
I.C. INSTITUTIONAL INTEGRITY

**In order to avoid redundancy and be as concise as possible, the College created a Glossary located in the Appendix explaining the processes and structures of the institution, such as Program Review. These processes and structures referenced in the report are noted with asterisks which are explained in greater detail in the Glossary.*

I.C.1

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:

- The current Mission Statement is published on the College website, schedule of classes, and catalog (I.C.1-1),(I.C.1-2),(I.C.1-3).
- A comprehensive list of learning outcomes (ILOs, PLOs, SLOs, SAOs) is available on the SLO website (I.C.1-4).
- ILOs and PLOs are listed in the College catalog and on departmental and discipline websites (I.C.1-5),(I.C.1-6), (I.C.1-7).
- SAOs are posted on the Student Services Support Committee website and its units websites (I.C.1-8 through I.C.1-11).
- SLOs are included in all syllabi and CORs (I.C.1-12 through I.C.1-15).
- The OIE website, as well as the State Chancellor's scorecard, provide accurate and current information on student achievement (I.C-16).
- Faculty and discipline websites are updated on a regular basis (I.C.1-17a-d).
- The College catalog and schedule of classes provide accurate information on course offerings, educational programs and student support services (I.C.1-18),(I.C.1-19).
- The schedule of classes outlines essential information for distance education* courses (I.C.1-20).
- The College's accreditation status is accurately listed in the College catalog and published online (I.C.1-21),(I.C.1-22).
- The Academic Affairs dean in charge of curriculum oversees the College catalog and schedule (I.C.1-23).

Analysis and Evaluation:

The College catalog, schedule of classes, and Distance Education website are reviewed to ensure that information on course offerings and educational programs are accurate. The academic dean overseeing curriculum regularly reviews the College catalog and schedule of classes for accuracy (I.C.1-23).

Los Angeles Mission College meets this standard.

LIST OF EVIDENCE

I.C.1-1	LAMC Website
I.C.1-2	Fall 2015 Schedule of Classes
I.C.1-3	LAMC Catalog
I.C.1-4	SLO Web site
I.C.1-5	LAMC Catalog
I.C.1-6	Math Discipline Website
I.C.1-7	Administration of Justice Discipline Website
I.C.1-8	SSSC Website
I.C.1-9	Counseling Website SAO
I.C.1-10	DSP&S Website
I.C.1-11	EOP&S Website
I.C.1-12	Sample of Syllabi Art
I.C.1-13	Sample of Syllabi Biology
I.C.1-14	Screenshot of COR CAOT SLO
I.C.1-15	Screenshot of COR PSY SLO
I.C.1-16	OIR Website
I.C.1-17a	Faculty Website
I.C.1-17b	Faculty Website
I.C.1-17c	See I.C.1-7
I.C.1-17d	Sociology Discipline Website
I.C.1-18	2015-2016 LAMC College catalog
I.C.1-19	Fall 2015 Schedule of Classes
I.C.1-20	Fall 2015 Schedule of Classes page 2
I.C.1-21	LAMC Catalog Accreditation Statement
I.C.1-22	Accreditation Website
I.C.1-23	Dean of Academic Affairs Job Description

I.C.2

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:

- The College catalog is available in print and electronic formats and provided in a number of campus venues (I.C.2-1),(I.C.2-2).
- The College catalog is reviewed annually for accuracy by the Dean of Academic Affairs with the support of the Curriculum Committee chair and academic scheduler (I.C.2-3)
- The College catalog meets the requirements as described by ER20 (I.C.2-4).

Analysis and Evaluation:

After the Dean of Academic Affairs and the Curriculum Committee validate curriculum modifications, all department chairs review their respective catalog sections for accuracy, updates, and corrections. An updated catalog is printed annually and contains the latest information on college degrees and programs.

Los Angeles Mission College meets this standard.

LIST OF EVIDENCE

- I.C.2-1 [Academic Affairs Scheduler Emails](#)
- I.C.2-2 [LAMC Website](#)
- I.C.2-3 [Academic Affairs Dean Job Description](#)
- I.C.2-4 [LAMC Catalog](#)

I.C.3

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:

- The College collects a wide variety of student learning and achievement data on course performance, completion, retention transfer and persistence rates and publishes it on the OIE* and SLO websites (I.C.3-1),(I.C.3-2).
- Assessment data are disaggregated by student demographic characteristics (I.C.3-3).
- Assessment results are communicated to shared governance committees, department chairs, administrators, and faculty, and to the campus and the public through a variety of methods such as committee meetings (e.g. Council of Instruction and the Academic Senate) and the College website (I.C.3-4),(I.C.3-5),(I.C.3-6).

Analysis and Evaluation:

OIE* is responsible for conducting institutional research and developing information in support of accountability, assessment, unit assessment, planning, and accreditation. OIE* regularly meets with various college constituencies to disseminate the results of assessments and to provide training (I.C.3-7).

Los Angeles Mission College meets this standard.

LIST OF EVIDENCE

- I.C.3-1 [OIR Website](#)
- I.C.3-2 [SLO Website](#)
- I.C.3-3 [Student Disaggregated Data](#)
- I.C.3-4 [Academic Senate Minutes 9/3/15](#)
- I.C.3-5 [Council of Instruction Minutes 2/11/15](#)

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- I.C.3-6 [LAMC Website](#)
I.C.3-7 [LOAC Minutes 5/26/15](#)

I.C.4

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 College describes its certificates and degrees in the College catalog and discipline specific websites (I.C.4-1), (I.C.4-2).
- Faculty are required to provide a course syllabus, which includes SLOs, to all students. (I.C.4-3).
- The College verifies that individual sections adhere to the course SLOs by enforcing the published outcomes assessment cycles (I.C.4-4), (I.C.4-5).

Analysis and Evaluation:

The College disseminates information on its degrees and certificates in an accurate and clear form. The purpose, content, course requirements, and learning outcomes for each program are described in the College catalog and on its website (I.C.4-1),(I.C.4-2).

Information such as the required and elective courses for each program, degree or certificate, course prerequisites, co-requisites, and advisories, the required number of units for each major, the general education requirements, and transfer-specific information are readily available to students on the College’s website and in the catalog (I.C.4-1).

Los Angeles Mission College meets this standard.

LIST OF EVIDENCE

- I.C.4-1 [LAMC Catalog](#)
I.C.4-2 [Screen Shots of Discipline Websites](#)
I.C.4-3 [Required Syllabus as stated in the basic faculty evaluation](#)
I.C.4-4 [SLO Assessment schedule](#)
I.C.4-5 [Council of Instruction Minutes 3/4/15](#)

I.C.5

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:

- The College publishes its institutional policies, procedures, mission, programs and services in its catalog (I.C.5-1).
- The College, following the established shared governance processes, regularly reviews the Mission Statement, institutional policies, procedures and publications (I.C.5-2).

Analysis and Evaluation:

The shared governance committees regularly review the College Mission, policies, and procedures and make recommendations to College Council. In addition, the Academic Senate, in alignment with Title 5 requirements, develops and reviews policies related to academic and professional matters. Changes to college-wide policies and procedures are disseminated during College Council and Academic Senate meetings, and websites updated to reflect all changes (I.C.5-3), (I.C.5-4).

Los Angeles Mission College meets this standard.

LIST OF EVIDENCE

- I.C.5-1 [LAMC Catalog](#)
- I.C.5-2 [College Council Minutes 2/4/14](#)
- I.C.5-3 [Academic Senate Minutes 9/3/15](#)
- I.C.5-4 [EPC Minutes 3/2/15](#)

I.C.6

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:

- The College catalog details all student costs, including tuition and all associated fees (I.C.6-1).
- Textbook and other instructional supplies and materials costs are available on the Eagles' Landing Student Store website (I.C.6-2).
- A dedicated website, designed to provide resources to Distance Education* students, includes information pertaining to the cost of education (I.C.6-3).
- As required by Title IV, the College has a Net Price Calculator (NPC) linked from the Financial Aid and Scholarships website (I.C.6-4).

Analysis and Evaluation:

The College accurately informs current and prospective students of all tuition and fees and provides resources for estimating the total cost of education.

Los Angeles Mission College meets this standard.

LIST OF EVIDENCE

- I.C.6-1 [LAMC Catalog, page 20](#)
- I.C.6-2 [Eagles' Landing Bookstore Website](#)
- I.C.6-3 [Financial Aid Website](#)
- I.C.6-4 [Financial Aid Net Price Calculator](#)

I.C.7

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, faculty and students. (ER 13)

Evidence of Meeting the Standard

- LACCD Board Rule 15002 establishes academic freedom for faculty (I.C.7-1).
- Article 4 of the 2014-2017 LACCD Faculty Guild collective bargaining agreement ensures the rights of faculty to freely pursue knowledge and “to guarantee the freedom of learning to the students.” (I.C.7-2).
- The College Academic Senate Faculty Ethics statement states: “As citizens engaged in a profession that depends upon freedom for its health and integrity, faculty members have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.” (I.C.7-3).

Analysis and Evaluation:

Academic freedom is supported by LACCD Board Rule 15002, the faculty collective bargaining agreement, and the Academic Senate Faculty Ethics Statement.

Los Angeles Mission College meets this standard.

LIST OF EVIDENCE

- I.C.7-1 [LACCD Board Rule 15002 College Catalog, page 67](#)
- I.C.7-2 [2014-2017 LACCD and AFT Faculty Guild Collective Bargaining Agreement](#)
- I.C.7-3 [LAMC Senate Faculty Ethics Statement](#)

I.C.8

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:

- The College publishes clear policies and procedures regarding academic honesty in the College catalog and schedule of classes (I.C.8-1),(I.C.8-2).
- The LACCD Board Rule 9803 sets standards of conduct that include student behavior and academic honesty (I.C.8-3).
- The LACCD Board Rule 91101 describes the consequences for academic dishonesty (I.C.8-4).
- The Academic Senate Faculty Ethics Statement is published in the College catalog and on the Academic Senate website (I.C.8-5).

- The College Code of Conduct is included as part of each shared governance committee charter (I.C.8-6).
- As part of the shell review process in approving an online class, both DE* and the Curriculum* Committees require, through a standard annotated rubric, that faculty provide a plagiarism statement in their online courses (I.C.8-7).

Analysis and Evaluation:

The LACCD Board of Trustees’ expectations of student conduct are outlined in Board Rules 9803-9806 (I.C.8-3). These policies are published in the College catalog and schedule of classes (I.C.8-1),(I.C.8-2).

Los Angeles Mission College meets this standard.

LIST OF EVIDENCE

- I.C.8-1 [LAMC Catalog, page 36](#)
- I.C.8-2 [Fall 2015 Schedule of Classes, pages 50 - 51](#)
- I.C.8-3 [LACCD Board Rule 9803](#)
- I.C.8-4 [LACCD Board Rule 91101](#)
- I.C.8-5 [Faculty Ethics Statement](#)
- I.C.8-6 [LAMC Code of Conduct](#)
- I.C.8-7 [DE Shell Rubric](#)

I.C.9

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:

- Faculty are evaluated by their peers according to the COR* departmental standards and SLOs (I.C.9-1).
- Student evaluations enable face-to-face and distance education students to report on a faculty member’s ability to present fair and objective course content (I.C.9-2).

Analysis and Evaluation:

In exhibiting teaching excellence, faculty present relevant information and data while clearly distinguishing between personal conviction and professional views accepted by the discipline.

Los Angeles Mission College meets this standard.

LIST OF EVIDENCE

- I.C.9-1 [Faculty Evaluation Form](#)
- I.C.9-2 [Student Evaluation Form](#)

I.C.10

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.

Los Angeles Mission College is recognized as a public institution of higher education and as such, is precluded from requiring conformity with any codes of conduct other than those published in the College catalog and prohibited from instilling specific beliefs or world views.

This standard is inapplicable to Los Angeles Mission College.

I.C.11

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.

Los Angeles Mission College does not operate outside of the United States.

I.C.12

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 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:

- Substantive materials pertaining to previous accreditation cycles are archived in the College's Library (I.C.12-1).
- The College has created a dedicated website that references and links to ACCJC-related documents (I.C.12-2).

Analysis and Evaluation:

The College has continuously complied with all Eligibility Requirements, Accreditation Standards, Commission Policies, guidelines, and requirements for public disclosure, since first accredited in 1975.

Los Angeles Mission College meets this standard.

LIST OF EVIDENCE

- I.C.12-1 [Library Screenshot of Archived Accreditation materials](#)
I.C.12-2 [Accreditation Website](#)

I.C.13

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 College submits annual reports on SSSP, EOP&S, DSPS and basic skills services to state and federal agencies (I.C.13-1),(I.C.13-2).
- The College also submits federal and state reports on financial aid and related services (I.C.13-3a-b).
- Students, employees, and the general public are informed of the accreditation status of the College through the College catalog and website. All ACCJC accreditation information is only one click away from the College’s main web page (I.C.13-4),(I.C.13-5).

Analysis and Evaluation:

The College demonstrates honesty and integrity in its relationships with numerous federal, state, and local agencies by reporting to these agencies in a timely and accurate manner. Some of these agencies include the California Community College Chancellor’s Office, the U.S. Department of Education, and grant agencies. The College also complies with state and federal accountability requirements for Career Technical Education (CTE) programs.

The ACCJC Certificate of Accreditation is prominently displayed in several offices and buildings on campus.

Los Angeles Mission College meets this standard.

LIST OF EVIDENCE

I.C.13-1	EOP&S Annual Report
I.C.13-2	DSP&S Annual Report
I.C.13-3a	Federal Reports for Financial Aid
I.C.13-3b	State Reports for Financial Aid
I.C.13-4	Accreditation Website
I.C.13-5	LAMC Website

I.C.14

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:

- The College is a publicly funded, open-access, not-for-profit institution; student achievement and student learning are central to LAMC’s mission (I.C.14-1).
- The College’s Mission Statement is the foundation for institutional planning and serves as a guide for the College Strategic Master Plan (SMP) (I.C.14-2).

Analysis and Evaluation:

The College has established student learning programs and services that are aligned with the institution's purpose and character and meet the needs of its student population. The Educational Master Plan supports the core educational goals of the Mission Statement (I.C.14-1),(I.C.14-2).

The College is a not-for-profit institution and does not generate returns for investors, contribute to related or parent organizations, or support external interests. Any financial arrangements entered into by the College are approved by the LACCD Board of Trustees and closely monitored by the College President, as well as by other senior managers and units of the LACCD.

Los Angeles Mission College meets this standard.

LIST OF EVIDENCE

I.C.14-1 [LAMC Mission Statement](#)

I.C.14-2 [Strategic Master Plan](#)