

## SUGINO FASHION COLLEGE (杉野服飾大学)

### Evaluation summary

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

The mission and objectives of the SUGINO FASHION COLLEGE are expressed specifically in its school code, curriculum policy and diploma policy based on the spirit of foundation. The goal of cultivation of human resources in the department of fashion is expressed in Chapter 1, Article 2 of the school code and mission and objectives of the research course of figurative arts in the graduate school are clearly defined in Article 1 of the graduate school code. Its respective mission, objectives, and educational objective are explained and specified in brief sentences.

The objectives of the college and the graduate school meet requirements of the School Education Act and the establishment fits in well with the standards of establishment and other related laws. Characteristics and features of the college are clarified in its three policies (diploma policy, curriculum policy, and admission policy). The research course of figurative arts specifies its characteristics to foster “figurative artist of clothing” as its characteristics.

In the second “Middle-term Plan of Sugino Gakuen,” the college built up educational contents in response to requests from the time and reflected them in three policies appropriately. Its department of fashion and the research course of figurative arts maintain compatibility each other in response to social needs based on the educational objective.

#### “Standard 2. Learning and Teaching”

The admission policy was defined in the whole college and in the research course of figurative arts based on the spirit of foundation, mission and objectives, and educational objective to define its targeted students. Systematic structure and unique educational method are implemented in accreditation of credits, evaluation method, and evaluation standards, which are listed in syllabus in a same format.

In its educational curriculum, “Carrier Planning” was set up as a compulsory subject to put basic skill of working people into shape. To inspect and evaluate achievement status of its educational objective, the college sends out a “report of class evaluation questionnaires” to all teachers to make them improve learning guidance.

To support student life, the “Student-Supporting Liaison Committee” plans and discusses various matters related to student life. The college also has fulfilling “Basic Learning” subjects as a system to conduct liberal arts education and sets necessary field depending on characteristics. The compound and buildings of the college meet such area necessary for establishment and the college maintains appropriate environment necessary for its education and research.

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

The corporate business adheres to related laws and regulations applicable to universities, including the Basic Act on Education and School Education Act, and publishes educational

and financial information on its website to secure transparency and truthfulness.

The Board of Directors has a structure to accomplish the mission and objectives of the incorporated school, where an auditor periodically inspects status of duties performed in each section and guides it as needed, and the audit function is maintained.

Since the President is also the administrative director, he takes strong leadership to improve operation of the corporate business. Using size merit of small college, teaching section and administrative section work together to make a plan and carry it out on both sides with mutual check, and in this system, governance is working.

The accounting procedures for the corporate business is appropriately conducted in line with the accounting standards of incorporated schools, “Accounting Code of Incorporated School Sugino Gakuen,” “Capital Assets Management Code of Incorporated School Sugino Gakuen,” “Fund Management Code of Incorporated School Sugino Gakuen,” etc. In addition to accounting audit conducted by an audit firm, accounting audit is conducted using a trial balance sheet and the system is well organized.

“Standard 4. Self-Inspection and Evaluation”

The college established the self-inspection evaluation committee based on the “Code of Self-Inspection and Evaluation Committee” to conduct necessary inspection and management of necessary investigating points and perform voluntary Self-Inspection and Evaluation. It has built a permanent system to improve college operation based on the above results.

The Self-Inspection and Evaluation committee maintained its structure in an organized way with certification evaluation conducted in every 7 years in mind and conveys policies of the corporate business and educational activities of this year to all faculty and staff to share the results of the Self-Inspection and Evaluation internally. Reports of the Self-Inspection and Evaluation of the college are published in its website.

Plan-do-check-action (PDCA) cycle related to utilization of the results of Self-Inspection and Evaluation are evaluated by the President and the members of Self-Inspection and Evaluation committee (ultimately responsible persons) through discussion in the committee to organize a system to improve and implement it.

In general, the college is properly operated based on its spirit of foundation and mission and objectives and working on its operation using characteristics of a single-department college.

Please see a general comment of each standard for “Standard A. Industry-Region Cooperation Project Based on the Practical Science Education Program” and/or “Standard B. Challenge to a Contest” defined as a unique framework of the college based on its mission and goals.