. E](#)) and the Committee for Faculty Development and Morale ([1.6.3](#)).

NWC is committed to freedom of expression and the pursuit of truth for students. As stated in the [Student Handbook](#), NWC expects each faculty member to foster respect for learning, treat students with individual attention and consideration, provide an environment of trust in the classroom and help define and support campus-wide academic integrity standards. Students may initiate the Instructional Complaint Procedure when disagreements between faculty and students concerning instructional incidents surface. Points of concern may relate to a contested grade, harassment, intellectual bias or instructional design and delivery. This procedure provides students with a means of eliminating bias or clarifying intellectual viewpoints. The Dean of Student Learning serves as the advocate for the student throughout this process.

The [Student Senate](#) and student publications (student news outlet online Northwest Trail - the status of which is uncertain following the recent elimination of the Journalism program - and student creative magazine [Visual, Verbalize, Vocalize](#)) provide students with avenues of student free expression.

## Sources

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- Employment Handbook 2016-2017
- Employment Handbook 2016-2017 (page number 21)
- Employment Handbook 2016-2017 (page number 22)
- Employment Handbook 2016-2017 (page number 25)
- Employment Handbook 2016-2017 (page number 75)
- Student\_Senate\_Website
- Visualize\_Verbalize\_Description\_Website

## 2.E - Core Component 2.E

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

1. The institution provides effective oversight and support services to ensure the integrity of research and scholarly practice conducted by its faculty, staff, and students.
2. Students are offered guidance in the ethical use of information resources.
3. The institution has and enforces policies on academic honesty and integrity.

### Argument

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1. Northwest College (NWC) core mission is teaching, and there is no ongoing or regular research involving human subjects. For the infrequent occasions when there are proposals to conduct human subject research involving students or staff, proposals are review by the [Institutional Review Committee \(IRC\)](#) chaired by the Dean of Student Learning with members recruited from the faculty and professional staff as appropriate for the proposed research. The IRC adheres to guidelines of the U.S. Department of Health and Human Services best practices and ethical standards. The IRC reviews all research proposals involving human subjects from students, faculty, and staff and outside entities wishing to conduct research at NWC. If the project falls within human subjects research guidelines, the IRC determines if the research plan addresses issues such as risks to research subjects, informed consent, and collection and destruction of research data.

NWC does not have a formal Institutional Animal Care and Use Committee (IACUC). Instead, faculty conducting research with vertebrate animals have their research proposals reviewed by the funding agency or sponsoring institution IACUC before beginning their research.

2. Undergraduate research and scholarship are fundamental aspects of an NWC education. All students take ENGL 1010, Introduction to Composition, where they learn the mechanics of college writing and documentation. In many 2000-level courses, students complete a review of the literature on a given topic and are expected to use accepted academic conventions of citation.

Depending on discipline or department preference, students learn to use MLA, APA, Chicago or a discipline-specific citation style (such as Agronomy Style). Librarians instruct students on copyright laws, the ethics of citation, and when to use citation generators in First Year Seminar, ENGL 1010 and other classes when invited by faculty. Library staff provides additional citation resources through a series of [library guides and videos](#) to assist students in understanding how information must be used ethically. Student tutors in Peer Tutoring Services and the Writing Center assist with these efforts when working with students on an individual basis. Faculty in individual disciplines provide further instruction and guidance in relevant citation formats.

[Previous general education outcomes](#) (before Fall 2017) expected students to 1) produce informative, analytical and critical prose to respond to a particular task or audience, 2) produce writing that conforms to discipline-specific conventions, 3) use appropriate research skills in at least one substantial writing assignment, and 4) observe the conventions of standard written English. After approval in the Fall of 2016, new general education outcomes expect students to 1) use the accepted conventions including spelling, grammar, organizational structure, punctuation, delivery and documentation in oral, written, and digital messages, 2) find, analyze, evaluate, and document

information appropriately using a variety of sources, including library resources.

New [General education outcomes](#) emphasize using accepted conventions (spelling, grammar, organizational structure, punctuation, delivery, and documentation) in oral, written and digital messages. Students are expected to "find, analyze, evaluate, and document information appropriately, using a variety of resources, including library resources."

A recent [Library Instruction Assessment Report](#) examined the effect of some of the resources listed above on information literacy competency at NWC from 2012-2017.

3. Policies ensuring honesty and integrity are published in the college catalog, the Student Handbook and on NWC's website. Faculty are required to outline the consequences for academic dishonesty or reference the Student Handbook policies and procedures in their [course syllabi](#). The [Academic Code of Conduct](#) outlines both student rights and responsibilities. All students are responsible for reading the college catalog and Student Handbook and conforming to the [General Code of Student Conduct](#). Administration of the Academic Code of Conduct falls under the purview of the Vice President for Academic Affairs (VPAA). Any student, faculty or staff may initiate an Academic Dishonesty Hearing following the [procedures](#). During the Spring 2017 semester, there were five reported of Academic Dishonesty reported to the Dean of Student Learning and zero of those reports were appealed by the students involved. In an attempt to assure complete reporting of Academic Dishonesty issues, the NWC Academic Dishonesty policy was [revised](#) in Spring 2017 (effective beginning Fall 2017).

Faculty members use Turnitin, a web-based plagiarism checker. 246 assignments were assigned through the Turnitin system by faculty during the 2016-2017 Academic Year. Students are notified in their syllabi when Turnitin will be used in a course, and they have the opportunity to submit rough drafts of written assignments during the course to self-check for plagiarism.

## Sources

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- Citation guides\_library\_Website
- Course\_syllabi\_guidelines\_2017
- General Education Outcomes\_prior to 2016
- General Education\_Outcomes\_Fall 2017
- Institutional Review Committee\_documents
- Library Instruction Assessment Report\_2012-2017\_final
- Student Handbook\_academic dishonesty hearing
- Student Handbook\_Academic Code of Conduct\_website
- Student Handbook\_Academic Dishonesty Policy Changes
- Student Handbook\_General Code of Conduct\_website

## 2.S - Criterion 2 - Summary

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

### Summary

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Northwest College (NWC) fulfills Criterion Two through its commitment to integrity and ethical and responsible operations. A shared governance structure, policies, fiscal controls, and support for academic freedom ensure the integrity of conduct in its operations. Employees and students are expected to act with integrity, and these requirements are clearly communicated.

#### Employee Feedback on Criterion Two

The Assurance Argument Team held informational workshops on Criterion Two on Feb. 17th and 23rd, 2017. At those workshops, employees were asked to provide [evidence statements](#) about the sub-components of this criterion.

#### Future Plans

NWC will continue to operate within its shared governance structure to operate with integrity. NWC is developing a comprehensive policy manual. The process of creating the manual will facilitate a policy review to determine gaps, deficiencies, and areas for improvement, e.g. faculty qualifications, Title IX procedures, budget processes. The resulting manual will strengthen integrity in ethical operation.

### Sources

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- Criterion 2\_Workshop Comments