

## Tokyo Seiei College (東京聖栄大学)

### Evaluation summary

#### **Standard 1. Mission and Objectives, etc.**

The mission, goals and educational objectives are stipulated in the College Regulations, in line with the College Philosophy and educational principles, and its educational targets, fitted to these changing days, and the College's individuality and distinctive quality are clearly shown to society.

The formulation of mission, goals and educational objectives etc. are checked by the Managing Director's Committee, Gakuen Operation Council and College Operation Council, with the participation of executives, faculty and staff. Its mission, goals and educational objectives are made widely-known internally and externally through visits to high schools, open campus days, and over the College website.

The College's mission, goals and educational objectives are incorporated in its medium-to-long-term plan, and the three policies of diploma policy, curriculum policy and admission policy. The College has prepared the requisite faculty and departments and educational and research organization to attain its mission, goals and educational objectives.

#### **Standard 2. Students**

Student admissions are in line with enrollment quotas and numbers appropriately maintained throughout the entire Faculty. The admission policy has been formulated according to the educational objectives, and clarified for the faculty and each department. The admission policy is disseminated through the College website and College guide, application guidelines, student handbooks and open campus days etc. With regard to support for learning and class instruction through collaboration between faculty and staff, initiatives for collaboration are pursued by faculty and staff connected to the various divisions and committees, including the year head teachers, course teachers and the Academic Administration Committee.

With regard to career guidance, internships, career research, literacy and other courses are provided within the educational curriculum, in addition to which career support guidance, job hunting experience lectures and so on are conducted outside the educational curriculum through collaboration between faculty and staff.

Consultation on student health is taken care of by the infirmary and college doctor, and a counselling room has been established to deal with mental support for students and is manned by consultants. In addition, through the implementation of various questionnaires and Meetings for Exchanges of Opinion between Students and Staff the opinions cited by students are considered from a cross-college perspective at the College Operation Council etc., and efforts are made to address them.

#### **Standard 3. Educational curriculum**

A diploma policy, based on educational objectives, is formulated with the incorporation of the

external perspective of Katsushika Ward, Tokyo, with whom the College has concluded a comprehensive collaboration agreement. The standards for certifying graduation and awarding credits based on the diploma policy, and the standards for evaluating academic achievement and standards for the recognition of licenses and qualifications are all appropriately stipulated in the College Regulations and Course Completion Regulations. Furthermore, the diploma policy is also disseminated through the College's website and College guide and student handbooks

As a method for evaluating academic achievement the grade point average (GPA) system was introduced upon the 2016 intake of students, and these evaluations are stringently conducted. As an indicator that is publicized, those students failing to gain a GPA of 1.5 over the semester are interviewed by the year head teachers, and those who fail to gain a GPA of 1.5 by the end of the second year by the Dean and Department Chair. A target of having achieved an aggregate GPA of at least 2.00 or more upon graduation is clearly set as a goal. In addition, by conducting learning behavior survey the correlation between learning and GPAs is analyzed and the College is considering the effective use of GPAs. Subsequently, with regard to fairness in awarding credits and evaluating academic achievement, the Course Meetings are convened attended by all faculty members including concurrent and new faculty members, and the concepts are shared among course teachers.

- In order to maintain fairness in awarding credits and evaluating academic achievement the Course Meetings involving the entire faculty including concurrent members have been held each year since the inception of the College, and the initiatives among faculty members to confirm academic achievement standards and achieve a common awareness of the handling of late arrival at or absence from the college is worthy of evaluation.

#### **Standard 4. Faculty and Staff**

The College Operation Council, which was established in order to facilitate College operation and assure the functionality of the President's leadership, is an appropriate auxiliary system to assist the President in decision-making. It also serves as an organization that can appropriately pick up the opinions of the various committee organizations. When the President makes decisions the opinions of the Faculty Council are listened to in line with the College Regulations, Faculty Council Regulations and President's decision. Furthermore, efforts are made to make the content of the opinions and decisions widely known through the Faculty Council, Division Chief Meetings and the Gakuen Information Sharing System. In addition, staff are assigned according to the Administrative Organization and Division of Duties Regulations, and roles are clarified.

The full-time faculty are appropriately assigned in accordance with the Standards for Establishment of Universities and the designated criteria for various qualifications. Faculty Qualification Screening Regulations have been stipulated for the screening of the faculty's qualifications. Specific items for qualification screening pertaining to employment and promotion are stipulated in the Bylaws for Selection of Faculty and conducted. Achievement evaluations are conducted with consideration paid to research and education activities and sharing of duties, as well

as the results of Class Evaluation Questionnaires.

Organizational Faculty Development (FD) activities are promoted, and the reform and improvement of educational and teaching methods is being achieved. The full-time faculty engage in mutual inspections of each other's classes, sharing and improving upon their teaching methods, while at the same time they are obliged to submit a Reform Report in response to the results of the Class Evaluation Questionnaires, thereby encouraging them to improve classes at their own initiative.

- All full-time faculty are obliged to make their lessons open and enable them to be viewed, and the fact that the sharing and improvement of teaching methods are attempted on a College-wide scale merits evaluation.

### **Standard 5. Management, Administration and Finance**

The goals of the College's incorporated entity are stated in Article 3 of the Incorporated Educational Institution Tokyo Seiei College Articles of Endowment, and management discipline is cited. Furthermore, regulations have been established with regard to consideration for organizational and research ethics, environmental conservation, human rights and security, achieving the heightened awareness amongst both students and faculty and staff, and these regulations are being applied.

The Board of Directors has established the Managing Director's Committee, which has enabled an acceleration of decision-making through the preliminary coordination of matters for discussion, and is processing day-to-day business. With regard to important matters related to the operations of the College's incorporated entity and the College, the Chair of the Board of Directors and President consult with the Managing Director's Committee and Board of Councilors before taking decisions.

In order to establish a financial base, the College is striving to pursue revenue increase measures such as dividend earned and investment earnings based on sound asset management and initiatives to acquire external funding such as the Grants-in-Aid for Scientific Research (KAKENHI). As measure to curb expenditure the College reviews labor costs and is working hard to obtain a fiscal balance. Furthermore, with regard to budgets, based on Budget Preparation Criteria a (proposed) Budget Preparation Policy considering the medium-to-long-term business plan and revenue resources have been formulated.

The audit system is composed of auditors, a certified public accountant and the Internal Audit Office. The Three-type Audit Liaison Meeting, a review meeting attended by the above three parties, is held with the target of exchanging opinions concerning the College's accounting procedures and financial circumstances, and an organized system for the appropriate conduct of accounting procedures has been created.

- Each academic year a drill involving the entire College is held in which fire/disaster prevention drills and the system for checking on the safety of students and personnel is put into practice operation, the installation of priority telephone links during disasters, stocking of emergency foods and other specific safety measures are all worthy of evaluation.

## **Standard 6. Internal Quality Assurance**

With regard to the organization and the relevant responsibility system for internal quality assurance, a permanent organizational system centered on the Self-Inspection and Evaluation Review Committee is in place. In addition, after the Managing Director's Committee has checked the state of progress being made with the medium-to-long-term plan, a report is submitted to the Gakuen Operation Council, while with regard to the business plan for the relevant academic year the College Operation Council manages the state of progress of the faculty and both departments, and the system of responsibility for the entire College's internal quality assurance is clear. Through the drawing up of a Self-Inspection Report centering on the Self-Inspection and Evaluation Review Committee, each of the committees and administrative divisions check the results of initiatives, inspection evaluations and issues for the next academic year, and in this way both initiatives to raise awareness among faculty and staff about internal quality assurance and independent and autonomous self-inspection and evaluation are conducted.

With regard to the Institutional Research (IR) functions, the College Operation Council that supports the President's leadership collects data, and provides its results through committees and the Faculty Council to share it among all of the faculty and staff. In addition, through the use of self-inspection and evaluation, institutional evaluation and accreditation, and the results of Investigations into the State of Progress in Pursuing the University Establishment Plan, the operation of the College is being reformed and improved in line with the medium-to-long-term plan.

In summary, the College is appropriately addressing education and research in line with the founding principles and mission and goals it cites for itself. The College's educational target is to "instill students with expert knowledge, techniques and skills in health, nutrition and foods, and to develop them into citizens capable of success in the local community and in professional working society." It has in place one faculty and two departments, is pursuing educational and research activities that are in line with its principle of social contribution, and it is to be hoped that it will continue to flourish.

Note that with regard to the College's unique standards, the general comments on "Standard A. Collaboration with and contribution to the local community" should be referred to.

It should be noted that the College has cited the following remarks.

1. Collaboration between management and education/learning divisions towards making a reality of the College's vision
2. A continuous support system for learning and class instruction
3. Results of fulfilling one's *raison d'être*