

General Institutional Requirements

Parkland College meets all of the Higher Learning Commission's General Institutional Requirements.

Mission

1. *It has a mission statement, formally adopted by the governing board and made public, declaring that it is an institution of higher education.*

Parkland College's statement of mission and purposes was most recently revised by a subcommittee of the Parkland College Association (PCA) senate, reviewed college-wide, and approved by the board of trustees on December 18, 1996, for inclusion in the 1997-98 catalog and other appropriate documents. This mission statement declares that Parkland is a comprehensive community college, and it reflects a commitment to providing high-quality programs and services to its students, continuous improvement, academic achievement and its documentation, and the concept of shared governance.

2. *It is a degree-granting institution.*

Parkland College grants the following degrees: Associate in Arts, Associate in Science, Associate in Fine Arts, Associate in Engineering Science, Associate in Applied Science, and Associate in General Studies. Degree information can be found on pages 109, 113, 212, and 213 of the 2002-03 catalog.

Authorization

3. *It has legal authorization to grant its degrees, and it meets all the legal requirements to operate as an institution of higher education wherever it conducts its activities.*

In June 1965, the 74th Illinois General Assembly passed House Bill 1710, the Illinois Public Junior College Act (later the Illinois Public Community College Act), which authorizes Parkland College to confer degrees, diplomas, and certificates.

Parkland's campus is located at 2400 West Bradley Avenue in Champaign, Illinois. The college also conducts classes and related educational activities in its business development center, at the Rantoul adult education center, and in several area learning centers throughout District 505. In addition, Parkland offers online courses and degrees. All operations are within the guidelines of Illinois state law.

4. *It has legal documents to confirm its status: not-for-profit, for-profit, or public.*

Parkland College has legal documents confirming its not-for-profit status. The Illinois Public Community College Act contains guidelines for the acquisition of funds through tuition, state aid, and bond issues, and specifies the uses of those funds in a not-for-profit institution of higher education. Under the provisions of the Illinois Public Community College Act, Parkland College operates as a public, not-for-profit educational institution, Federal ID number 37-0892090; all items used or consumed in connection with the operation of the college are purchased under tax-exempt status.

Governance

5. *It has a governing board that possesses and exercises necessary legal power to establish and review basic policies that govern the institution.*

Parkland College is governed by a seven-member board of trustees, elected by the voters of District 505 to staggered six-year terms as prescribed by the Illinois Public Community College Act, Chapter 122, paragraphs 103-6 through 103-7 and 103-13. In addition, the student body elects a non-voting advisory student member of the board each year.

The board of trustees sets policy, selects and appoints the college president, considers and acts on recommendations from the president on policy relating to the welfare of the district, considers and approves recommendations concerning personnel, considers and approves the college's annual budget, approves expenditures of all funds, and provides ways and means for adequate financial support for the college. The board also adopts regulations for the admission of students and considers and acts upon the recommendations of the college president regarding curriculum.

6. *Its governing board includes public members and is sufficiently autonomous from the administration and ownership to assure the integrity of the institution.*

The board of trustees is responsible for the adoption and enforcement of all policies needed to manage and govern the college. No Parkland employees serve on the board, and no board members have a financial interest in the college or its dealings.

7. *It has an executive officer designated by the governing board to provide administrative leadership for the institution.*

The president of Parkland College is appointed by the board of trustees to administer the institution. The college president serves as the chief executive officer of Parkland College and professional advisor to the board of trustees on all matters related to the college, such as implementing the college mission and purposes; budget planning, development, and management; program development and evaluation; community relations; strategic and operational planning; organizational plan and effectiveness of administration; and staff requirements and professional development. The president represents the college and maintains positive relationships at the local, state, national, and international levels.

8. *Its governing board authorizes the institution's affiliation with the Commission.*

The board of trustees supports and encourages Parkland's affiliation with the North Central Association. In November of 1967, the college received correspondent status from the North Central Association and was granted recognized candidate for accreditation status; accreditation was granted in 1972.

Faculty

9. *It employs a faculty that has earned from accredited institutions the degrees appropriate to the level of instruction offered by the institution.*

Full-time faculty members hold a master's degree or higher in their discipline or related field. Exceptions occur in the career/technical areas, where 15 full-time faculty have the bachelor's degree and 2 the associate degree. The latter two are working toward a bachelor's degree; many of the others are working toward a master's degree. A roster of full-time faculty and their degrees appears on pages 359-367 of the 2002-03 college catalog. In general, part-time faculty must meet the same employment criteria as full-time faculty; however, some part-time faculty without master's degrees teach in developmental areas, which ICCB rules permit.

10. *A sufficient number of the faculty are full-time employees of the institution.*

Parkland employed 169 full-time teaching faculty and approximately 366 part-time faculty during the fall 2001 semester. The full-time faculty taught 62.3% of the course load; the part-time faculty taught 37.7%.

11. *Its faculty has a significant role in developing and evaluating all of the institution's educational programs.*

Most full-time and many part-time faculty take active roles in curriculum development, academic assessment activities, and program review and revision. All career programs have community-based advisory committees, with whom faculty meet, to design effective evaluation and planning of instructional programs.

The PCA, whose membership includes all full-time and part-time faculty, has specific authority and responsibility to participate fully in the formation and implementation of policies and practices concerning general development and enrichment of the academic life of the college, development and review of the curriculum, and setting academic standards. The leadership and majority membership of both the curriculum committee and the academic assessment committee are full-time faculty.

Educational Program

12. *It confers degrees.*

Parkland College confers the Associate in Arts, Associate in Science, Associate in Fine Arts, Associate in Engineering Science, Associate in Applied Science, and Associate in General Studies degrees. The college also awards certificates. In 2001 the college conferred 651 associate degrees and 69 certificates.

13. *It has degree programs in operation, with students enrolled in them.*

In fall semester 2001, Parkland College enrolled 2,686 FTE students in transfer degree programs (A.A., A.F.A., A.E.S., and A.S.), 109 in the A.G.S. degree program, and 1,290 in A.A.S. degree programs.

14. *Its degree programs are compatible with the institution's mission and are based on recognized fields of study at the higher education level.*

Parkland's degree programs are approved by the board of trustees, the ICCB, and the IBHE. The college's degree programs are designed for career and job placement and transfer to baccalaureate programs, as reflected in the statement of mission and purposes.

15. *Its degrees are appropriately named, following practices common to institutions of higher education in terms of both length and content of the programs.*

The names of Parkland's degrees are common to community colleges, as are the content and two-year length of each degree program.

16. *Its undergraduate degree programs include a coherent general education requirement consistent with the institution's mission and designed to ensure breadth of knowledge and to promote intellectual inquiry.*

One of the components of Parkland's statement of mission and purposes is "To develop and enrich students' general education, including effective written and oral communication; mathematical, scientific, and computer literacy; critical thinking; creativity; and a recognition of the cultural value of history, geography, literature, music, and art." To that end, there are general education requirements for the degrees the college offers. Pages 79-86 and 113 of the catalog explain the college's general education philosophy, degree requirements, core curriculum requirements, core courses, elective courses, and course codes that cite the exact fit of these courses into the Illinois Articulation Initiative requirements. Parkland participates in the Illinois Articulation Initiative (IAI), a statewide agreement allowing transfer of the completed Illinois General Education Core Curriculum between participating institutions of higher education.

17. *It has admission policies and practices that are consistent with the institution's mission and appropriate to its educational programs.*

Admission to Parkland College is open to anyone who is a high school graduate or at least 18 years old and able to benefit from college-level instruction. High school students under the age of 18 who have not earned a high school diploma or GED may request an exception to the admissions policy of the college. Parkland requires comprehensive assessment of reading, mathematics, and writing skills for each entering student. As a result, some students are required to enroll in specific courses before they are admitted into a particular course or program of study. Special procedures for admission to the health career programs are described on page 31 of the 2002-2003 catalog. These special procedures also appear in the class schedules and other admissions literature and are consistent with the college's mission and purposes.

18. *It provides its students access to those learning resources and support services requisite for its degree programs.*

The college has a full range of academic support services and resources, including the library, peer tutoring, the writing center, the learning lab, the academic development center, microcomputer resources, disability services, ORCA (Online Resources for Computer Activities), and Classmate, a Web-based peer tutoring system that provides a forum in which students from any college in Illinois may access synchronous or asynchronous support from both peer tutors and faculty.

Finances

19. *It has an external financial audit by a certified public accountant or a public audit agency at least every two years.*

Certified public accounting firms are invited to submit proposals to conduct the annual college audit for a period of three successive years. The CPA firm conducting the current audit is not eligible to submit a proposal for the next cycle. Martin, Hood, Friese & Associates, LLC, conducted the 2001 fiscal-year audit of Parkland College.

20. *Its financial documents demonstrate the appropriate allocation and use of resources to support its educational programs.*

The annual college budget is a public document that is approved by the board of trustees and submitted to the ICCB each fall. ICCB data indicate that 34.5% of Parkland's total expenditures are allocated to direct costs of instruction and that the college's FY 2001 net instructional unit cost was \$226.19. Both of these figures place Parkland in the middle of its ICCB-assigned peer group, which comprises Southwestern Illinois College, Black Hawk College, Illinois Central College, Heartland Community College, Richland Community College, Lincoln Land Community College, and Rock Valley College.

21. *Its financial practices, records, and reports demonstrate fiscal viability.*

The college's financial practices, records, and reports indicate that District 505 has long-range financial stability, that its current tax rate and tax base are adequate, and that most needs are being met within the annual operating allocations. The college has no bonded indebtedness.

Public Information

22. *Its catalog and other official documents include its mission statement along with accurate descriptions of its educational programs and degree requirements; its learning resources; its admissions policies and practices; its academic and non-academic policies and procedures directly affecting students; its charges and refund policies; and the academic credentials of its faculty and administrators.*

Major publications include the annual college catalog, credit and non-credit class schedules, and career program brochures. The credit class schedules are published three times per year, the non-credit class schedules twice. The catalog and the class schedules include the mission statement and statement of core values, the college's general education philosophy and general education objectives, the academic calendars, learning resources, academic and non-academic policies and procedures directly affecting students, and the charges and refund policies. The catalog also includes accurate descriptions of the educational programs and degree requirements; admissions policies and practices; and the academic credentials of its faculty and administrators. The catalog and class schedules are also available on the Parkland College Web site.

23. *It accurately discloses its standing with accrediting bodies with which it is affiliated.*

Parkland's affiliation with the Commission on Institutions of Higher Education (now the Higher Learning Commission), along with the Commission's telephone number, mailing address, and Web site address, are disclosed in the catalog and on the Parkland College Web site.

Page 18 of the 2002-03 catalog lists the agencies that accredit Parkland's career programs. The child development center is accredited by the National Academy of Early Childhood Programs.

24. *It makes available upon request information that accurately describes its financial condition.*

Access to information about the college's financial resources is available to anyone who contacts the office of the president or the office of the chief financial officer.