



December 6, 2011

It's been a long and productive semester for NEASC, with the research process coming to its end and the writing process underway. As we end our fall semester, we're highlighting the work being done by NEASC Standard Eleven. If you have additional information you think would be useful to the work, or questions about it, contact the chair of that standard directly.

Standard Eleven: Integrity (Ron Picard, Chair)

The Standard Eleven Committee membership includes Margaret Guerrero, Beth-Ann Scott, Jim Pronovost, Joe Ward, and Greg Harding. We have completed drafts for the description and appraisal of our standard, and we are beginning to develop projections.

Our committee has found that NVCC maintains integrity for members of its community, including the board, administration, faculty, staff and students through transparent policies and governance of the Student Government Association, Collective Union Bargaining Agreements, Faculty Senate, College Advisory System via the Board of Trustees Policy Manual, Academic Appeals, All-Campus Meetings, and an Open Budget process.

NVCC generally provides for open communication and participation concerning all internal and external activities. All constituencies are fairly represented through organizations such as the Institutional Planning Committee, Faculty Senate, and Student Government. There are ample and frequent opportunities for internal constituencies to have their voices heard. Contractual agreements with external constituencies, when called for, are subject to the jurisdiction of the State of Connecticut and the Board of Trustees.

The Strategic Plan is assessed and revised every three years and progress reports are written by four subcommittees of the Institutional Planning Committee every year. The President reports on this progress in an End of Year report; however, the flow chart for the Strategic and Operational Planning System does not clearly indicate an assessment process at the operational level.

The Employee Policies and Procedures Manual has not been updated since 2006, but it is currently being updated. There is no published schedule for assessment and revision, and the old version is currently only available via the intranet portion of the college website. The college catalog is revised and updated annually, but there is no published process for ensuring the accuracy of its information. Changes are made by Directors, Coordinators, and Chairs, but there is no paper trail to ensure that these changes have all been approved by

college committees such as the Curriculum and Educational Affairs Committee or Academic Standards. Votes on changes are conducted at All College Meetings and published in the President's Weekly Bulletin, but this document is published via email so there remains no central repository to serve as an institutional history of approved changes. Furthermore, directors, coordinators, and chairs are not required to provide documentation that a change has been approved when they submit changes for catalog revision.

Additionally, there is no standard procedure for assessing and communicating policy changes. Changes are communicated in a seemingly random variety of means, including email, regular interoffice mail, President's Weekly Bulletin, division meetings, All college meetings, and committee meetings. There needs to be a central repository for policies and a defined mode of communicating policy changes. There also needs to be a published schedule and process for assessing policies related to integrity.

Sincerely,

Dean Sandra Palmer & Kim O'Donnell
Your NEASC Co-chairs