

## Evaluation summary

### “Standard 1. Mission and Objectives, etc.”

The mission and objectives of the Saitama Gakuen University and its graduate school are specified in the school code, as well as a handbook for students, “guidance of the school,” website of the University, etc., and known to everybody on and off campus. Based on the mission and objectives, the “Sound Management Exploratory Committee” submitted a report to accommodate to change of social needs, and then restructured departments and divisions, established graduate school, constituted new courses, etc. In addition, objectives of cultivation of human resources defined in the school code are reflected in three policies (diploma policy, curriculum policy and admission policy).

Educational objective of each department or division is specified as an objective of cultivation of human resources in the school code. That of each research course is also specified in the code of the graduate school.

Faculty of the University attends “Exploratory Committee of Business Planning for the Future” and “Sound Management Exploratory Committee” established under the Board of Directors. Topics and contents of the discussion are reported to faculty council, etc., to share the information between members of the Board and faculty.

### “Standard 2. Learning and Teaching”

The admission policy is published in its website and more and the curriculum policy of each division is defined to restructure educational curricula accordingly. Teachers and staff cooperate each other to support learning and classes and opinions of students against classes are collected using class evaluation questionnaires. Accreditations of credit, promotion, graduation and completion are defined by clear standards and known to students through the “guidance of the school.” The effect of employment support is increasing by cooperation between the Extension Center and the Career Center which aim to improve qualification status. Teachers use mutual evaluation of classes to improve educational contents and methods and learning guidance. Organizations including Student Affairs Division are maintained to support student’s life and the University has its own system of scholarship. There is a code for employment and promotion of teachers which is operated properly. Educational environment including fulfilling piano practical rooms are well maintained. It is recommended to control enrollment limit appropriately for some divisions which rate of filled vacancy are low. It is also expected that the University will allocate staff in a doctor's room.

### “Standard 3. Management, Admission and Finance”

In discipline and truthfulness of the management, the University formulated and tries to maintain the code of institutional ethics and discipline. The “Exploratory Committee of Business Planning for the Future” and “Sound Management Exploratory Committee” were

established under the Board of Directors in an attempt to accomplish the mission and objectives of the University. The Board of Directors runs appropriately based on the code of donative activities. A code defines that the chairman of important decision-making bodies of the University including the “Operating Meeting” and faculty council should be the President so that the President can take the leadership. The Board of Directors requests advice about important matters of the University to the “Operating Meeting” in advance and the corporate business and the University communicates smoothly. The President sets up a place to exchange opinions of faculty such as the “President Meeting” to take care of bottom-up system. Duties are conducted based on the code of system of duties and dividing duties. For ordinary expenses, payment balance is secured by reduction of administrative expenses and its efficient use. The account procedures are conducted according to the internal code of accounting maintained based on the accounting standards for incorporated schools.

#### “Standard 4. Self-Inspection and Evaluation”

The Self-Inspection Evaluation Committee was established in the first year of foundation to inspect planning, preparation and implementation and improvement status and discuss other necessary matters.

The University formulates an approach and improvement plan based on the “self-inspection evaluation check sheet” prepared every annual year and prepares a “self-inspection evaluation report” once every two years accordingly. The contents are discussed in the “Operating Meeting” and reported to faculty council to share the information, which serves as plan-do-check-action (PDCA) cycle utilizing the results of Self-Inspection and Evaluation. The “self-inspection evaluation report” is published in its website.

In general, teaching and learning system and organizations to support it are properly structured and operated to attain its mission and objectives of the University. The University is conducting disciplined management and finance and appropriate teaching operation, as well as smooth decision-making centering on the President. There is a system to improve Self-Inspection and Evaluation based on the PDCA cycle.

Please see a general comment of the standard for “Standard A. Contribution to and Cooperation with the Society” defined as a unique framework of the University based on its mission and goal.