

## [SURVEY - Criterion 2 DRAFT](#)

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### Criterion 2: Integrity: Ethical and Responsible Conduct

The institution acts with integrity; its conduct is ethical responsible.

#### **2.A. – Core Component 2.A**

The institution establishes and follows policies and processes to ensure fair and ethical behavior on the part of its governing board, administration, faculty and staff.

1. The institution develops and the governing board adopts the mission.
2. The institution operates with integrity in its financial, academic, human resources and auxiliary functions.

Pima Community College (PCC) adopts Board Policies (BPs) and Administrative Procedures (APs) through a formal process that involves extensive stakeholder input, and Standard Operating Procedures (SOPs) through less formal processes that maintain appropriate stakeholder input. [BP 1.01](#), the *Prime Policy*, applies to the development, revision and deletion of non-personnel policies and administrative procedures. PCC's expectation of fair and ethical behavior is embodied in Article X, *Code of Conduct*, of the [Governing Board's Bylaws](#), [BP 1.10 Conflict of Interest](#), [BP 1.06, Governance](#), and [BP 2.18](#) regarding *College compliance and ethics*. Employee Handbook Sections address [Code of Conduct for Employees](#) and [Faculty Code of Ethics](#).

PCC regularly surveys its employees to gauge satisfaction with the work environment. The latest survey was deployed in 2022. PCC's [College Employee Satisfaction](#) evaluates fair and ethical interaction with faculty and staff. An annual risk-assessment also helps monitor PCC's success and identify areas that may need addressing.

#### **Argument**

**2.A.1 The institution develops, and the governing board adopts the mission.**

As discussed in Criterion 1.A.1., there is a clear process by which PCC develops and updates its mission statements. [BP 1.16](#), *Institutional Effectiveness*, and [AP 1.16.01](#), *Mission Evaluation*, establish the process for evaluating and updating PCC's [Purpose, Vision, Mission, and Behaviors](#) which is developed by Administration through an open and collaborative process. Consistent with Criterion 1.A.1, the Governing Board adopted the [Mission Fulfillment Framework](#) at its 05/12/2021 regular meeting following a [presentation](#) and discussion at its 02/15/2021 Study Session.

Regular Governing Board meetings include a 'Pima's Mission Moment' presentation ([example from 9/13/2023 meeting](#)). Board presentations and study sessions support Board oversight and public transparency. [\[Insert approved GB Calendar from 9/18/23 Study Session, Item 2.3 when revised\]](#)

## **2.A.2 The institution operates with integrity in its financial, academic, human resources and auxiliary functions.**

PCC updated its [commitment](#) to maintaining an institutional culture of ethical conduct, accountability, and compliance on 09/13/2023. The Employee Handbook section on [Whistleblowing](#) and [BP 2.18](#) include an affirmative duty to report suspected fraud or abuse and can do so confidentially. Retaliation is prohibited. The Chief Compliance Officer has an independent reporting responsibility. The [Finance and Audit Committee](#) includes two Governing Board members and 5-8 community representatives appointed by the Governing Board. The [Internal Auditor](#) and Chief Compliance Officer ([BP 2.18](#)) have independent, regular reporting relations with the Committee and have the option of meeting with the Committee without a Management presence. The Committee [Charter](#) requires at least four meetings annually, but the Committee usually meets every other month, publicly posts its agendas, and streams the meetings for public viewing via a Zoom link on each agenda. Agendas and minutes are posted on the Committee's [Agendas & Minutes](#) webpage.

As a public institution, almost all financial policies and transactions are subject to public scrutiny and much is posted publicly through PCC's [Finance](#), [College Budget](#), and [Financial Reports](#) webpages and incorporated links. The Governing Board has adopted policies on [Financial Financial Controls and Institutional Budget](#), [External or Independent Audits](#), [Enterprise Risk Management](#), [Interfund Loans](#), [Approval of "In House" Capital Improvement Projects](#), [College Travel](#), [Financial Stability](#), and [Tuition and Fees Waivers for Employees and Dependents](#). Administrative procedures and SOPs provide processes and controls.

Arizona's model includes property tax as a significant community college revenue source. The Finance webpage aggregates information on property taxes; community college metrics, financial indicators, and financial ratios; revenue bonds; bond ratings; and links to State resources. It also links to PCC Financial Reports, College Budget, and Finance and Audit Committee pages. [BP 4.07 Financial Stability](#) identifies appropriate

reserve fund balance targets. Arizona law restricts most public funds to conservative and lower risk investments. Each Finance and Audit Committee and regular Governing Board meeting includes a financial report, with the investment manager demonstrating compliance with the investment policy at Finance and Audit Committee meetings. Changes in investment procedures require review and approval by the Finance and Audit Committee and report to the Governing Board. BP 4.07 requires a plan to restore reserves to the minimum threshold within three years as part of the operating budget if reserves fall below the threshold.

PCC posts its most recent CAFRs on its website, the most recent three being [FY-22](#), [FY-21](#), and [FY-20](#). The Arizona Auditor General audits PCC annually and its reports are available on PCC's Financial Reports website and on the Arizona Auditor General's [Financial and Federal Compliance Audits website](#) (p. 2). Some of the audits identified recommendations for improvement, indicated in each year's highlights: [FY-17](#), [FY-18](#), [FY-19](#), [FY-20](#), [FY-21](#), and [FY-22](#) most recently, the FY-21 audit found that all deficiencies or recommendations from prior years were fully addressed; the FY-22 audit identified deficiencies in HEERF reporting and the [corrective action plan](#) has been fully implemented.

The expectation of integrity and ethics on the behalf of all employees and contractors or consultants was elevated from SOPs to Board Policy per BP 2.18. BP 1.25, *Personnel Governance and Policy for College Employees*, establishes the framework for development of personnel policies and practices. Representative groups work through the [All Employee Representative Council](#) (AERC) regarding changes that affect employee related policy, terms, and conditions of employment. The [Employee Handbook](#) includes provisions regarding employee rights and responsibilities, accountability, and processes to resolve complaints and grievances. All employees are subject to Arizona's Conflict of Interest [laws](#) and [AP 1.25.05](#), *Disclosure of Conflict of Interest - Pecuniary or Proprietary Interest* [[currently being updated, use new/proposed language](#)].

[AP 2.02.01](#) and [AP 2.02.02](#) address the competitive selection process for administrators and staff, and for faculty, respectively. Both processes provide for Selection Advisory Committees of subject matter experts or participants from closely related disciplines. The Chancellor may also approve direct selections. New employee orientation is required as part of onboarding new hires. [Professional development](#) opportunities, both internal and external, along with College Directed (required) training encourage personal growth and reinforce required training and compliance. The Employee Handbook includes PCC's policy regarding [Ethical Standards and Conflict of Interest](#), a prohibition on [Discrimination, Harassment, and Retaliation](#), and [Whistleblowing Procedures and Retaliation Prevention](#). Reports may be made confidentially.

Students and employees have multiple resolution and appeal processes available to them and many, if not most, disagreements or misunderstandings are resolved either informally or directly through established processes. The [Office of Dispute Resolution](#) (ODR) was established to provide:

1. An informational resource (safety net) for complaints, grievances, and concerns when anyone is unsure on a process.
2. An optional single point for receiving any complaint or grievance and routing it to the appropriate process for assessment and resolution, including the ability to report confidentially ([students](#); [employees and others](#)).
3. An independent investigative resource that must investigate certain types of complaints and is available to investigate other types of complaints referred to ODR from other processes.
4. A resource to monitor resolution of complaints forwarded through ODR; and
5. A resource for assessment of complaint and grievance trends.

All complaints made through ODR are logged and tracked.

As part of PCC's continuous improvement efforts, the ODR team worked with HR and the All Employee Representative Council (AERC) to better clarify the complaint process in 2023 and a short [informational video](#) was included in the Fall 2023 'required training' refresher for all employees. ODR includes additional information in their response to those contacting them for the first time. The [complaint process document](#) is linked on the ODR and [student complaint](#) webpages and in the employee handbook complaint policy. A generic [flowchart](#) of the complaint resolution process has been developed.

PCC moved from a Title IX co-Coordinator model to a single Coordinator model in early 2023 to improve its current program and prepare for upcoming regulation changes. A main Title IX webpage [[still under development](#)] was added and linked to student and employee information pages and added to the bottom panel of links on PCC's public facing web pages.

PCC is an open access institution and prioritizes attracting and supporting students who might not otherwise believe that college or career training is a viable option. [Adult Basic Education](#), [IBEST](#), pre-100 level and Student Success courses, free tutoring, and about 2,000 student loaner laptops help ensure students are prepared for the rigors of college work. [AP 3.01](#) defines minimum qualifications for faculty teaching credit bearing courses. [Full-time faculty](#) and [adjunct faculty](#) qualifications are available on the public catalog and continuing professional development is encouraged and supported. The Faculty's [Code of Ethics](#) and [General Responsibilities](#), and PCC's [Student Code of Conduct](#) and [Academic Integrity Code](#) help maintain academic integrity. Disciplinary decisions are subject to independent review in appeal and a division of functions and roles is maintained.

PCC has a number of initiatives to ensure students can move directly from where they are to their ultimate goal. [Transfer partnerships](#) provide additional assurance that specific courses and programs transfer as anticipated.

PCC's auxiliary functions may not include the type or scope of many others, but they serve important roles to our students and community. The largest involves the contract

operated Bookstore, passport services, and a lease to a state university. All auxiliary functions are accounted for with Designated Funds that include appropriate use restrictions and are identified separately on College financial reports. Duties are segregated; funds are received through Accounts Receivable, with expenditures authorized by departments, and are then reconciled, at least annually, by Financial Services.

## **2.B – Core Component 2.B**

### **2.B.1 The institution presents itself clearly and completely to its students and to the public.**

1. The institution ensures the accuracy of any representations it makes regarding academic offerings, requirements, faculty and staff, costs to students, governance structure and accreditation relationships.
2. The institution ensures evidence is available to support any claims it makes regarding its contributions to the educational experience through research, community engagement, experiential learning, religious or spiritual purpose and economic development.

### **2.B.2 The institution ensures the accuracy of any representations it makes regarding academic offerings, requirements, faculty and staff, costs to students, governance structure and accreditation relationships.**

PCC's website, <https://pima.edu>, is the primary avenue into PCC for students and the public. There, PCC maintains clear, complete, and transparent communication regarding academic offerings, requirements, faculty and staff, costs to students, governance structure and accreditation relationships. Key elements include:

1. The [course catalog](#), which lists all courses, programs, and more, and the [schedule of classes](#). In addition, a [listing](#) of all faculty and their qualifications can be found in the course catalog.
2. Visibility of financial information for student planning can be found through webpages such as [Tuition and Fees](#) and through a net price [calculator](#). Under the [Paying for College](#) index, students can find resources and contact information about financial aid, scholarships, military & veteran benefits, and more.
3. The [Admissions requirements](#) webpage provides guidance that supports enrollment.
4. A public report on [Accreditation](#) updates the college community and public.
5. The PCC Consumer Page also provides other required information.

## **2.B.2 The institution ensures evidence is available to support any claims it makes regarding its contributions to the educational experience through research, community engagement, experiential learning, religious or spiritual purpose and economic development**

Research:

PCC as a community college, is not a research-based institution. PCC believes scholarly research is a necessary component in a student's educational pursuit. Following are examples of faculty and student-based research endeavors:

### **Research**

1. Human Subjects Research undergoes a [review process](#) that is designed to ensure that research carried out at the College meets all requirements and regulations specified in the Code of Federal Regulations Part 46: Protection of Human Subjects

### **Community Engagement**

1. [External Relations Committee](#) outreach which includes marketing PCC to prospective students, overall brand awareness of PCC and its programs; outreach to new and traditional media, community engagement, outreach to federal, state and locally elected officials on behalf of PCC, organizing internal and external special events on behalf of PCC.
2. Foundation
3. Athletes
4. Nursing

### **Experiential Learning**

1. Center of Excellence in Applied Technology features the Automotive Technology and Innovation Center, the Advanced Manufacturing Building, which houses Automated Industrial Technology (AIT), Computer-Aided Design (CAD), Machining (MAC), and Welding (WLD) programs. Building & Construction Technology (BCT) programs to expand from 2,000 sq. ft. to 20,000 sq. ft.
2. Workforce Development
3. Vet Tech
4. Nursing
5. Performing Arts
6. The passage of Proposition 481 positions Pima to expand public-private partnerships, offer new on-ramps to education, such as Pima FastTrack, and fill our cutting-edge Centers of Excellence with the best equipment and resources,

### **Economic Development**

1. Pima Community College is committed to advancing economic development in Southern Arizona. In close partnership with business, government and community leaders and stakeholders, PCC developed Centers of Excellence to provide high-

tech training and reskilling of both new and incumbent workers and contribute to the overall economic vitality of Pima County and the surrounding region.

## **2.C. – Core Component 2.C**

The governing board of the institution is autonomous to make decisions in the best interest of the institution in compliance with board policies and to ensure the institution's integrity.

1. The governing board is trained and knowledgeable so that it makes informed decisions with respect to the institution's financial and academic policies and practices; the board meets its legal and fiduciary responsibilities.
2. The governing board's deliberations reflect priorities to preserve and enhance the institution.
3. The governing board reviews the reasonable and relevant interests of the institution's internal and external constituencies during its decision-making deliberations.
4. The governing board preserves its independence from undue influence on the part of donors, elected officials, ownership interests or other external parties.
5. The governing board delegates day-to-day management of the institution to the institution's administration and expects the institution's faculty to oversee academic matters.

### **2.C.1 The governing board is trained and knowledgeable so that it makes informed decisions with respect to the institution's financial and academic policies and practices; the board meets its legal and fiduciary responsibilities.**

[External Relations Committee](#) defines the Governing Board' general powers and duties as an autonomous governing board, with additional administrative powers and duties defined in [ARS §15-1445](#). It is the Board's responsibility to ensure that PCC operates in an ethical and responsible manner, as evidenced in [BP 1.06, Governance](#). Governing Board members are publicly elected by geographical district with varying backgrounds and experiences. It is critical that appropriate and timely training is provided to new and existing Board members to inform them of their legal and fiduciary responsibilities. The [Board member webpage](#) includes terms of office and biographical information..

Article XI of the Governing Board's [Bylaws](#) (p. 21) describes orientation for new Members that occurs within the first 60 days of election or appointment to office:

1. General overview of PCC, its programs, services and operations.
2. Role, responsibilities, and function of the Board and its members, including, but not limited to, familiarity with Board Bylaws and Policies.
3. Principles of Board decision making.
4. Board/Chancellor relations.
5. Ethical standards.
6. Response to complaints.
7. Board appointments.
8. Overview of auditing bodies and Board committees.

9. Laws that apply to the conduct of the business of PCC, such as the Open Meeting Law, public records laws, confidentiality, FERPA, and laws that prohibit discrimination.

PCC developed and presented a series of orientation and training sessions that included Board and Board Member responsibilities, laws, policies and practices, and overviews of areas of PCC that directly relate to or support PCC's most important objectives on [01/17/2023](#), [01/30/2023](#), [02/03/2023](#), and [02/13/2023](#). These live sessions provided the opportunity for interactive discussion and immediate clarification and feedback.

The Governing Board's regular monthly meetings include presentations from various areas of PCC and representative groups, and a call to the public. Monthly study sessions allow deeper discussion of topics, plans, and issues, informing the Governing Board in its oversight role and looking to the Governing Board for direction. Two Governing Board members serve on the Finance and Audit Committee, which receive more detailed information and provide insight and recommendations to the Governing Board. Board retreats provide additional opportunities for training, introspection and evaluations, and more in-depth planning. Governing Board members participate with industry associations and take advantage of external professional development and training opportunities.

The Governing Board's annual meeting planning schedule ([Insert approved GB Calendar from 9/18/23 Study Session, Item 2.3 when revised](#)) ensures that PCC and Governing Board review, deliberate, and act consistent with its legal and fiduciary responsibilities.

PCC provided detailed information on Criterion 2C on 09/01/2023 in its interim monitoring report.

### **2.C.2 The governing board's deliberations reflect priorities to preserve and enhance the institution.**

Arizona's Open Meetings Law places limitations on communication and decision making among Members outside of public meetings consistent with a published agenda, while also conveying the ability to meet and discuss and provide direction (but not act) in Executive Session for specific topics authorized in Statute. The Arizona Attorney General's Agency Handbook, [Section 7.5](#), provides guidance on how to avoid Open Meeting Law violations in communications between the Governing Board and others, whether constituency groups or Executive Leadership. Great care must be taken to avoid splintered or serial discussions that include a quorum of the Governing Board. For that reason, communication with Governing Board members outside of properly noticed meetings tends to be coordinated through the Chancellor's Office.

While Arizona law permits agendas to be posted and amended at least 24 hours before a meeting, with an exception for emergencies, Governing Board Bylaws, Article VI, Sections 10 requires that agendas and supporting materials be posted and sent to



Members not less than 5 calendar days before meetings unless the Chair approves a shorter period. Members acknowledge receipt of the materials and commit to a review, with the goal of asking for additional information before the meeting when practicable. All members have the opportunity to request items from the Consent Agenda be heard individually, and to add topics to future agenda items. [\[log of Board questions\]](#) The Governing Board Chair and Vice-Chair meet with the Chancellor the week before meetings to better facilitate communication, and then again, a couple of days before the meeting to ensure, to the extent practicable, that Board member questions are answered before the meeting or can be answered during the presentation.

The Governing Board provides input into strategic, visioning plans as part of the Integrated Planning process, asks hard questions as part of its governance and oversight role, and makes specific decisions that are both ministerial and discretionary. The very nature of Open Meetings Laws bars public body decisions made in private and, from time to time, results in public disagreement, persuasion, and negotiation discussion among Governing Board members and with College leadership. The Governing Board develops and adopts [its priorities](#), and has direct input into and adopts the [Chancellor's Goals and College Priorities](#), and conducts an [annual self-assessment](#).

### **2.C.3 The governing board reviews the reasonable and relevant interests of the institution's internal and external constituencies during its decision-making deliberations.**

Governing Board members and many Administrators are actively engaged in different segments of the community and organizations. PCC provides opportunities for community input through forums and town halls on many of its visioning plans. Teams coordinate with industry, educational, and community stakeholders and use that information to develop recommendations. Employee representative groups and shared governance teams provide input. Article III of the Bylaws provides for non-voting Board Representatives selected by various employee and student groups who are provided time for presentations as part of every regular Governing Board meeting agenda.

The Governing Board is creating broad, well informed, and diverse advisory committees to evaluate options for future use of [Drachman properties](#) that may have historic value on the Downtown campus, and for a [Chancellor Search Advisory Committee](#).

Every regular Governing Board meeting includes a Call to the Audience early in the agenda to permit public comment on issues within the jurisdiction of PCC. ([Example](#), item 1.5) Meeting agendas involving public hearings, such as tax levy and budget adoption, include specific Call to the Public agenda items immediately following the presentation. (See [06/14/2023 agenda](#), Items 2.1 - 2.4). Regular meetings and study sessions remain hybrid, permitting remote participation.

### **2.C.4 The governing board preserves its independence from undue influence on the part of donors, elected officials, ownership interests or other external parties.**

Arizona does not have a Community College 'system' or oversight Board or Commission. PCC is an independent [political subdivision](#) of the State of Arizona. Governing Board members are [elected](#) (or appointed to fill a vacancy) by geographical district and bring together diverse interests, backgrounds, and constituencies. The Governing Board adopted Bylaws that prescribe how the Board will function and work together as a Body in the best interest of PCC and the community it serves; Article X prescribes a code of ethics, and its opening section sets the standard:

#### Section 1. General

Elected or appointed members of the Board represent the citizens of Pima County.

1. The Board commits itself to the very highest degree of legal and ethical conduct.
2. Board members must demonstrate unconflicted loyalty to the interests of the entire community of Pima County. This accountability supersedes any conflicting loyalty such as that to family members, PCCs employees, advocacy or interest groups, membership on other boards or staffs, or any personal interests as a consumer of PCC's services.
3. Board members are elected to serve on a nonpartisan basis when serving as a steward on behalf of PCC.

#### **2.C.5 The governing board delegates day-to-day management of the institution to the institution's administration and expects the institution's faculty to oversee academic matters.**

Arizona law includes both delegable and non-delegable duties of Governing Boards related to their [General Powers and Duties](#) and [Administrative Powers and Duties](#). Governing Boards must appoint a Chancellor or President and may delegate all duties not specifically reserved to the Governing Board. Section 1 of the Governing Board's Bylaws establish its oversight and delegation framework in the following paragraphs:

1. Select a model of governance that will meet the needs of *PCC* and the community it serves.
2. Establish limitations of, and delegation of authority to, the Chancellor of *PCC*. The Chancellor shall serve as the Chief Executive Officer of *PCC*.
3. Systematically and regularly monitor, oversee, and annually evaluate the Chancellor's job performance to determine the extent to which priorities, goals and outcomes are being achieved according to Board expectations in its Board Policies, and whether operational activities fall within parameters established by Chancellor Limitations Policies.
4. Comply with Board fiduciary and oversight roles and responsibilities, but respect and comply with Board policies that delegate to the Chancellor day-to-day operational and management responsibilities of *PCC*, as Board focus and role is accountability not micromanagement.
5. Participate productively as a team with fellow Board members, Chancellor, and Administration, adhering to reciprocal shared governance principles and behaviors of

trust, communication, consultation, contribution, cooperation, civility, transparency, inclusiveness, honesty, integrity, and respect.

[BP 1.05](#) establishes the Chancellor as its one direct employee, delegates powers and duties, generally describes limitations to the Chancellor's authority, and provides for monitoring of the Chancellor's performance. [AP 1.05.03](#), delegates the areas of Instruction, Academics, and Academic Quality Improvement to the Provost and EVC for Academic Services. [AP 1.05.01](#) defines PCC's [standing committees](#), task forces, and [governance bodies](#), one of which is the [Faculty Senate](#).

## **2.D – Core Component 2.D**

The institution is committed to academic freedom and freedom of expression in the pursuit of truth in teaching and learning.

Pima Community College believes that the freedom to teach, learn, and express oneself freely are essential components of higher education. In [BP 1.17](#), PCC established a Policy that affirms these principles to ensure the fullest degree of intellectual freedom and free expression.

In 2021, PCC adopted [BP 3.02](#), acknowledging that academic freedom is essential to the free search for truth and knowledge, and fundamental to the protection of the rights of students and faculty. This commitment is further reflected in the [Employee Handbook](#) and Administrative Procedures which ensure that faculty have the right to freedom of inquiry, discussion, research, and publication. Faculty are free to instruct in their own pedagogical style, and the incorporation of innovative teaching methods and use of technology are encouraged. Although each course at PCC has established curriculum and learning outcomes, faculty have the collective freedom and right to construct courses, design content, and [select course materials](#) in a way that they believe will best meet the needs of their students.

Faculty are able to freely express their opinions and concerns through multiple channels including their supervisory chain of command, discipline committees, representative employee groups, or directly to the Board of Governors during the open comment period at each public Board meeting. Faculty are also able to [submit](#) concerns anonymously through the Office of Dispute Resolution.

## **2.E – Core Component 2.E**

The institution's policies and procedures call for responsible acquisition, discovery and application of knowledge by its faculty, staff and students.

1. Institutions supporting basic and applied research maintain professional standards and provide oversight ensuring regulatory compliance, ethical behavior and fiscal accountability.

2. The institution provides effective support services to ensure the integrity of research and scholarly practice conducted by its faculty, staff and students.
3. The institution provides students guidance in the ethics of research and use of information resources.
4. The institution enforces policies on academic honesty and integrity.

**2.E.1 Institutions supporting basic and applied research maintain professional standards and provide oversight ensuring regulatory compliance, ethical behavior and fiscal accountability.**

PCC supports basic and applied research in a professional manner, although PCC does not typically conduct basic or applied research. PCC has established a Policy that requires all research projects involving human subjects to undergo Human Subjects Review prior to implementation. This includes both research carried out by external groups at PCC, or by College employees. The review is carried out by the Office of [Strategy, Analytics and Research](#) (STAR), who have developed a [Human Subjects User's Guide](#) and [Human Subjects Review Process Guide](#) in alignment with PCC's Administrative Procedures on [Research Application Review](#).

**2.E.2 The institution provides effective support services to ensure the integrity of research and scholarly practice conducted by its faculty, staff and students.**

PCC provides students guidance in the careful and ethical use of information sources, about academic integrity, cheating, and plagiarism, and academic ethics violations in the [Academic Integrity Code](#) through district-wide resources and integration within the general education curriculum.

Academic Integrity is reinforced by the General Education Committee as per [AP 3.35](#) General Education, and is captured in one of PCC's five [General Education Learning Outcomes](#) (GELOs), "Locate, evaluate, and use information from diverse sources in an effective and ethical manner." Additionally, many students at PCC take [Writing 101](#) early on in their coursework at PCC; this course's learning outcomes include, "locate, evaluate, and use research effectively." To support academic integrity, PCC district resources are easy to find, understand and are particularly accessible. PCC's [library](#) offers tutorials on scholarly practices for conducting scholarly [research](#) and [citation](#).

In addition, PCC establishes academic integrity through strict standards for [copyright compliance](#) that is readily available on PCC's website. In addition, PCC provides a copyright fair use [checklist](#) for faculty and for students to determine compliance with the PCC copyright practice and compliance administrative procedure. More recently, the Provost has commissioned an [AI Task Force](#); this charge includes a strategic plan for AI with, among other objectives, AI-related updates to the Student Code and Employee Handbook to address academic integrity issues.

### **2.E.3 The institution provides students guidance in the ethics of research and use of information resources.**

PCC has developed several resources and practices that provide students guidance in the ethics of research and the use of information resources. The college's [course syllabus template](#) directs faculty to include links to a standard syllabus supplement that includes resources for students on the proper use of copyrighted materials and policies on academic integrity, cheating, and plagiarism. Students are also given access to Turnitin, the college's plagiarism detection tool, to check for possible or unintentional plagiarism. Faculty librarians, in cooperation with instructional faculty, foster students' development of information literacy, including the ability to locate, evaluate, and use information from diverse sources in an effective and ethical manner. Faculty librarians deliver instruction, develop tutorials and web guides on the topic and offer research consultations to students in person and virtually. For example, the Library's Guide on Citing Sources, mentioned in C.E.2 includes guidance on plagiarism, copyright, citation styles and more and is consistently one of the most accessed resources on the Library's website. The Library Annual Reports (Example: [2020/2021](#), [2021/2022](#), [2022/2023](#) detail yearly statistics on the attendance at the library's instructional session and interactions with online reference guides and materials. The development and delivery of these efforts is guided by AP 3.35 General Education, [Acceptable Use of Information Technology Resources](#), [Copyright Practice and Compliance](#), and [Student Codes](#), particularly the [Academic Integrity Code](#).

As mentioned above, Information Literacy is a PCC GELO. Per Criterion 4.B.1, PCC uses assessment of student learning following interventions to improve academic and cocurricular offerings that guide students in research and the ethical use of information resources.

### **2.E.4 The institution enforces policies on academic honesty and integrity.**

The Academic Dean of Students for each unit in conjunction with the corresponding Department Head oversees academic integrity infractions, thereby improving consistency of appropriate sanctions. The primary goal of all processes undertaken in accordance with this Code and any Integrity Code Sanctions issued to Students shall be educational and corrective, focused on fostering a greater understanding of and appreciation for one's academic responsibilities to PCC and to one's own education. Academic Integrity proceedings shall only be conducted as disciplinary matters when Major Academic Violations are at issue. Infractions are tracked and documentation is memorialized in a program called Symplicity.

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