

## TOKAI GAKUIN COLLEGE (東海学院大学短期大学部)

### Evaluation summary

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

The school philosophy is clearly defined as the “development of creative and active educated people with an international view,” and “human development” is cited as the institution’s faith. The educational principle is defined as the “development of strong and flexible human resources who can act according to their own code of conduct, and under their own judgment and responsibilities.” The objectives of the institution’s education and research are clearly shown, and the objectives regarding the education and research of the Department of Early Childhood Education are also clearly shown. Due to changes in the external environment, two of the four departments, the Department of Food Science and Nutrition and the Department of Health Care and Welfare, were changed to four-year courses. To respond to environmental changes inside and outside the institution, it inspects the educational mission and educational goal every year. The school philosophy and educational objectives are displayed in the university brochure and on the website. The institution developed a five-year management plan in the 2011 academic year.

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

The admission policy is clearly shown and publicized to those related to entrance examinations through university information sessions, the website, and entrance examination literature in order to secure the appropriate number of students. However, the enrollment capacity is still unsatisfied. The curriculum policy based on the educational objectives of the departments is clearly shown in the Study Guide, etc., and the curricula necessary for training of kindergarten and nursery teachers are organized systematically. A response to those who left school halfway has produced results through development of a system of collaboration among teachers, and educational consultation sessions with caretakers. The criteria for accreditation and graduate certification are clearly defined in the school rules, and applied strictly. The institution understands the learning status and academic records of students, and provides careful guidance for learning. There are organizational systems to stabilize student life, including the student life committee, the supervisory teacher/assistant supervisory teacher system, the student life department, the student counseling office, and the health care center. The allocation of teachers meets the standards of laws and regulations, the allocation of positions is appropriate, and the teachers’ degrees meet the required standards. Barrier-free design is promoted in an organized way according to plans for the educational environment including the premises, school buildings, and library.

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

Based on the articles of endowment, etc., the roles of the board of directors and board of councilors are defined, and administrative organizations and the roles of the incorporated entity and the college are defined. The board of directors is specified in the articles of endowment of the Incorporated Educational Institution, Kamiya Gakuen, etc., periodical meetings are held almost every month, and occasional meetings are held as needed to make decisions to achieve the mission

and goal. The Officers' Meeting was established to complement the faculty meeting as an investigative organization concerning the education and research. The institution devises ways to facilitate mutual inspection and communication between the management division and education division, or among teachers and staff. Administrative organizations and role assignment are clarified based on the rules. Appointment and allocation of teachers and staff are specified in the Incorporated Educational Institution, Kamiya Gakuen Working Rules," "Appointment Rules," etc., and are managed appropriately. For issues in terms of college management and operations, the President holds an Officers' Meeting regularly once a month as a chairperson to discuss solutions. Accounts processing is carried out properly based on the rules.

#### "Standard 4. Self-inspection and Evaluation"

In 1992, the Self-Inspection Steering Committee Rules were enacted, and the Self-Inspection Steering Committee was organized. In this way, the institution has built a system to carry out self-inspection and evaluation voluntarily from an early stage.

Self-inspection and evaluation are undertaken based on evidence of high objectivity. Reports are prepared based on specific data such as the Student Life Survey, Class Evaluation Questionnaires, and the Annual Report on Health Activities. Feedback on items to be improved or enhanced, which are identified in the reports, is provided to the Officers' Meeting, faculty meetings, etc., and improvement strategies and measures are considered and implemented. The results are reported to and discussed at the Officers' Meeting, the faculty meeting, etc. In this way, there is a system to implement the PDCA cycle on a school-wide level.

To sum up, the college clearly defines its mission and goal, and develops human resources with an international view. There is a tendency that finance is improving. Therefore, it is desirable that the institution should make even more efforts to secure higher numbers of students. For details about "Standard A. Collaboration with Social Communities," which is set forth as the institution's unique initiative based on its mission and objectives, please refer to the general remarks on the standard.