

## **Japan Health Care College (日本医療大学)**

### Evaluation summary

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

The mission, goals, and educational objectives are clearly set out and succinctly documented in the College Regulations. The mission, goals, and educational objectives identify the College's individuality and distinctive qualities as being its business foundation as a social welfare corporation, its status as a college born out of the medical and welfare workplaces, and its realization of workplace-integrated education, and these are clearly stated in the college guide etc. while at the same time publicized both internally and externally. Revision of the founding principles, basic principles, and five educational principles was considered in 2016 under the Med- and Long-term Management Plan Project, and approval has been granted by the Board of Directors.

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

An admission policy is formulated in accordance with the educational principles and made public through the College website, guide, application guidelines, and syllabus. A support system for learning and class instruction is provided for students through collaboration between faculty and staff, with the Academic Administration Committee, student supervisors, and the Career and Learning Support Center playing an active role in planning and implementing pre-matriculation education, learning and class instruction support, job-hunting activities, national exam preparation etc. The Career and Learning Support Center has been established as part of the College's career education initiatives, creating a system for supporting students through collaboration between faculty and staff. Established to facilitate school life stability, the Student Council provides and diffuses various information related to student life as well as implements physical and mental health maintenance measures etc. College campus and building surface areas fulfill the Standards for Establishment of Universities, and a learning environment has been provided. The College has libraries on both of its campuses, and the usage environment has been improved through the extension of library opening hours in response to students' requests and the introduction of an online catalog system enabling students to search for materials from off-campus as well. With regard to students' opinions and requests regarding learning and class instruction support, course supervisors make improvements and the Academic Administration Committee considers issues based on class evaluation results.

#### **Standard 3. Educational Curriculum**

The College has prescribed diploma policies in accordance with its educational objectives, and since the academic year 2019 these policies have been made widely known by clearly stating in the syllabus which diploma policies apply to each of the courses. Curriculum policies and diploma policies were reviewed on an integrated basis in the academic year 2018 based on the College's educational objectives. Both policies were found to be consistent on the curriculum map, made widely known through the College website, student application guidelines, and syllabus, and form

the foundation for a systematic educational curriculum comprising basic education courses, specialized basic education courses, and specialized education courses. Educational content/methods are reviewed following inspection and evaluation of learning outcomes utilizing Class Questionnaires, Course Evaluations, Graduate Questionnaires or Achievement Questionnaires etc.

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

Comprising the President, Department Chairs, and Secretary General, the Operation Council has been established as the decision-making body for college operations and a system for assisting the President has been constructed, creating a structure that enables the President to appropriately demonstrate leadership. With regard to the College's authorities and responsibilities for decision-making, the authorities and responsibilities of the President and other positions have been clearly prescribed under Administrative Authority Regulations. The necessary number of full-time faculty for fulfilling the Standards for Establishment of Universities and the relevant standards regarding occupational qualifications has been secured, and they are assigned appropriately. With regard to recruitment and promotion of faculty, the College has established Faculty Employment Regulations and Faculty Selection Committee Regulations. The College is a member of the Hokkaido FD/SD Promotion Council, and in addition to gathering information, proactively dispatches administrative staff to training workshops conducted by the Association of Private Universities of Japan and other organization in accordance with the Staff Training Plan formulated annually by the Secretariat. Not only are full-time faculty provided with offices with the necessary floor area, ensuring that the research environment is fully equipped, but also various regulations have been formulated to ensure that administration is carried out appropriately.

Good point

- The College can be highly evaluated for compiling a College Administration Handbook summarizing laws/regulations and reports pertaining to staff's administrative duties, as well as compiling and using work manuals for procedures and execution methods for each of the main duties of each group within the Secretariat.

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

Work Regulations and Reward/Disciplinary Regulations have been established based on the College's founding principles, basic principles, and educational principles, and the College endeavors to maintain management discipline and integrity. In addition, every academic year the College hold a Japan Health Care College Policy Briefing where the College's management and operational policies are explained to faculty and staff, and efforts are being continually made in order to realize the College's mission and goals.

A Board of Directors has been established in accordance with the article of endowment as the College's decision-making body for achieving its mission and goals. The Board of Directors comprises directors appointed in accordance with the articles of endowment, and both meeting convening status and attendance status are good. In order to support education and learning by

strengthening the financial bases of both the College and its incorporate entity, a Management Strategy Council comprising the Chair of the Board of Directors, the President, Department Chairs, the Secretary General, and external experts has been created and other collaborative efforts between the College and its incorporate entity are being carried out. Ever since its establishment in April 2014, the College has been endeavoring to establish a stable financial base with the cooperation of the Tsushima Health Care & Welfare Group while at the same time pouring effort into improving the governance system. Aiming to achieve an even more stable financial base, measures are being taken to make the College's fiscal balance even healthier, such as carrying out management of the incorporate entity within the scope of revenue from the charges from students and pupils and launching an Expenditure Reduction Taskforce led by young middle-level administrative staff.

Good point

○ Operating directly under the Chair of the Board of Directors, the Internal Audit Office audits the College's administrative situation, including accounting procedures, in accordance with the annual audit plan. Audit results are reported to the Chair of the Board of Directors, with the audited divisions submitting improvement reports. This system can be highly evaluated for ensuring appropriate functioning of mutual checking.

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

The College carries out self-inspection and evaluation activities independently. Each committee carries out annual self-inspections and evaluations of the status of its activities and then prepares a report on its committee activities for submission to the Self-Inspection and Evaluation Committee. The Self-Inspection and Evaluation Committee verifies the content of the submitted reports, and summarizes them in an annual report. In 2018 the College revised its three policies (diploma, curriculum and admission policies), with each department formulating curriculum maps and the content of diploma policies reflected in curricula. The College is implementing internal quality assurance initiatives based on these three policies, with the syllabus clearly showing the relationship between diploma policies and curricula for all courses, and each faculty member conducting their classes in accordance with diploma policies.

In summary, through maximum utilization of its business foundation as a social welfare corporation, its status as a newly established college born out of the medical and welfare workplaces with a view to society's expectations in the future, and its experiential advantage in providing workplace-integrated education, the College is demonstrating its determination to realize its mission and goals in every aspect of its campus operations, and expectations can be held for its future growth and expansion. Currently, the College is meeting the standards expected for institutional evaluation and accreditation with regard to organizational behavior based on the spirit of internal quality assurance, including continuous efforts to improve not only student support but also the educational curriculum, enhance the working abilities of both faculty and staff, and maintain management and financial health.

Note that with regard to the College's unique standards, the general comments on "Standard A. Research activities," "Standard B. Student volunteers" and "Standard C. Public lectures" should be referred to.