

SJSU WSCUC COMPLIANCE CHECKLIST 2014

CFRs	CFR Wording	Documents Required	SJSU Source
1.1	The institution's formally approved statements of purpose are appropriate for an institution of higher education and clearly define its essential values and character and ways in which it contributes to the public good.	The institution has a published mission statement that clearly describes its purposes. The institution's purposes fall within recognized academic areas and/or disciplines.	Mission Statement
1.2	Educational objectives are widely recognized throughout the institution, are consistent with stated purposes, and are demonstrably achieved. The institution regularly generates, evaluates, and makes public data about student achievement, including measures of retention and graduation, and evidence of student learning outcomes.	Public posting of student achievement (retention/graduation, student learning) if not in Catalog	Retention and graduation, for university, colleges, and programs Assessment of program learning outcomes, organized by college and program
1.3	The institution publicly states its commitment to academic freedom for faculty, staff, and students, and acts accordingly. This commitment affirms that those in the academy are free to share their convictions and responsible conclusions with their colleagues and students in their teaching and writing.	Academic freedom policy	Academic freedom policy (1) (2)
1.4	Consistent with its purposes and character, the institution demonstrates an appropriate response to the increasing diversity in society through its policies, its educational and co-curricular programs, its hiring and admissions criteria, and its administrative and organizational practices.	Diversity statements and procedures; also for accommodations of disabilities	Commission on Diversity Diversity Master Plan Accessible Education Center
1.5	Even when supported by or affiliated with governmental, corporate, or religious organizations, the institution has education as its primary purpose and operates as an academic institution with appropriate autonomy.	Documents setting forth the authority of a controlling or sponsoring entity that is affiliated with the accredited institution, if any	CSU
1.6.	The institution truthfully represents its academic goals, programs, services, and costs to students and to the larger public. The institution demonstrates that its academic programs can be completed in a timely fashion. The institution treats students fairly and equitably through established policies and procedures addressing student conduct, grievances, human subjects in research, disability, and financial matters, including refunds and financial aid.		Online Catalog Student complaint and grievance policies Grade appeals policies Faculty complaint and grievance policies Staff complaint and grievance policies Employee handbook or equivalent Academic Senate Handbook Staff Handbook Policies for changing grades and appealing grades Tuition and fee schedule

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			Tuition refund policy Policy on credit hour/award of credit Policies on human subjects in research and IRB office
1.7.g		Redacted examples of student transcripts with key that explains credit hours, grades, degree levels, and related interpretive information	<i>Available on request, no online version available.</i>
1.7.k		processes for review of assignment of credit; examples of reviews of syllabi to ensure equivalency among kinds of courses	http://www.sjsu.edu/cfd/teaching-learning/curriculum-design/index.html
1.8	The institution exhibits integrity and transparency in its operations, as demonstrated by the adoption and implementation of appropriate policies and procedures, sound business practices, timely and fair responses to complaints and grievances, and regular evaluation of its performance in these areas. The institution's finances are regularly audited by qualified independent auditors.	Independent annual audit of finances	Last SJSU Audit 2010-2011 https://www.calstate.edu/SFSR/GAAP/Audited_Financial_Statements/campus_stand_alone/2010-2011/SJSU.pdf CSU Consolidated Audits (per CSU policy only consolidated financial statements are audited each year)
2.1	The institution's educational programs are appropriate in content, standards of performance, rigor, and nomenclature for the degree level awarded, regardless of mode of delivery. They are staffed by sufficient numbers of faculty qualified for the type and level of curriculum offered.	List of degree programs, showing curriculum and units for each	http://info.sjsu.edu/web-dbgen/catalog/degrees/all-degrees.html List of degree programs, showing curriculum and units for each
2.2	All degrees—undergraduate and graduate—awarded by the institution are clearly defined in terms of entry-level requirements and levels of student achievement necessary for graduation that represent more than simply an accumulation of courses or credits. The institution has both a coherent philosophy, expressive of its mission, which guides the meaning of its degrees and processes that ensure the quality and integrity of its degrees.	For associate and bachelor's degrees: general education requirements	http://www.sjsu.edu/senate/docs/S14-5.pdf General education requirements (revised Sp 2014)
2.6	The institution demonstrates that its graduates consistently achieve its stated learning outcomes and established standards of performance. The institution ensures that its expectations for student learning are embedded in the standards that faculty use to evaluate student work.	Placement data, if available	
2.7	All programs offered by the institution are subject to systematic program review. The program review process includes, but is not limited to, analyses of student achievement of the program's learning outcomes; retention and graduation rates; and, where appropriate, results of licensing examination and placement, and evidence from external constituencies such as employers and professional organizations.	Program review process and schedule	Program planning Program assessment

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2.8	The institution clearly defines expectations for research, scholarship, and creative activity for its students and all categories of faculty. The institution actively values and promotes scholarship, creative activity, and curricular and instructional innovation, and their dissemination appropriate to the institution's purposes and character.	Policies re faculty scholarship and creative activity	Policy on RSCA and academic freedom Retention, Tenure, and Promotion Policy on period of review from promotion to full professor
2.10	The institution demonstrates that students make timely progress toward the completion of their degrees and that an acceptable proportion of students complete their degrees in a timely fashion, given the institution's mission, the nature of the students it serves, and the kinds of programs it offers. The institution collects and analyzes student data, disaggregated by appropriate demographic categories and areas of study. It tracks achievement, satisfaction, and the extent to which the campus climate supports student success. The institution regularly identifies the characteristics of its students; assesses their preparation, needs, and experiences; and uses these data to improve student achievement.	Policy on student evaluation of faculty	Policy on Student Opinion of Teaching Effectiveness (SOTE)
2.12	The institution ensures that all students understand the requirements of their academic programs and receive timely, useful, and complete information and advising about relevant academic requirements.	Academic calendar Examples of recruitment and advertising material	Academic Calendar http://info.sjsu.edu/web-dbgen/splash/admission.html
2.13	The institution provides academic and other student support services such as tutoring, services for students with disabilities, financial aid counseling, career counseling and placement, residential life, athletics, and other services and programs as appropriate, which meet the needs of the specific types of students that the institution serves and the programs it offers.	a Collegiate Athletics Policy and International Students Policy	http://www.sjsu.edu/senate/docs/F07-2.pdf http://www.sjsu.edu/senate/docs/F90-5.pdf
2.14	Institutions that serve transfer students provide clear, accurate, and timely information, ensure equitable treatment under academic policies, provide such students access to student services, and ensure that they are not unduly disadvantaged by the transfer process.	Policy on transfer of credit	Policy and articulation information Transfer advising and orientation
3.1	The institution employs faculty and staff with substantial and continuing commitment to the institution. The faculty and staff are sufficient in number, professional qualification, and diversity and to achieve the institution's educational objectives, establish and oversee academic policies, and ensure the integrity and continuity of its academic and co-curricular programs wherever and however delivered.	Staff development policies	Staff development policies Office of Faculty Affairs
3.2	Faculty and staff recruitment, hiring, orientation, workload, incentives, and evaluation practices are aligned with institutional purposes and educational objectives. Evaluation is consistent with best practices in performance appraisal, including multisource feedback and appropriate peer review. Faculty evaluation processes are systematic and are used to improve teaching and learning.	List of faculty with classifications, e.g., core, full-time, part-time, adjunct, tenure track, by program as relevant Faculty evaluation policy and procedures Faculty handbook or equivalent Policies on rights and responsibilities of non-full-time faculty	http://info.sjsu.edu/web-dbgen/catalog/departments/all-departments.html FT faculty listed by classification and program Retention, Tenure, and Promotion Policy on period of review from promotion to full professor

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			Faculty handbook or equivalent Policy on faculty permanent record Policy for PT faculty Policy appoint and evaluation of PT faculty Policy for teaching associates and graduate students Policy on faculty step increases Policy on post-tenure review Reference guide for lecturers and temporary faculty
3.3	The institution maintains appropriate and sufficiently supported faculty and staff development activities designed to improve teaching, learning, and assessment of learning outcomes.	Faculty handbook or equivalent Faculty development policies Faculty orientation policies and procedures	Faculty handbook or equivalent Center for Faculty Development Resources for new faculty
3.4	The institution is financially stable and has unqualified independent financial audits and resources sufficient to ensure long-term viability. Resource planning and development include realistic budgeting, enrollment management, and diversification of revenue sources. Resource planning is integrated with all other institutional planning. Resources are aligned with educational purposes and objectives.	Most recent financial aid audits Last federal composite score, if applicable Last report of two- and three- year cohort default rates	Last SJSU Audit 2010-2011 https://www.calstate.edu/SFSR/GAAP/Audited_Financial_Statements/campus_stand_alone/2010-2011/SJSU.pdf CSU Consolidated Audits (per CSU policy only consolidated financial statements are audited each year)
3.9	The institution has an independent governing board or similar authority that, consistent with its legal and fiduciary authority, exercises appropriate oversight over institutional integrity, policies, and ongoing operations, including hiring and evaluating the chief executive officer.	List of governing board members with CVs List of governing board committees with members Minutes of board meetings for last two years (where located; not the actual minutes) Governing board bylaws and operations manual	Tower Board Bios http://www.sjsu.edu/senate/policies/pol_bylaws_const/
3.7	The institution's organizational structures and decision-making processes are clear and consistent with its purposes, support effective decision making, and place priority on sustaining institutional capacity and educational effectiveness.	Organizational Charts	Organizational Charts
3.8	The institution has a full-time chief executive officer and a chief financial officer whose primary or full-time responsibilities are to the institution. In addition, the institution has a sufficient number of other qualified administrators to provide effective educational leadership and	CEO biographical information Policy and procedure for the evaluation of president/CEO	http://www.sjsu.edu/president/about/ http://www.sjsu.edu/senate/docs/F98-2.pdf

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	management.		
3.10	The institution's faculty exercises effective academic leadership and acts consistently to ensure that both academic quality and the institution's educational purposes and character are sustained.	Faculty governing body charges, bylaws and authority, if applicable Faculty governance organization chart, if applicable	Faculty governing body charges, bylaws and authority Faculty governance organization chart
4.1	The institution employs a deliberate set of quality-assurance processes in both academic and non-academic areas, including new curriculum and program approval processes, periodic program review, assessment of student learning, and other forms of ongoing evaluation. These processes include: collecting, analyzing, and interpreting data; tracking learning results over time; using comparative data from external sources; and improving structures, services, processes, curricula, pedagogy, and learning results.	Strategic plan and related documents Description of planning process including plan for monitoring of implementation	Strategic Plan/Vision 2017 Strategic Plan Process Academic Affairs Strategic Plan Facilities Development and Operations Master Plans Program Planning Curriculum approval process
4.4	The institution, with significant faculty involvement, engages in ongoing inquiry into the processes of teaching and learning, and the conditions and practices that ensure that the standards of performance established by the institution are being achieved. The faculty and other educators take responsibility for evaluating the effectiveness of teaching and learning processes and uses the results for improvement of student learning and success. The findings from such inquiries are applied to the design and improvement of curricula, pedagogy, and assessment methodology.	New program approval process	New Program approval process
4.2	The institution has institutional research capacity consistent with its purposes and characteristics. Data are disseminated internally and externally in a timely manner, and analyzed, interpreted, and incorporated in institutional review, planning, and decision-making. Periodic reviews are conducted to ensure the effectiveness of the institutional research function and the suitability and usefulness of the data generated.	Description of institutional research function and staffing The Data Management Council doesn't exist, really, should be removed from the website	Office of Institutional Effectiveness and Analytics
4.5	Appropriate stakeholders, including alumni, employers, practitioners, students, and others designated by the institution, are regularly involved in the assessment and alignment of educational programs.	List of major industry or other advisory committees	