

**Criterion 2 Integrity: Ethical and Responsible conduct** – *The institution acts with integrity; its conduct is ethical and responsible.*

**2.A. 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.**

- MATC Examples:
  - The Board of Directors abide by open meeting laws and stream meetings on YouTube for employees and community members.
  - The MATC Foundation has a separate director.
- Possible Evidence:
  - Hiring qualifications and processes for faculty and staff, including a handbook.
  - External (independent) and internal audits since the last comprehensive evaluation.
  - Investment policy and documentation demonstrating compliance.
  - Internal budget control policies.
  - Bond rating since last comprehensive evaluation, if available.
  - Schedule of and minutes for board audit and/or finance committee meetings.
  - Documentation supporting ongoing training relating to integrity issues and ethical behavior for all employees and board members (i.e., campus safety).
  - Annual conflict of interest affirmation forms signed by board and senior leadership.
  - Handbooks for employees (staff and/or faculty) and students.
  - List of auxiliary functions and information about each (parking, bookstore).
  - Grievance policy for faculty, staff, and students if not delineated in handbooks.
  - Academic catalog.
  - Institutional policies on non-discrimination, anti-harassment, FERPA, anti-nepotism, intellectual property, Title IX, etc.

**2.B. The institution presents itself clearly and completely to its students and to the public.**

- MATC Examples:
  - Documents available online on MATC website – including the catalog, handbooks, negotiated agreement.
  - KBOR Initiative of academic degree maps
- Possible Evidence:
  - Academic catalog that includes program requirements for all degree levels.
  - Course schedule for all degree levels.
  - Published list of all current accreditations and statuses.
  - Listing of tuition and fees and net price calculator.
  - Faculty and staff roster.
  - Recruitment and admissions documents for prospective students indicating requirements of institutional and program entry.
  - Information pertaining to the entity that is responsible for the fiscal and operational oversight of the institution.
  - Sample evaluations of activities that support the learning claimed in activity.

- A sample of academic student organizations and clubs demonstrating the diversity of groups on campus.
- Agendas and minutes from student government association.
- Documentation of partnerships with internal and external entities to offer community service opportunities or service-learning experiences.
- Campus newspapers, magazines, radio programming and/or cable TV shows.
- List of cultural and academic events.

**2.C. 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.**

- MATC Examples:
  - The Board has authority over mission, policies, and the direction of the institution.
  - The President and administration carry out the day-to-day operations of the college, independent of direct Board supervision.
- Possible Evidence:
  - Board manual, policies and bylaws, including a conflict-of-interest policy.
  - List and bios of board members.
  - Documentation of the selection process for board members and for selection of chair, vice-chair, etc.
  - Dates, agendas, and minutes for board meetings for multiple years (and town hall or community meetings with the board).
  - On-boarding and orientation process for new board members.
  - Information about professional development and training for board members.
  - Board approval of planning and budgetary documents.
  - Board selection, evaluation, and right to terminate president of institution.
  - Board self-evaluation.

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

- MATC Examples:
  - The negotiated agreement directly addresses academic freedom.
  - Curriculum Committee allows faculty to largely determine curriculum.
- Possible Evidence:
  - Institutional learning principles.
  - Listing of activities supported and sponsored by the institution that allow for a discussion of varying views and opinions.
  - Policy on freedom of expression and/or academic freedom.
  - Course listing including range of options for general education courses.
  - Policies and procedures for peaceful assembly of students.
  - Statement on censorship.

**2.E. The institution's policies and procedures call for responsible acquisition, discovery and application of knowledge by its faculty, staff and students.**

- MATC Examples:
  - Ethical guidelines in our student and employee handbooks.
  - Intellectual property statement/section of the negotiated agreement.
  - Academic honesty policy
- Possible Evidence:
  - Policy on academic integrity.
  - Protocol, bylaws, and training documentation for Institutional Review Board (or similar entity) for research.
  - Training programs on plagiarism, citations, use of library resources, online research, etc.
  - Applicable policies and procedures in student and faculty handbooks, including student honor code.
  - Judicial affairs or student conduct meeting and training agendas.
  - Information about sponsorship program and grant office.