

General Institutional Requirements

Mott Community College meets all the General Institutional Requirements for accreditation by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools. Each General Institutional Requirement is listed below along with a response. Supporting documentation and data are found throughout the chapters of the report dealing with the Five Evaluative Criteria.

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.**

Throughout its history, Mott Community College has reviewed its statements of mission and purposes periodically to ensure a clear understanding of its role in, and commitment to, the community it serves as well as its goals and objectives as an institution of higher education.

In 1993, the college held a two day charrette involving representatives from the community, business and industry, other educational institutions, and MCC faculty, staff, and administrators to develop a new mission statement for the college. This process culminated in the creation of a new mission statement that was adopted by the Board of Trustees early in 1994. Extensive analysis and evaluation of the mission statement can be found in Chapter 4 of this self-study report.

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

The College granted its first degrees in 1925 and has continued to grant degrees each year since then. The college offers four Associate Degrees: the Associate of Arts, the Associate of Science, the Associate of General Studies, and the Associate of Applied Sciences. The requirements for each degree are spelled out fully in the college catalog and readily available in curricular guides to students, prospective students, and the public at large. The College also offers a variety of one-year certificate programs and other, shorter certificate programs along with extensive continuing education offerings.

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.**

The College has the legal authorization to grant degrees and meets all legal requirements to operate. The Michigan Constitution provides in Article 8, Section 7, that “The legislature shall provide by law for the establishment and financial support of community and junior colleges which shall be supervised and controlled by locally elected boards. . . .” The legislature passed the Community College Act of 1966, Act 331 of the Public Acts of that year, being Chapter 389 of the Michigan Compiled Laws of 1979. It reads “A community college means an educational institution providing, primarily for all persons above the twelfth-grade age level and primarily for those within commuting distance, collegiate and non-collegiate level education including area vocational-technical education programs which may result in degrees but not including baccalaureate or higher degrees.” Mott Community College functions under these legal parameters.

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

Mott Community College is a public community college operating under the provisions listed above in GIR 3 and is a not-for-profit institution. Under Section 115 of the Internal Revenue Code of the United States, Mott Community College is exempt from federal income taxation.

Governance

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

Mott Community College has a seven-member Board of Trustees that meets monthly and exercises its legal authority to set policy and govern the institution. The Board also has established subcommittees that address specific areas and then report to the full Board for action. The Board and its methods of operation are covered extensively in the Governance section of this report’s discussion of the Evaluative Criteria.

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

All seven members of the Board are elected at-large by the voters of the college district and serve staggered six-year terms. The Board functions under the auspices of the Michigan Department of Education but is independent and autonomous, represents the public interest, sets policy, and oversees but is not involved directly in the administration of the College.

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

The Board has designated an executive officer, the College President, to provide administrative leadership for the College.

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

Mott Community College was initially accredited by the North Central Association in 1926 and has retained that status ever since. The current Board, as was the case with all its predecessors, understands, authorizes, and strongly supports affiliation with the Commission. Minutes of Board meetings, Board policies, and other related materials are all available in the Resource Room.

Faculty

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

The College employs a faculty, full- and part-time, that has earned, as a minimum, from accredited institutions, at least a Baccalaureate Degree in order to teach in vocational/technical areas and at least a Master's Degree in the discipline being taught in arts and sciences areas. MCC's faculty, especially in the vocational/technical areas, also often have extensive expertise and experience in their fields in addition to their academic preparation. Extensive information about faculty experience and academic preparation is presented in the discussion of Human Resources later in this report.

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

The College has approximately 155 full-time faculty. The number of part-time faculty varies from semester to semester, depending on enrollment trends and numerous other factors, and from division to division. In almost every instance, there is at least one full-time faculty member for each discipline being offered. More sections of courses offered at MCC are taught by full-time faculty than by adjunct and part-time faculty. Extensive specific information relating to this GIR can be found in the Human Resources sections of this report and in the BIDs.

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

Almost all proposals for new courses and programs are initiated, sponsored, and championed by faculty. All proposals relating to curricular matters and academic affairs go to the College Professional Study Committee (CPSC) for its review and evaluation. The CPSC is composed of faculty, academic administrators, and students, with the faculty being a majority of its membership. Recommendations regarding new or revised courses, program revisions, and new programs go to the president for his approval. New degree programs also go on to the Board of Trustees for their approval.

Faculty are also deeply involved in program and course evaluation, activities carried out regularly. Faculty commitment and involvement are also at the very heart of the college's assessment efforts. Further discussion of academic governance and assessment is included in the sections dealing with Assessment and Educational Programs and Instruction in Chapter Six.

Educational Program

12. It confers degrees.

Mott Community College confers four Associate's Degrees: the Associate of Arts, the Associate of Science, the Associate of General Studies, and the Associate of Applied Science. It also confers numerous certificates for completion of one year and a few briefer programs.

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

The College has had degree programs in operation since its inception in 1923 and has students currently enrolled in all four Associate's Degree programs. Specific and detailed information regarding this GIR can be found in the Human Resources and Educational Programs and Instruction sections of this report as well as in the BIDs.

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 College's degree programs are clearly related to the Mission Statement and accompanying purposes. The degree programs include requirements that prepare students for transfer to senior institutions and are appropriate to the needs and expectations of the receiving institutions. More than 45 occupational degree programs are offered at MCC including programs that are found typically at most community colleges and others that are directly related to the somewhat unique needs of the community we serve. All fulfill any generally accepted definition of recognized fields of study at a higher education level.

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

Mott Community College's degrees meet the recommendations of the American Association of Community Colleges and match the titles used by other community colleges in Michigan and elsewhere. Each degree requires the completion of a minimum of 62 semester credits, including the general education core. AAS Degrees often include more than 62 credits.

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.

In 1990 and 1991, the College developed a new set of general education requirements in response to NCA's then new mandate. The process began with extensive surveys and studies identifying the skills and breadth of knowledge the college should expect at a minimum from its graduates. The general education requirement that went through our CPSC process and was then approved by the Board included the following:

- Every graduate would complete two semesters of English composition or technical writing.
- Every graduate would achieve civic knowledge and awareness by completing an introductory course in American government.
- Each student would complete a course in either the social sciences or humanities.
- Each student would be exposed to cultural diversity by completing a course that met content requirements to be designated multicultural/ethnic.
- All students would complete at least one course that included writing across the curriculum.
- All students would complete a course that involved extensive use of a computer.
- Every student would complete a technical or laboratory science course that employed the scientific method.
- Every student would demonstrate basic mathematics competency on initial placement testing or would need to complete a basic mathematics course.

These requirements are in place for all four degrees and represent a minimum of 17 credits, but usually more. These requirements are spelled out for each degree in the catalog and on all curricular guides. MCC presented at the 1991 NCA Annual Meeting on our general education requirements and the process followed in developing them. Additional information is presented in the sections devoted to Educational Programs and Instruction in Chapter 6.

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

MCC has an open admissions policy and actively encourages everyone in our service area to take advantage of the educational and other opportunities Mott provides. The College's admissions policies and procedures are absolutely congruent with our statement of mission and purposes. MCC's students include those who are still in secondary school and are attending as dual enrollees, those who did not complete high school, high school graduates, transfers from other institutions, as well as those who have already completed degrees (often advanced degrees) and seek new skills or knowledge. The College offers regular admission with a full battery of placement tests used for advising new students, non-candidate for degree status admissions for those who seek only a few credits and do not plan to pursue a full program, and various other options to accommodate potential students. There is also "Gold Card" admission for senior citizens who can take courses at no cost.

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

The College has a superb library with a collection of nearly 100,000 books. The library is part of an on-line consortium with several other area libraries. The resources of those libraries are included in the computerized catalog and are available to MCC students. The library also has numerous media based and electronic resources. The library building houses the Learning Center, and there are computer and other laboratories, both for the sciences and technology, throughout the college. The Writing Center is in the Curtice-Mott Complex, and peer and other tutoring services are readily available in many other areas in addition to the Learning Center. Academic Services are discussed extensively later in the report.

Other student support services include counseling, academic advising, job placement assistance, financial aid, and numerous other services, which are also discussed at length in sections of Chapter Five.

Finances

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

Mott Community College is audited each year by Dupuis and Ryden, CPAs, PC, 111 E. Court Street, Flint, Michigan, and it submits its report to the Board of Trustees at a public meeting. The most recent audit report is in the Resource Room.

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

Each year the Board of Trustees adopts a budget prepared by the administration to address and fund College activities that support and carry out the college's mission. Detailed discussion of fund allocations is presented in the sections of the report dealing with Fiscal Resources and in the BIDs, and the college reports its expenditures to the State of Michigan. Extensive documentation is available in the Resource Room.

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

Mott Community College is fiscally viable and responsible. Favorable interest rates granted the College in its recent bond sales testify to the financial stability of the school. The vagaries of the national and state economy have naturally affected financial resources over the years, but MCC has more than 75 years of sound financial history. Additional information and documentation is presented in the Fiscal Resources sections of the self-study report. Management letters from the auditing firm and extensive budget information are also available in the Resource Room.

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 academic calendars; its learning resources; its admissions policies and practices; its academic and non-academic policies and procedures directly affecting students; its charges and refund policies; and the academic credentials of its faculty and administrators.**

The college catalog, which is edited and revised every other year, includes the Mission Statement as well as accurate descriptions of all the courses currently being offered at the College, all the various programs, and all degree requirements. Policies and practices regarding admissions, financial aid, registration, tuition and fees, refunds, and everything else a new or continuing student would need to know in order to enroll at MCC are also included. The catalog lists all current full-time faculty, staff, and administration, identifying their positions and giving their academic credentials.

MCC also publishes a student handbook that presents the Mission Statement and all policies and information, academic and non-academic, relating directly to students and student services. A schedule of classes is published prior to each semester or session and includes a calendar, all the classes to be offered, the names of faculty assigned to them (whenever possible), financial information, policies and procedures regarding admission and registration, and many other features covering information that would be valuable or useful to students. There is a variety of other brochures and marketing materials that provide consumer information accurately and fairly. Samples of these materials as well as a catalog and schedules of classes are available in the Resource Room.

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

The college catalog and various other materials indicate that Mott Community College is accredited by the Commission on Institutions of Higher Education of the North Central Association. The catalog and some other documents, such as curricular guides, present program accreditation information whenever appropriate. Such information is kept current and accurate.

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

Each year, the audit report is presented to the Board of Trustees at its public meeting and is available to the general public, all employees, and the media. Financial information is reported to the State of Michigan and other governmental units and agencies. Further, requests for information are always honored. Audit information and management letters are available in the Resource Room.

