

**TEXAS STATE TECHNICAL COLLEGE  
STATEWIDE OPERATING STANDARD**

<b>No. GA.1.21</b>	<b>Page 1 of 3</b>	<b>Effective Date: 03/25/15</b>
<b>DIVISION:</b>	<b>General Administration</b>	
<b>SUBJECT:</b>	<b>Institutional Integrity</b>	
<b>AUTHORITY:</b>	<b>Executive Action 05-15</b>	
<b>PROPOSED BY:</b>	<i>Original signed by J. Gary Hendricks</i>	
<b>TITLE:</b>	<b>Vice Chancellor/Chief Business Intelligence Officer</b>	<b>Date: 03/25/15</b>
<b>RECOMMENDED BY:</b>	<i>Original signed by J. Gary Hendricks</i>	
<b>TITLE:</b>	<b>Vice Chancellor/Chief Business Intelligence Officer</b>	<b>Date: 03/25/15</b>
<b>APPROVED BY:</b>	<i>Original signed by Mike Reeser</i>	
<b>TITLE:</b>	<b>Chancellor</b>	<b>Date: 03/25/15</b>

**STATUS:** Approved by BOR Executive Committee 03/25/15

**HISTORICAL STATUS:** Approved by Executive Management Council 03/19/15  
Proposed 03/2015

**POLICY**

It is the policy of Texas State Technical College to conduct all practices within the confines of integrity including documentation, reporting, self-assessment, notification, and compliance with all standards as required by The Southern Association of Colleges and Schools Commission On Colleges; The Texas Higher Education Coordinating Board; the State of Texas; and The United States Department of Education.

**PERTINENT INFORMATION**

**Definitions:**

**Integrity** For purposes of this policy, institutional **integrity** is defined as adherence to the values of honesty, authenticity, and trust in its relationship with all constituencies, including external and internal stakeholders. Integrity is further defined by SACSCOC as “a relationship in which all parties agree to deal honestly and openly with their constituencies and with one another.”

**SACSCOC** As stated by SACSCOC in their Mission Statement, “The Southern Association of Colleges and Schools Commission on Colleges is the regional body for the accreditation of degree-granting higher education institutions in the Southern states.”

**THECB** The Texas Higher Education Coordinating Board (THECB) provides leadership and coordination for the Texas higher education system. THECB promotes access, affordability, quality, success, and cost efficiency in the state’s institutions of higher education resulting in a globally competent workforce that positions Texas as an international leader.

**USDOE** The United State Department of Education (USDOE) is a government department that oversees many aspects of education at all levels of learning. The USDOE promotes student achievement and preparation for global competitiveness by fostering educational excellence and ensuring equal access.

TSTC is deeply committed to the principle of institutional integrity as embodied in the College’s core values that drive all aspects of its work. This policy ensures that TSTC operates with integrity in all matters of institutional representation to external agencies, including describing itself in identical terms. To maintain this integrity, all applicable agencies will be notified in writing of substantive change(s) to any descriptor as required.

## **DELEGATION OF AUTHORITY**

The TSTC Chancellor and Executive Management Council (EMC) have the authority and responsibility to establish procedures and ensure compliance with, and uniform implementation of this Statewide Operating Standard.

## **OPERATING REQUIREMENTS**

1. The Chancellor and Executive Management Council of TSTC are accountable to ensure the accuracy and integrity of materials submitted by TSTC to SACSCOC, THECB, DOE, and other regulatory institutions or agencies.
2. TSTC will ensure that all documents submitted to SACSCOC and to other accreditation agencies are candid and will provide all pertinent information, whether complimentary or otherwise. With due regard for the rights of individual privacy, TSTC will provide SACSCOC with access to all parts of its operations, and with complete and accurate information about TSTC’s affairs, including reports of other accrediting, licensing, and auditing agencies.
3. TSTC will respond in a timely manner to requests by SACSCOC for submission of dues, fees, reports, or other information.
4. TSTC will ensure that information submitted to SACSCOC (such as that provided in

the annual TSTC profile, TSTC responses to visiting committee reports, and monitoring reports) is complete, accurate, and current. TSTC will notify SACSCOC office of any bankruptcy filing.

5. TSTC will cooperate with SACSCOC in preparation for visits, receives visiting committees in a spirit of collegiality, and will comply with SACSCOC's requests for acceptable reports and self-analyses.
6. TSTC will report substantive changes, including the initiation of new programs or sites outside the region, or new sites within the region in accordance with SACSCOC policy on substantive change.
7. TSTC will report accurately to the public its status and relationship with SACSCOC.
8. TSTC will provide counsel and advice to SACSCOC, and agrees to have its faculty and administrators serve, within reason, on visiting teams and on SACSCOC committees.
9. TSTC will provide SACSCOC or its representatives with information requested and maintain an openness and cooperation during evaluations, enabling evaluators to perform their duties with maximum efficiency and effectiveness.
10. In all external communications representing the College, including but not limited to, accreditation or reaffirmation of accreditation, all documentation must reflect identical terminology for mission, governance, programs, degrees, diplomas, certificates, personnel, finances, and constituencies. To ensure conformity and consistency, all such descriptions will be submitted to the appropriate Vice Chancellor and the Chancellor, or his/her designee, for approval prior to submission. TSTC will inform all agencies, particularly SACSCOC, of any substantive change in status as required. Such a change could include, but is not limited to, a newly acquired accreditation, a negative action of an accreditor, or loss of accreditation.

## **PERFORMANCE STANDARDS**

The effective execution of this Statewide Operating Standard shall be reviewed periodically and revised as needed to remain in compliance with all standards and requirements.

## **RELATED POLICIES OR APPLICABLE STANDARDS**

SACSCOC Substantive Change Policy, January 2015