Criterion 2. Integrity: Ethical and Responsible Conduct - The Institution acts with integrity; its conduct is ethical and responsible.

2A – The institution establishes and follows policies and processes to ensure fair and ethical behavior on the part of its governing board, administration, faculty, and staff.

- 1. The institution develops and the governing board adopts the mission.

2.A.1. As discussed in Criterion 1, the Board of Trustees (Board) approves the mission, and reviews it regularly in the Annual Ends Report. In October 2023, that report included a statement that LCC would review and consider updating the mission alongside the development of a new strategic plan in 2024. Based on the mission, the Board develops and communicates standards by establishing a new Board policy or policies. Once a Board policy is set, appropriate personnel assigned by the Provost, Senior Vice President of Business Operations, Chief Financial Officer, Chief Information Officer, Dean of Student Affairs, Registrar, Director of Risk Management and Legal Services, Director of the Office of Compliance, Executive Director of Human Resources, Executive Director of Administrative Services, Audit Committee, or the Associate Vice President of External Affairs, Development, and K-12 Operations develop Standard Operating Procedures (SOPs) to implement the policy.

LCC developed a collegewide format for the SOPs. Approved SOPs are posted on the Board policy webpage or LCC’s internal system. Final development of SOPs is overseen by either Human Resources or the Academic Procedure Advisory Committee (APAC). APAC is a collegewide committee, and is led by the Academic Senate President (Chair) and the Academic Affairs Project Manager (Vice Chair).

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

2.A.2. LCC both encourages and ensures ethical and legal behavior in multiple ways. The Board has established policies on Ethics and Standards of Conduct for Trustees, Ethics and Standards of Conduct for Employees, and Ethics and Standards of Conduct for Students. The employee policy emphasizes ideal behaviors that exemplify being a positive role model, but also includes a supplement identifying prohibited conduct. The student policy directs them to the Student Code of Conduct and the Student General Rules and Guidelines. Additional policies specific to the areas outlined below can be found on the Board Policies webpage.

All new employees receive an introduction to college policy during their orientation. Mandatory annual refresher training, provided by HR via the Cornerstone Talent Management System,
includes LCC Board Policies, as well as: Diversity, Inclusion, and Belonging; FERPA 101; One Voice – Title IX at LCC; CSI-LCC – Computer Security Information for LCC Employees; and Violence Free Campus & Workplace. Newly hired or newly promoted administrators receive an overview of ethical guidelines and practices in our Leadership Academy, a new training developed as a Strategic Plan project. All allegations of policy violation are investigated and addressed in accordance with HR procedures.

In our most recent Survey of Employee Engagement (2021), 85% of all employees agreed “Employees are generally ethical in my workplace.” Regarding other ethical and legal behaviors, similarly high numbers agreed LCC is a safe place to work (84%), people respect one another (78%), and harassment is not tolerated (82%).

Financial Integrity:

The Board of Trustees Governance Policies include a Board Members’ Code of Conduct addressing conflict of interest, as well policies constraining the President of LCC with regard to Budgeting and Forecasting, the College’s Financial Condition, Asset Protection, and College Investments. The treasurer of the Board serves as Chair of the Audit Committee, and contact information is provided on the Board’s homepage for any employee or member of the public who wishes to submit a complaint or concern. The Audit Committee works in partnership with the Chief Financial Officer, who is responsible for implementing the Financial Oversight and Monitoring policy, and must abide by the Audit policy. The Audit Committee holds public meetings, with the opportunity for public comment (example notice and agenda).

The College’s finances are audited annually by a third party to ensure compliance with generally accepted accounting principles and federal Sarbanes-Oxley internal controls requirements. Internal controls serve as process standards that help to mitigate substantial errors or fraudulent activity impacting financial statements. Our most recent audit was unmodified (clean), and presented to the Board, at a public meeting, within the Annual Comprehensive Financial Report. A representative of the independent auditor attended that Board meeting to address questions from the Board. LCC has received the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting for 14 consecutive years, and the 2022 Outstanding Achievement in Popular Annual Financial Reporting award.

The Executive Leadership Team reviews the budget quarterly to monitor spending rates and look for savings. The Purchasing policy sets guidelines for major purchases, limits purchasing authority, addresses competitive and non-competitive bidding, and requires notifying departments and the Board’s Audit Committee of Purchasing policy violations. The College is required to use Request for Proposal procedures to bid out projects or have special permission from the Board for sole source bids. Finally, the College must have a balance budget at the end of the fiscal year per state law.

Academic Integrity:

All faculty are expected to abide by the Ethics and Standards of Conduct for Employees, and annual FERPA training is required of all employees. In addition, the faculty contract requires
periodic performance reviews, including adherence to professional standards and codes of ethics, as applicable. The College actively supports professional development, in accordance with the faculty contract (see Core Component 3C).

Students are also expected to abide by the Ethics and Standards of Conduct for Students, the Student Code of Conduct, and Student General Rules and Guidelines. As described in Core Component 2E, students receive training on cheating and plagiarism from both faculty and librarians, often in conjunction with the Composition I course which most students take as part of the general education program.

When various issues arise, academic or otherwise, and students are not satisfied with the outcome, they have a right to appeal a negative decision or file a complaint. The College maintains an LCC Student Appeals & Complaints webpage, which provides access and information pertaining to various types of appeals and complaints. Annually, the Student and Academic Affairs Leadership Team (SAALT), a collegewide committee of deans, program leadership, representatives from Academic Affairs, and the Accreditation Liaison Officer, reviews summary reports of various concerns to address potential problems or recommend improvements or adjustments as necessary. For example, in November 2023, SAALT reviewed administrative appeals, student Title IX complaints, satisfactory academic progress appeals, and institution-level student academic appeals. The latter was reviewed for potential bias, based on an ongoing equity project, and no bias was identified. Likewise, no concerning patterns were observed in any of the reports. At that SAALT meeting, it was agreed that other reports would also be reviewed in order to ensure there is no bias in the determinations regarding all types of complaint or appeal.

To help ensure safe classroom environments, LCC requires annual training on Managing Disruptive & Disturbing Behaviors in the Classroom. The Office of Compliance has developed a training on Avoiding Misrepresentation that is being presented across the College to ensure that all personnel are providing accurate information to current and prospective students.

Human Resources Integrity:

LCC’s HR Department oversees numerous functions, including hiring, salary and benefits, performance evaluations, professional and organizational development, employee wellness and recognition, and labor relations. Key aspects of many of these functions are negotiated within the various bargaining unit contracts:

- American Federation of Teachers – most administrators
- Association of Support Professionals – support, technical, and paraprofessional personnel
- Facilities Maintenance Association – facilities maintenance personnel
- Michigan Association for Higher Education – faculty and academic professionals
- Police Officers Association of Michigan – sworn police and public safety officers

An essential function of HR is the hiring of new employees, and LCC is committed to an equitable hiring process. The Careers webpage includes job postings, FAQs, and Insider Tips for Applicants. In addition to following a standard hiring process, search committee team members
begin by taking The Search is On – Search Committee Training. Each search committee for full-time employees also has an Inclusion Advocate (IA), who is tasked with ensuring that the members of the committee conduct the search in a fair and equitable manner.

Both the Equity Action Plan and the Strategic Plan emphasize the value of a diverse workforce. The Board monitors efforts to achieve this priority through quarterly disaggregated hiring and attrition rate reports on the diversity of our employees. In addition, in early 2022, HR held a series of Stay Interviews and conducted a Stay Survey to help determine why many employees stay at LCC. Results of the Stay Interviews/Survey were shared at open, collegewide meetings in October 2022, and included employee’s thoughts on how LCC can be a more welcoming, inclusive, and diverse environment.

Auxiliary Services Integrity:

LCC strives to be good stewards of our finances, while also serving our community. The Purchasing Department's website provides access to appropriate policies and procedures, as well as information for external contractors and internal customers. LCC’s Purchasing Department has received the annual Achievement of Excellence in Procurement award for 21 consecutive years. The award acknowledges public procurement best practices in innovation, professionalism, e-procurement, productivity, and leadership. As noted above, the College has a Purchasing policy, as well as a statement on Best Value Purchasing and a strict set of guidelines in the Purchasing SOP.

Since the pandemic, both food insecurity (addressed briefly in Core Component 1C) and dining options on campus have been issues of concern. Although LCC offers a variety of dining options for students, the Academic Senate raised the question of how well food options on campus are serving our students. At the October 2023 Academic Senate meeting, the Executive Director of Administrative Services gave a presentation on food options on campus and led a discussion of the issue with the senators and audience members. LCC continues to explore our options for dining services on campus.

For events of all types on campus, Conference Services maintains a website outlining expectations for Star Standard Events. In addition to information on how to get started and what is available, there is a detailed webpage with guidelines for budgets and purchasing.

In an effort to maintain safety at each LCC campus, the College requires annual training on both a Violence Free Campus & Workplace and Emergency Evacuation Training.

Both HR and Auxiliary Services play a role in addressing key matters of integrity, including nondiscrimination, Title IX, and complying with the Clery Act. In addition to our Nondiscrimination policy, which includes Equal Employment Opportunity language, the Consumer Information webpage, which can be accessed directly from the homepage, includes a Health & Safety section (see 2.B.1.)
The institution presents itself clearly and completely to its students and to the public.

- 1. The institution ensures the accuracy of any representations it makes regarding academic offerings, requirements, faculty and staff, costs to students, governance structure, and accreditation relationships.

2.B.1. LCC’s primary means of presenting itself to students and the public is our website, which is designed to also work well with mobile devices. We endeavor to keep important information for students, prospective students, workforce stakeholders, and the community within a few clicks at most from the homepage. On the homepage there are five key headings prominent across the top center of the homepage: Academics, Admissions, Campus Life, Community, and About. Each of these headings activates additional links, such as:

- **Academics** – College Catalog, Degrees & Programs, Program Pathways, Course Offerings, Transfer Opportunities, Academic Advising, K-12 Programs, Library, Registration, and more
- **Admissions** – Apply, Get Started, Admissions Team, Tuition & Costs, Scholarships, Financial Aid, First-time College Student, Veterans, International Students, Dual Enrollment, and more
- **Campus Life** – Clubs & Organizations, Performing Arts, Office of Diversity and Inclusion, Student Resources, Campus Locations, Center for Student Support, Police Department, Athletics, Student Newspaper, and more
- **Community** – Workforce Solutions through BCI, Job Training Center, Conference Services, High School Advantage, High School Dual Enrollment, Adult Enrichment, Youth Programs, and more
- **About** – Accreditation, Board of Trustees, President’s Office, Office of the Provost, Consumer Information, Help Desk, Careers, Mission Statement and Guiding Principles, Divisions and Departments, Office & Department Directory, Parking, and more

In addition to the above links, the homepage includes contact information for prospective students called “Plan Your Next Move,” an online chat link, links for News, Events, Transfer (both in and out), Careers (for those seeking employment at LCC), the Library, and Community Engagement. At the bottom of the homepage there are also key links for Consumer Information, the Annual Security Report, the Help Desk, Financial Aid, Transparency Reporting, and the Higher Learning Commission Mark of Accreditation Status Verification, among others. At the top left of the homepage there are links for Prospective Students, Current Students, Parents (with a link to Engage, a family guide), Alumni, and Faculty & Staff, whereas on the top right there are links for the 5-Star system, myLCC, D2L (the course management system), and Banner.

*Academic Offerings:*

When selecting Academics, one can choose Degrees & Programs, Areas of Study, or Program Pathways. Each of these options leads into our academic offerings in different ways. For example, selecting Degrees & Programs > All Degrees & Programs > Psychology, one arrives at the Psychology Program website. As with all program websites, there is information on the degrees and certificates offered, the program pathway for each credential, various resources, and
additional contact information. The contact information includes a list of the program faculty, with their office location, phone number, and a link to send email to each faculty member.

Requirements:

LCC is an open admission college. Students or family members who are not sure of the process for beginning at LCC can select Admissions and then select Go to Admissions. This will take them to the Admissions & Financial Aid webpage, which includes a Get Started link and a phone number, email address, and link for the Admissions Team.

When selecting Academics, the option to click on Selective Admissions Programs appears. Upon making that selection, one sees links for Dental Hygiene, Diagnostic Medical Sonography, Neurodiagnostic Technology, Nursing, Radiologic Technology/MRI, and Surgical Technology. At the top of each of these program websites their selective admission status is highlighted, as is their 3rd party accreditation information, along with advising guides that include prerequisites, cost, and additional information. For example: Neurodiagnostic Technology.

Transfer information is readily available by choosing Admissions and clicking on Transfer and Guest. In addition to the helpful information on that page, there is a link to the Transfer Center webpage, which directs students to further information including our Transfer Guides & Articulation Agreements and Transfer Equivalencies webpages.

Faculty:

As noted above, faculty and their contact information are listed on program webpages. In addition, the faculty directory includes each faculty member’s credentials.

Costs to Students:

When selecting Admissions, there is a link to Tuition & Costs. That webpage includes information on tuition rates, fees, the difference between credit hours and billing hours, a cost comparison relative to 4-year colleges and universities in Michigan, links to financial resources, and links to both a Tuition Cost Estimator and a Net Price Calculator. On the Financial Aid Policies webpage there is a more complete estimate of the cost of attending college at LCC (with housing, food, and transportation), and a thorough description of Satisfactory Academic Progress. In select areas, such as Aviation Technology, cost information is clearly indicated on the program website, with a pop-up window displaying cost estimates.

Governance Structure:

When selecting About, there are direct links to the Board of Trustees, President’s Office, Office of the Provost, and Business Operations. The President’s page includes a welcome, a link introducing the entire Executive Leadership Team, and a link to learn more about him – including his 2024 Presidential Goals of successful reaffirmation of accreditation with HLC, strong focus on enrollment management, and elevating the College’s transfer mission and strategy. The Provost/Senior Vice President of Academic Affairs is responsible for maintaining
the overall quality and integrity of LCC’s academic programs, whereas the Senior Vice President of Business Operations oversees the activities essential to the daily performance of the College.

Accreditation Relationships:

The HLC Mark of Accreditation status Verification link is prominently displayed on the banner which remains at the bottom of all LCC webpages. When selecting About, a link for Accreditation takes the viewer to the Institutional Accreditation webpage. This pages highlights HLC accreditation, and there is a link to the Program Accreditation webpage, which provides information for our accredited and certified academic programs.

Consumer Information:

The Consumer Information webpage can be accessed either directly from the homepage (lower left) or by selecting About and then selecting Consumer Information. There are five sections, with substantial information, for example (lists are not complete):

- General Institutional Information – LCC’s Mission and Guiding Principles, Catalog Information, Educational Programs, Freedom of Information Act (FOIA), Institutional Review Board, Privacy Statement, Student Activities, and several campus maps
- Student Outcomes – Athlete Completion Graduation Transfer Rates, Completion Graduation Transfer Rates, Student Body Diversity and Retention
- Health and Safety – Annual Security Report (Clery), Drug and Alcohol Prevention Program (DAAPP), Emergency Notification System, Title IX Resources
- Athletic Student Information – Equity in Athletics Disclosure Act (EADA) Report

There are several ways in which LCC ensures that information presented to students and the public is accurate. Academic Programs are encouraged to review program website information in conjunction with their annual pathway reviews. The personnel in Academic Affairs routinely pay careful attention to information in the College Catalog and on the website. One way in which concerns come to light is during the process of student appeals or complaints. If a problem arose because information in the catalog was not clear, it is promptly clarified. In addition to the above, the Center for Data Science plays a critical role in ensuring that certain data found on the web are accurate, the Center for Compliance ensures key regulatory information on the web is current and accurate, and the Financial Aid Office oversees the accuracy of all information pertaining to Title IV funds. There is also a Website Review SOP that directs the Academic Affairs Project Coordinator and the Accreditation Liaison Officer to ensure that information on the website and in the College Catalog is accurate, up to date, and meets expectations of the Higher Learning Commission.
• 2. The institution ensures evidence is available to support any claims it makes regarding its contributions to the educational experience through research, community engagement, experiential learning, religious or spiritual purpose, and economic development.

2.B.2. As a public, community college, LCC embraces its role in serving the community through our Community Education and Workforce Development Division (CEWD). CEWD supports our community engagement efforts, including adult enrichment, continuing education, and youth programs. In addition, CEWD supports workforce development through the Business and Community Institute and the Small Business Development Center. In 2023, CEWD delivered 1,037 courses to 9,833 clients, serving youth, adult, academic, and business/industry clients.

An introduction to LCC’s role in regional economic development began in Core Component 1B; additional evidence is offered here. The Job Training Center prepares individuals for high-demand, local jobs through 8- to 10-week short-term training courses and also provides career training courses in English for Speakers of Other Languages (ESOL). The first cohort of the Technical Support Specialist program was comprised of 75% minority students, achieved 100% retention and completion rates, and was fully funded for all students through Capital Area Michigan works! And Michigan Rehabilitation Services using Workforce Innovation Opportunities Act funds. Students gained multiple industry-recognized credentials (Certified Customer Service Professional and CompTIA A+), completed a Work Ethic & Career Readiness module, and had built-in opportunities to meet with local employers.

LCC’s Business and Community Institute partners with Capital Area Michigan Works!, utilizing the State of Michigan’s Going Pro Talent Fund, to help companies train, develop, and retain current and newly hired employees. Examples programs include teaching Design for Manufacturing for Mahle Aftermarket, Arc Flash Electrical Safety for JC Electric Company, customized welding training for BRP Marine Group, SolidWorks training for M.C. Molds, and leadership training for Bekum America.

LCC’s Career and Employment Services provides support for both students and employers, and offers a Get Career Ready booklet. The College also supports apprenticeship programs. During the academic year 2022-2023, 313 apprentices were supported through our Technical Careers Division, and 23 apprentices were supported through the Health and Human Services Division. Healthcare apprenticeships in particular are an area of anticipated growth.

LCC offers substantial opportunities for prior learning credit, which can be accessed directly from the homepage, and offers student a Credit for Prior Learning Handbook. Special attention is paid to prior learning credit for our nation’s veterans, with special programs for military medics, military IT personnel, and veterans with radiologic technology experience.
2C – The governing board of the institution is autonomous to make decisions in the best interest of the institution in compliance with board policies and to ensure the institution’s integrity.

LCC is governed by an autonomous, seven-member Board of Trustees elected at large by voters of the College’s tax district in a nonpartisan manner. The board operates according to published bylaws that align with Michigan's Community College Act of 1966, which outlines the board's required composition and role. The Board follows the Carver Policy Governance model, which focuses on “ends statements” and policies to guide the president and other college leaders. The Board is active in the Michigan Community College Association (MCCA), including taking on leadership roles.

- 1. The governing board is trained and knowledgeable so that it makes informed decisions with respect to the institution’s financial and academic policies and practices; the board meets its legal and fiduciary responsibilities.

2.C.1. Newly elected trustees go through an orientation in accordance with Section 1.1.7 of the bylaws, which requires the Chair of the Board of Trustees and the President of the College to inform new members of the Board about the budget and Strategic Plan of the College, the general organization and administration of its programs, the major problems it faces, programs of development in progress, and the way in which the Board functions. A Board of Trustees Manual is also available. New trustees are asked to participate in the Association of Community College Trustees (ACCT) new trustee orientation. Recently, the MCCA coordinated with the ACCT to offer a Governance Leadership Institute here in Michigan. LCC’s President attended the institute, along with three of our trustees.

The Ends policy Communication and Counsel to the Board requires the President to ensure that the Board is promptly and fully informed about matters related to the Board and critical college issues.

The Board meets its legal and fiduciary responsibilities through the establishment of policies and ensures compliance through monthly monitoring reports. One such policy is the Financial Oversight and Monitoring policy, the purpose of which is to exercise due diligence over college financial activities through planning and reporting based upon criteria established by the Board as well as other legal requirements and restrictions. This includes budget development, ongoing financial monitoring, and compliance with budget and other relevant parameters.

To ensure the Board makes informed decisions, the administration provides Board members with budget workshops and information on campus development planning. Based on such inputs, the Board annually reviews and approves a budget for all operations and approved capital projects for the ensuing fiscal year. The Board also has responsibility for selecting an external auditor, who performs an annual audit of the financial records of the college and renders an opinion to the Board regarding financial records conformance with all applicable financial recording and reporting standards.

- 2. The governing board’s deliberations reflect priorities to preserve and enhance the institution.
2.C.2. The responsibility of the board to conduct itself in a manner that prioritizes preserving and enhancing the college is clear in its governance policies. The Governance Commitment states that “The Board…will lead LCC with a strategic perspective, rigorously attending to its leadership role and continuous improvement of its capability as a body to define values and vision.” Board bylaws provide that the establishment of policy, appointment of the president, establishment of tuition and fees, fiscal oversight, and defining strategic goals are the auspices of the board. As examples of Board deliberations on substantive matters, adopted meeting minutes record items such as monitoring reports on finances and public safety (every month), special reports under monthly monitoring (e.g., student success, DEI, and financial forecasting), an annual public hearing on the budget proposal, and the attention of Board members to removing particular items from the consent agenda for further discussion.

An example of the Board striving to enhance the College is the creation in 2022 of a process for Board-generated ideas to be considered by the College. In September 2022, the Board approved a motion to direct the College to explore options for commemorating African American residents of the Greater Lansing area. In February 2023 the Board received an update, and LCC has initiated a fundraising plan for this project.

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

2.C.3. As noted above (2C2), the Board is committed to the success of LCC internally, and that commitment extends to external stakeholders as well. The Board Bylaws (1.8.3) emphasize the benefits of having trustees act as representatives of and advocates for the College within our district, and includes coverage of costs for belonging to approved civic or service organizations within the district (e.g., Urban League, Rotary Club, or Chamber of Commerce). The Governing Style policy calls for an “…outward vision and strategic leadership…” Accordingly, one of the Board’s Ends policies is Community Impact. Highlights from the October 2023 Community Impact Ends report include:

• LCC is a member of more than 100 organizations
• In FY23, Community Education and Workforce Development served nearly 9,000 clients with over 1,000 educational experiences
• LCC contributed over $54,000 to support local and regional organizations
• The College offered dozens of cultural opportunities with our community – including performances in music and theatre

Board members often share their experiences at these community events during Board Comments at each regular Board meeting. Many of these events are highlighted in the President’s Report, which is published monthly and available on Dr. Robinson’s webpage.

Evidence that the Board takes their deliberations seriously can be seen in the fact that items on the consent agenda are often removed by individual Board members for further discussion. For example, in October 2023, the Board removed for discussion items on the Five Year Capital
Outlay Plan, a capital project request, a cooperative purchase agreement, and a non-traditional student management system, among others.

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

2.C.4. As noted above and in Core Component 1B, LCC is a public institution established in accordance with Michigan law. Both the Board Members’ Code of Conduct and the Board Bylaws require that Board members disclose conflicts of interest and refrain from both debate and voting on the issue at hand. Further, the Ethics and Standards of Conduct for Trustees policy lists several actions which are expressly barred, including: surrendering their independent judgment to special interests or partisan political groups, participating in any way or voting on any matter in which they have a financial or personal interest (direct or indirect), entering into any contract or agreement with the College themselves or through their partners or corporation, or soliciting, negotiating, or accepting employment that creates a conflict that would impair their proper discharge of official duties. The bylaws also require Board members to submit annual disclosures of any existing or potential conflicts of interest.

- 5. The governing board delegates day-to-day management of the institution to the institution’s administration and expects the institution’s faculty to oversee academic matters.

2.C.5. Both Board Governance Policies and the Board Bylaws delegate to the President the authority and accountability for the general administration and operation of the College. The Board interacts with college staff only through the President, and the President is bound only by decisions of the Board acting as a body. The Ends policy Monitoring President’s Performance outlines the annual process for formal evaluation of the President, whose evaluation is considered synonymous with monitoring the College’s performance against Board policies on Ends and on Executive Limitations. The Board, and the President as appropriate for reporting purposes, are expected to abide by the Annual Board Planning Calendar.

The Provost serves as the chief academic officer, and is supported by Academic Affairs and the Academic Senate. The Academic Senate provides faculty input and advice to the administration concerning issues of educational philosophy, academic policy, and priorities in the deployment of capital or financial resources. Representation on the senate includes faculty (at least 75%), administrators, and students. The senate plays an active role in both the routine academic affairs of the college (e.g., curriculum and assessment) and in addressing major issues that arise and affect the academic programs at LCC (e.g., strategic initiatives). There are six standing committees of the Academic Senate that serve as advisory groups to the Academic Senate and Provost. Each committee serves to ensure the maintenance of high academic standards for the College, is Chaired by a senator who is a member of the faculty, and a majority of committee members must be faculty:

- Curriculum Committee – has primary oversight over courses and academic pathways
- Committee for Assessing Student Learning – advises and reports on assessment
- Student Advisory Committee – helps to maintain focus on student issues
• **Technology Across the Curriculum Committee** – addresses and supports academic technology needs and issues
• **Budget Committee** – helps to align budgetary processes with curricular issues
• **Engagement Committee** – seeks to increase engagement with the Academic Senate and across the College

The Academic Senate is identified under Article IX – Participation in Governance of the MAHE contract; said article also includes Program/Department Curriculum, which indicates the role of the faculty, as experts in their disciplines, in curriculum oversight.

The Provost is also supported by the **Academic Procedure Advisory Committee** (APAC), a cross-divisional team charged with reviewing SOPs that impact teaching and learning on campus, to ensure relevancy, efficiency, and alignment with Board policy and HLC Criteria for Accreditation. APAC also recommends and/or assists with developing new procedures as necessary.

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

**2.D.** LCC expresses its commitments to academic freedom and freedom of expression in numerous ways. First, the Board of Trustees and the Academic Senate hold open meetings with the opportunity for public comment. It is standard procedure for both to refrain from addressing public comment, so individuals will not feel intimidated. Second, the faculty contract includes a statement on academic freedom which declares that the College subscribes to the tenets of academic freedom as defined by the American Association of University Professors. Third, the **Registered Student Organization Handbook** spells out LCC’s commitment to students’ right to freedom of expression while distributing information on behalf of a student organization. Finally, the Board of Trustees has established two recent policies pertaining to Advocacy – Freedom of Speech and Social Media. Each of these Board policies emphasizes an individual’s right to freedom of expression in accordance with the First Amendment, while also calling to attention responsible conduct that does not interfere with the ability of the College to conduct business.

In furtherance of the commitment to academic freedom, the Board recently approved a significant revision of the **Intellectual Property Policy**. Following collaborative meetings between the Human Resources Department and MAHE, the faculty union, the Board Policy Committee agreed upon new language which clarifies the rights of all members of the College community (i.e., employees, students, and contractors) to ownership of their **Independent Intellectual Property**. Independent Intellectual Property is defined as arising outside the member’s job duties, created without substantial use of College resources, and independent from the member’s relationship with the College. Subsequently, the **Board approved the revised policy** in November 2022.
2E - The institution’s policies and procedures call for responsible acquisition, discovery, and application of knowledge by its faculty, staff, and students.

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

2.E.1. LCC has an Ethics and Standards of Conduct policy which applies to all employees, including faculty. This policy takes a positive approach, in that it begins with a list of “ideal behaviors (positive role model).” In addition, a supplement specifically proscribes certain behaviors, and the College’s Guiding Principle #11 calls for managing finances in a responsible manner. LCC also has an Office of Compliance, dedicated to enhancing college-wide compliance activities to promote a culture of ethics, compliance, risk mitigation, and accountability. This office is committed to the highest standards of compliance with applicable laws, regulations, and policies governing LCC through training, oversight, monitoring, and responding to non-compliance.

Although research is not a fundamental expectation at a community college, there are occasions when research projects arise at LCC. Thus, in February 2018, LCC established a formal Institutional Review Board (IRB) to protect human research subjects at LCC. The IRB was developed in accordance with the National Research Act, Public law 93-348, and consists of a diverse group of members including at least one with expertise in science, one with expertise in nonscientific areas, and one community member not otherwise affiliated with the college. The IRB developed its proposal to conduct human subjects research and informed consent checklist in accordance with guidance from the Belmont Report and applicable federal law (45 CFR 46). The website also provides the Continuing Review Form and a Survey Confidentiality Statement. IRB training is available for any member of the college through the Collaborative Institutional Training Initiative, and updated training is required for members of the IRB. Meetings of the IRB are open, and approved minutes are available upon request from the IRB Secretary (example minutes from April 2023 and October 2022).

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

2.E.2. With regard to scholarly practice in general, it is an expectation that our librarians will support faculty members engaged in academic research as appropriate. The library maintains active webpages dedicated to a variety of support mechanisms for faculty, including contact information for the library liaison for each academic department. In addition, the faculty contract periodic performance evaluation process includes addressing “adherence to professional standards and codes of ethics…(and) relationships with peers and students…” Each full-time faculty member completes an annual Professional Activities Plan which calls for faculty to engage in peer review and/or faculty mentoring. The College also supports sabbatical/professional development leave for faculty, a process overseen by Human Resources and the Sabbatical/Professional Development Committee, and which requires a formal report providing evidence that the sabbatical leave was successfully completed. Each request for a sabbatical leave must be supported by the Provost, President, and the Board of Trustees. Faculty
at LCC regularly exercise this opportunity to enhance their professional achievements and benefit our students. The sabbatical application and oversight processes are being reviewed as part of the new MAHE contract being negotiated in 2024, to ensure best practices.

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

2.E.3. Students receive guidance in the ethics of research and information literacy from both faculty and our librarians. Faculty oversee opportunities for students to participate in research and scholarly pursuits in events such as StarScapes, the LAND creative writing contest, and when submitting poetry, fiction, or creative nonfiction to the Washington Square Review (for more on student research and scholarship see Core Component 3B).

The LCC Library offers a variety of additional supports to students. Guidance for library programs comes from the Association of College & Research Libraries (ACRL) standards. In particular, ACRL Principle 2 emphasizes intellectual freedom, intellectual property rights, privacy and confidentiality, and collaboration; whereas ACRL Principle 3 emphasizes information literacy for academic success, research, and lifelong learning. The library instruction program serves students through whole group instruction sessions coordinated with classroom instructors and faculty. This program helps students to develop lifelong research and information literacy skills, including knowledge practices for the ethical creation and use of information and data.

As noted above, the library also offers individual research support to the LCC community, including students, through the library liaison program. Each academic area has an assigned librarian, who is available for individual research consultations and resource presentations. Additionally, the library website offers students guidance on conducting academic research, avoiding plagiarism, and citing materials in accordance with professional guidelines. During the academic year 2022-2023, library staff conducted 131 training sessions on information literacy and research instruction, serving over 1,500 students and faculty in various classes. In addition, reference support services were contacted over 1,600 times.

- 4. The institution enforces policies on academic honesty and integrity.

2.E.4. The Board of Trustees has an Ethics and Standards of Conduct for Students policy indicating that students must follow the Student General Rules and Guidelines and the Student Code of Conduct, both of which can be found in the College Catalog on the website. In addition, all course syllabi contain a reference to these requirements. The Student Code of Conduct defines cheating and plagiarism, lists those and other forms of dishonesty as grounds for discipline, and finally the due process rights of students engaged in the Student Conduct Process. On the LCC Student Appeals & Complaints webpage there is a link to make a report regarding the Student Code of Conduct, which can be filed by any faculty/staff, student, or community member.

When concerns arise regarding a violation of the Student Code of Conduct, or if a report has been filed, the matter is handled by the Office of Student Compliance, whose webpage provides
links to submit reports and a link to the Student Interface. The Student Interface houses the student’s personal conduct information, and students can check on the status of any conduct case which applies to them, as well as obtain information and upload required assignments. There is also a Frequently Asked Questions page to help students understand this process. As noted on their website, the Office of Student Compliance supports LCC’s mission “…by responding to and resolving situations in which the behavioral choices of students are negatively impacting the college community, or other students, including themselves.”

Although LCC does not have a policy addressing artificial intelligence, the Committee for Assessing Student Learning includes this topic as a standing agenda item, there is now a collegewide committee discussing AI, the library has information on how to cite AI as a source, and eLearning has developed an Artificial Intelligence Literacy Training available to faculty and students.

Criterion 2 – Summary

Lansing Community College is a public institution with an elected Board of Trustees that represents the community within its tax district. The Board is autonomous, and acts in accordance with Michigan’s Community College Act of 1996. The Board adopts the mission, sets strategic directions for the College, establishes policy (including standards for ethical behavior), exercises its fiduciary duties through approval of the budget, and delegates the operation of the College to the President. The President serves as the chief executive officer of the College.

LCC presents itself to students and to the community primarily through its website. The website is extensive and easy to navigate, and the homepage emphasizes academics, admissions, campus life, community engagement, and general information about the College. Consumer information can be accessed directly from the homepage.

The Provost is the chief academic officer, and receives faculty input on academic issues primarily from the Academic Senate. The Academic Senate has a number of standing committees, including the Curriculum Committee and the Committee for Assessing Student Learning.

The College has a clear commitment to academic freedom and freedom of expression, as codified in the faculty contract and Board policy. Research must be approved by the IRB, and students receive information on ethical conduct through coursework and the Student Code of Conduct and General Rules and Guidelines.