

GENERAL INSTITUTIONAL REQUIREMENTS

Illinois Central College meets the General Institutional Requirements for accreditation, as documented in the following information:

Mission

- 1. It has a mission statement, formally adopted by the governing board and made public declaring that it is an institution of higher education.**

The Mission of Illinois Central College was first filed in 1971. It was then periodically reviewed and approved until 1993 when it was revised and adopted by the Board of Trustees. The Mission was reaffirmed at the Board of Trustees Retreat on January 27, 2001. The Mission is now reviewed annually by the College's Board of Trustees as a part of the yearly planning cycle.

The Mission is appropriate for an institution of higher education and serves as a framework for decision making at the College. The Mission and Philosophy are published in the *2001-2003 College Catalog* on page 415, the *Student Handbook*, the *Faculty Handbook*, the *Strategic Action Plan 2000-2001*, in a number of other documents, and on the College's web site (<http://www.illinoiscentralcollege.com>). An explication of the Mission can be found in the Criterion One Chapter 4.

- 2. It is a degree-granting institution.**

Illinois Central College confers the Associate in Arts and Science, Associate in Applied Science, Associate in Engineering Science, and Associate in General Education degrees. The *2001-2003 College Catalog* page 208 identifies the requirements for those degrees.

Authorization

- 3. It has legal authorization to grant its degrees, and it meets all the legal requirements to operate as an institution of higher education wherever it conducts its activities.**

Illinois Central College is officially recognized by the State of Illinois as one of the 39 community college districts in the state system of higher education. It has legal authority to confer degrees and certificates as authorized by the Illinois Community College Board. Illinois public community colleges are defined as organizations having a program which includes "(1) courses in occupational, semi-technical or technical fields leading directly to employment" (Illinois Public Community College Act 805/1-2).

Illinois Central College adheres to the policies established by the Illinois Community College Board and those established by the Illinois Central College Board of Trustees.

- 4. It has legal documents to confirm its status; not-for-profit, for profit, or public.**

Illinois Central College is designated annually as an Illinois Public Community College by the Illinois Community College Board. It is a not-for-profit educational organization.

Governance

5. It has a governing board that possesses and exercises necessary legal power to establish and review basic policies that govern the institution.

The Board of Trustees has the legal power to establish and review basic policy that governs the institution. This responsibility is specified in the Illinois Public Community College Act 805/3-30.

6. Its governing board includes public members and is sufficiently autonomous from the administration and ownership to assure the integrity of the institution.

The College is governed by a seven-member group of public representation known as the Board of Trustees, which is elected by the constituents of the College District 514. Each member must be a citizen of the United States, 18 years of age or over, a resident of Illinois District 514 for at least one year preceding the election, and not a member of a common school board. Members of the Board serve without compensation. The current Board members are from Peoria, Pekin, Trivoli, Manito, and Washington, Illinois.

The Board also recognizes as a nonvoting member an enrolled student elected by the student body. The current student is from Metamora, Illinois.

The above requirements are defined in the Illinois Public Community College Act 805/3-7 and 805/3-7-24.

7. It has an executive officer designated by the governing board to provide administrative leadership for the institution.

The executive officer at Illinois Central College is the President. The President is designated by the Board of Trustees. Dr. John S. Erwin assumed his role as President of Illinois Central College in January 2001.

This authorization is given each community college board as stated in the Illinois Public Community College Act 805/3-26. The organizational structure of the College is detailed in the Governance and Organization Chapter 5.

8. Its governing board authorizes the institution's affiliations with the Commission.

Illinois Central College began the process of seeking accreditation with North Central in 1968. In March 1971, the College was granted "recognized candidate" status with full accreditation given in February 1972. Subsequent reaccreditations occurred in 1982 and 1992. The Board of Trustees continues to support affiliation with the commission.

Faculty

9. It employs a faculty that has earned from accredited institutions the degrees appropriate to the level of instruction offered by the institution.

Of the 171 full-time faculty members employed by the College during fall semester 2000, 97% have earned a Bachelor's, Master's and/or Doctoral degree; of those individuals, 75% hold a Master's degree or higher. Among part-time faculty members, 61.6% have a Bachelor's degree or higher, and 63% of those individuals have a Master's degree or higher. All faculty who teach transfer-level classes have a graduate degree.

The College has financial and sabbatical incentives to encourage all faculty members and staff to further their education at either Illinois Central College or an external institution. The College faculty-hiring practices follow a consistent process to assure both a minimum qualification and assurances that the best candidate is employed.

10. A sufficient number of faculty are full-time employees of the institution.

During the fall 1999 semester, 68.2% of all Illinois Central College credit hours were taught by full-time faculty members. This is higher than the statewide 50.3% indicated by the Illinois Community College System data. In the 1991 Self-Study, full-time faculty provided 65% of all credit hours. These data indicate that Illinois Central College has maintained an emphasis on providing instruction from full-time faculty members.

11. Its faculty has a significant role in developing and evaluating all of the institution's educational programs.

The faculty members at Illinois Central College develop the institution's curriculum. All curriculum is developed by faculty members and then must be approved by the Curriculum Committee, which consists of ten faculty members elected by members of the Faculty Forum, two administrators, one professional support staff, one clerical staff, and one ex-officio administrator. After committee approval, new programs go to the Board of Trustees and then to the Illinois Community College Board while course curricula proceed directly to the Illinois Community College Board for approval.

Other committees that may approve college curricula include the General Education Committee and the Academic Standards Committee. Both of these committees consist primarily of faculty members chosen by the Faculty Senate. The *Curriculum Committee Procedural Guide* defines the outlined procedures.

Faculty members within programs perform program evaluations on a regular basis according to a rotating schedule. Further explication concerning program development and evaluation can be found in the Program Development, Evaluation, and Revision Chapter 11.

Educational Program

12. It confers degrees

According to the "Bylaws and Policies of the Board of Trustees" and the Illinois Community College Board, Illinois Central College is authorized to grant the following degrees:

- Associates in Arts and Sciences
- Associates in Applied Science
- Associates in Engineering Science
- Associates in General Education

The requirement for these degrees are detailed in pages 2-8 in the *2001-2003 College Catalog*.

The College is also authorized by the Illinois Community College Board to grant certificates in career fields. During FY 2000, 1,088 degrees were conferred, and 380 certificates were granted.

13. It has degree programs in operation, with students enrolled in them.

The College offers programs of study leading to degrees in Arts and Science, Engineering Science, Applied Science, and General Education, as detailed in pages 21-133 in the *2001-2003 College Catalog*. Students are enrolled in each program, as evidenced by the enrollment reports.

14. Its degree programs are compatible with the institution's mission and are based on recognized fields of study at the higher education level.

The Philosophy, Mission, and core values of the College are based on the premise, “the student is the center of all that is done at Illinois Central College.” This belief is inherent in and guides the development of programs and offerings of courses. The degree programs are approved and recognized by both the Illinois Community College Board and the Board of Higher Education and are widely accepted for transfer. The College has entered into many articulation agreements with four-year institutions. Further discussion can be found in the Program Development, Evaluation, and Revision Chapter 11 and the Instructional/Academic Programs Chapter 9.

15. Its degrees are appropriately named, following practices common to institutions of higher education in terms of both length and content of the programs.

Illinois Central College degrees are appropriately named and similar in length and content to peer institutions and meet the Illinois Community College Board (ICCB) guideline requirements for all degrees, as listed on pages 3-8 in the *2001-2003 College Catalog*.

Graduating students are required to complete a “Petition to Graduate,” which prompts a thorough review of classes taken and grades received to assure the student qualifies for the degree sought.

16. Its undergraduate degree programs include a coherent general education requirement consistent with the institution's mission and designed to ensure breadth of knowledge and to promote intellectual inquiry.

Illinois Central College provides an appropriate component of general education as an integral and essential part of all degree and certificate programs. General Education requirements for the Arts and Science degree fulfill the lower division general education requirements at both private and public universities throughout the State of Illinois.

In the last decade the State of Illinois has developed the Illinois Articulation Initiative, a program to unify the General Education course descriptions of transfer courses. Information is available at the IAI web site, <http://www.transfer.org>

The General Education component in each degree program fulfills the College's Mission and Philosophy goals that state the College “provides a broad General Education curriculum for students in all programs as a basis for further study and specialization” and “offers the requirements and prerequisites in preparation for successful transfer to a four-year institution to complete a baccalaureate degree.” To accomplish these, the College has identified ten goals which will be discussed more fully in the Instructional/Academic Programs Chapter 9.

17. It has admission policies and practices that are consistent with institution's mission and appropriate to its educational programs.

Illinois Central College has an open admissions policy and actively encourages everyone in Community College District 514 to take advantage of the educational and other opportunities the institution provides. These admission policies described on pages 12-15 of the *2001-2003 College Catalog*, are congruent with the Mission and Philosophy. Illinois Central College's students include those still in high school and are attending as dual enrollees, those who did not complete high school, those who graduated from high school, those transferring from other institutions, those seeking self-improvement as well as those who may already have completed degrees and are seeking new skills or knowledge.

Some individual programs may have additional admission requirements and standards that must be met before acceptance into the program. New students are encouraged to participate in a full battery of placement tests used for advisement. Placement testing is required for all students enrolling in English and math courses, and a reading placement test is strongly recommended.

18. It provides its students access to those learning resources and support services requisite for its degree programs.

Developmental and other support courses are available to help students meet requirements for programs for which they do not qualify upon initial admission. Tutoring and help in specific program areas are available in our HELP labs. Tutorial and help services are available in the writing, math, and computer-assisted labs. Day and evening hours are available in most labs.

A full range of student support services is offered, including assessment, career planning and testing, special needs, employment services, financial aid, and other supportive special projects. In addition, the library, computer labs, and other types of technical labs are available to support the academic programs. These, along with other student support services, are discussed in depth later in the report.

Finances

19. It has an external financial audit by a certified public accountant or a public audit agency at least every two years.

Illinois Central College has an annual audit by the certified public accountant Clifton Gunderson, LLP. The auditor's reports are available to the general public as well as the college community.

20. Its financial documents demonstrate the appropriate allocation and use of resources to support its educational programs.

All independent audit reports, independently submitted management reports, and Illinois Community College Board Finance Standards reports since the last NCA Self-Study demonstrate that Illinois Central College acts as a dedicated steward in the allocation and use of its resources. Illinois Central College publishes an Annual Financial Report that requires Board approval and details projected financial performance for a one-year period. Additionally, financial reports detailing expenditures and revenues by fund, program, and object are presented to the Board of Trustees for consideration and approval at its monthly meetings.

21. Its financial practices, records, and reports demonstrate fiscal viability.

External auditors, legal representatives, and the ICCB file regular reports corroborating integrity of financial action by Illinois Central College. In the years since the last accreditation Self-Study, no material exceptions have been noted in the external audit reports. Both the Illinois Community College Board and external auditors agree that all independently submitted management reports, independent audit reports, and Illinois Community College Board reports reflect a sound fiscal policy and practice relationship.

Public Information

- 22.** Its catalog or other official documents include its mission statement along with accurate descriptions of its educational programs and degree requirements; its learning resources; its admission policies and practices; its academic and non-academic policies and procedures directly affecting students; its changes and refund policies; and the academic credentials of its faculty and administrators.

The *2001-2003 College Catalog*, which is edited and revised every other year, includes the Mission and Philosophy as well as accurate descriptions of all the courses currently being offered at the College with all the various programs and degree requirements listed. The academic calendar, available learning resources, policies and practices regarding admissions, financial aid, registration, tuition and fees, refunds, and anything else that a student would need to know to enroll at Illinois Central College are also included. The current catalog, (pages 408-411) lists all current full-time faculty members and administrators identifying their positions and academic credentials.

- 23.** It accurately discloses its standing with accrediting bodies with which it is affiliated.

The *Student Handbook*, *2001-2003 College Catalog*, and other materials indicate that Illinois Central College is accredited by the Commission on Higher Education of the North Central Association. Within the catalog, program descriptions and other documents such as curriculum guides, and the appropriate accreditation information for all programs that are externally accredited by professional organizations are detailed.

- 24.** It makes available upon request information that accurately describes its financial condition.

The public may at any time review any aspect of the annual budget and audit, which the Vice President of Administration and Finance makes available on request. Each year the College holds and advertises a public meeting for review of the budget before it is formally adopted. The College also publishes throughout the year notices of Board meetings, modifications of the budget, and reports of Board actions in appropriate newspapers throughout the district.

