

(28 January, 2020)

## Junior College Standards and its Rationale



# Junior College Standards

## Preamble

1. As an institution of higher education and academic research that respects academic freedom, the mission of the junior college is to advance science and contribute to social development by fostering capable human resources possessing a strong sense of humanity, enhancing the creation and application of knowledge and technology, and preserving and passing on the arts and sciences. Each junior college is mindful of this mission, maintains standards appropriate to an institution of higher education and strives to realize its own mission and purpose by continual self-regulation of its organization and activities to improve and enhance its organizational potential.
2. The Junior College Standards serve as criteria for junior college evaluation and accreditation conducted by the Japan University Accreditation Association. They also serve as a guideline for the junior college to maintain appropriate standards and enhance its potential.

## Standards

### [Mission and Purpose]

1. The junior college has appropriate purposes in education, research and human resource development based on its mission, which are made public in an appropriate manner. The junior college has clearly defined mid- to long-term plans or other strategies to realize this mission.

### [Internal Quality Assurance]

2. The junior college has a clearly defined internal quality assurance system to realize its mission and purpose, with which the junior college continues to regularly maintain and improve the quality of education it offers.

### [Education and Research Organizations]

3. The junior college provides appropriate education and research organizations to realize its mission and purpose.

### [Educational Program and Learning Outcomes]

4. The junior college has degree award, curriculum design and implementation policies to realize its mission and purpose, which are made public in an appropriate manner. Following its curriculum design and implementation policies, the junior college establishes a coherent curriculum that produces appropriate educational outcome, implements measures for effective education and grants degrees appropriately. The junior college assesses and evaluates learning outcomes against those identified in the degree award policies.

### [Student Enrollment]

5. The junior college has admission policies to realize its mission and purpose that are publicized appropriately. The junior college conducts an orderly and ethical screening process based on these policies.

### [Faculty and Faculty Organization]

6. The junior college has clearly defined qualifications and qualities it seeks in its faculty and the policies for the formation of its faculty organization, to realize its mission and purpose. The junior college implements this policy appropriately and constantly enhances faculty potential.

### [Student Support]

7. The junior college has a clearly defined policy for student support to realize its mission and purpose. Based on this policy, the junior college provides support to enable students to devote their time to study in a stable environment, with appropriate support for students learning and campus life, as well as guidance in placement.

[Education and Research Environment]

8. The junior college has a clear policy for maintaining its environment for education, research and other purposes to realize its mission and purpose that allows students to learn adequately and faculty to conduct substantive education and research activities. The junior college appropriately establishes, manages and maintains its education and research environment following this policy.

[Social Cooperation and Contribution]

9. The junior college has an appropriate social cooperation and contribution policy to realize its mission and purpose. The junior college partners with the regional or global community to advance the public good with its educational and academic resources.

[Management and Finance]

10. The junior college defines its management policy to realize its mission and purpose and administers the school in accordance with this policy to fulfill its role effectively. There are appropriate offices to support, maintain and improve its education and research activities, while faculty members and staffers are constantly trained to expand their potential with regard to university administration duties. The necessary financial resources are secured for appropriate management.

# Junior College Standards Rationale

## Preamble

This section will clarify the expected role of junior colleges and the rationale for the Junior College Standards.

### 1. Expected Role of Junior Colleges

As an institution of higher education and research, the junior college nurtures a rich sense of humanity in pursuing the truth and cultivates human resources. It constantly verifies its activities and that of society, maintains and improves its education and research standards befitting its role and enhances the well-being of the communities it serves.

Present-day progress in academic research, structural changes in society and the economy and rapid globalization, have demanded that junior colleges become more diverse, engage in cutting-edge research and fulfill their distinctive mission. Society expects junior colleges, with their expertise, to make proposals based on constructive, critical verification of trends in society to provide for its betterment. The junior college constantly assesses whether it meets these expectations, as well as substantiating and improving its education and research activities.

### 2. Junior College Standards Rationale

The Japan University Accreditation Association provides certified junior college evaluation and accreditation based on the Junior College Standards, which also serve as a guideline for junior colleges to maintain appropriate standards and improve their potential in accordance with their mission and purpose.

Junior colleges use the Standards as criteria for conducting thorough self-study. For junior colleges aspiring to full JUAA membership, the standards direct their endeavors to improving their organization. Full members verify their day-to-day operations against the standards to enhance their development.

Each item in the Junior College Standards has been designed to respect the autonomy of the institution in accordance with its mission and standing, while pointing out matters requiring attention for junior colleges to fulfill their role.

## Standards

This section states standards that junior colleges should adhere to as institutions of higher education while honoring their distinctive mission and purpose.

### 1. Mission and Purpose

The junior college clarifies its purpose based on its mission. Each department (or course) and specialist area states its objectives in human resource development, education and research. These objectives clarify the distinctive character of the institution, assure academic freedom and fulfill the expected roles of a junior college, as stated in the School Education Act, Article 108 Clause 1: “To teach and conduct research in specialized fields and cultivate skills required in working and everyday life,” and in the case of professional junior colleges in particular, Article 108 Clause 4: “To teach and conduct research in specialized fields and cultivate practical and applied skills required for specialized occupations.” The objectives are appropriate to institutions of higher education and academic research organizations.

The junior college provides the necessary entities, systems and other means for its education and research to fulfill its mission and purpose. The junior college engages in self-study to substantiate and improve its research and education activities by examining that its activities are coherent with its mission and purpose.

The junior college states its mission and purpose in the junior college regulations, which are informed to relevant college personnel and the public through printed and digital institutional publications.

To realize its mission and purpose, a junior college needs to develop future-focused mid- to long-term plans or other strategies, with consideration for changes in society. These plans should be revised as necessary. They ensure the autonomy of the junior college in accordance with its organizational and financial foundation.

### 2. Internal Quality Assurance

The junior college bears primary responsibility for ensuring the quality of the education it offers. To realize its mission and purpose, the junior college establishes a system of internal quality assurance which functions appropriately for consistent and continual assurance and improvement of the quality of

education the junior college offers. Internal quality assurance refers to a consistent and continual internal process including a plan-do-check-act cycle, in maintaining appropriate standards in the quality of education and learning that enables the junior college to be accountable for the education it offers.

The junior college establishes an entity responsible for implementing internal quality assurance for the whole institution in accordance with its mission, purpose and other relevant policies (hereinafter referred to as internal quality assurance entity) for smooth operations within the junior college to assure quality, and clarifies policy and procedures for implementation (hereinafter referred to as the internal quality assurance policy and procedure). This includes the junior college's philosophy for internal quality assurance; the authority and role of the internal quality assurance entity; the relationship of this entity to departments, advanced courses and other entities; as well as guidelines for planning, designing, implementing, evaluating, improving and advancing educational programs.

For the internal quality assurance system to function effectively and assure the quality of education the junior college offers in realizing its mission and purpose, it defines basic principles in degree award policies, curriculum design and implementation policies and admission policies for each program. Each program implements educational activities following these three policies with evaluation of the effectiveness of the program to implement consistent and continual improvements based on the results of the evaluation. The internal quality assurance entity ensures that the three policies have been stipulated in accordance with the basic principles of the junior college and that educational activities based on the three policies, their verification, and improvement and development based on the results are consistently and continually carried out, to fulfill its role appropriately in managing the process.

Departments, advanced courses and other entities verify the effectiveness of educational activities and regularly carry out self-study for improvement and development based on internal quality assurance policy and procedures, in accordance with the junior college's mission and purpose as well as the three policies. The validity and objectivity of this self-study are enhanced by incorporating measures such as an external perspective. The junior college considers how to respond to recommendations from government authorities and certified evaluation and accreditation agencies. The self-study carried out by departments, advanced courses and other entities work in conjunction with a clear plan to enforce improvement. The internal quality assurance entity, while constantly monitoring the status of quality maintenance within the junior college, plays a central role in the improvement endeavor by giving the

necessary instructions or support to departments, advanced courses and other entities within the institution to coordinate implementation of the plan.

As an independent institution entrusted by society, the junior college is committed to accountability for its education and research, self-study and the result, financial and other operations, by publishing the status of each in printed and digital form.

The junior college regularly inspects and evaluates the appropriateness of its internal quality insurance system and makes use of the results for improvement and development of the system.

### 3. Education and Research Organizations

The junior college establishes the necessary departments, advanced courses and other education or research entities to realize its mission and purpose, as well as maintain and manage them appropriately. These education and research organizations function as units of activity within each junior college and appropriately reflect its mission as well as other factors such as recent trends in academia, society and the local regional environment.

The junior college regularly inspects and evaluates the appropriateness of its education and research organizations, and makes use of the result for improvement and enhancement.

### 4. Educational Program and Learning Outcomes

The junior college stipulates and publicizes expected learning outcome in the degree award policies for each degree program to realize its mission and purpose, including knowledge, skill and proper attitude. Based on the degree award policy, the junior college defines and publicizes its curriculum design and implementation policies, which include the structure of the curriculum, content of courses, classification of courses in the curriculum, and teaching style.

The junior college adheres to legal requirements in offering appropriate associate degree courses and advanced courses based on its curriculum design and implementation policies. The curriculum is organized coherently. Social changes such as trends in academia, globalization, and diversification of ways information is used, as well as social needs and other factors, are considered in offering appropriate courses to achieve each program's educational and research objectives and learning outcomes. The junior college offers an orderly learning process for effective study with consideration given to the academic framework and an adequate combination of courses.



The junior college activates student learning in and out of the classroom based on curriculum design and implementation policies, to carry out effective education measures. As part of effectively providing education, an appropriate syllabus is compiled and appropriate guidance for taking courses provided. Also, in addition to teaching classes based on a lesson plan, teaching staff are creative with lesson format, content and teaching style.

The junior college takes measures to award credits in accordance with the credit system by considering the learning goals, content and teaching style of each course. To assure educational quality, degrees are awarded based on clear standards with an appropriate and rigid grading and credit-awarding scheme, of which students are informed with the responsible entity, before they begin the program.

The junior college assesses and evaluates whether students have acquired the learning outcomes including knowledge, skills and proper attitude in accordance with degree award policies. Methods and indicators for evaluating learning outcomes from multilateral perspectives are developed and applied.

The junior college regularly inspects and evaluates the appropriateness of the content and methodology of its educational programs and uses the results for improvement and development. It strives to appropriately use the assessed and evaluated learning outcomes in that process.

## 5. Student Enrollment

To realize its mission and purpose, the junior college stipulates and publicizes its admission policies based on degree award policies as well as curriculum design and implementation policies. This clarifies what the institution seeks in students including education up to high school and scholastic aptitude, as well as how it screens applicants. Student quota and capacity are also appropriately stipulated and publicized.

The junior college establishes and implements an orderly and ethical student screening system by an appropriate entity, based on its admission policies. Screening must be implemented with consideration for global social needs such as the relation between higher and secondary education, accepting students with working experience and those from the international community including Japanese returnees and transfers from other educational programs.

To secure appropriate educational outcomes, the junior college appropriately controls the actual number of freshmen enrolled in relation to the freshman quota, as well as its student population in relation to capacity.

The junior college regularly inspects and evaluates the appropriateness of the

screening system and makes use of the results for improvement and development.

## 6. Faculty and Faculty Organization

To realize its mission and purpose, the junior college defines the qualifications and qualities it seeks in its faculty members, and the policies for the composing the faculty organization of each department or advanced course, taking in consideration its degree award policies as well as its curriculum design and implementation policies. Faculty members are organized in accordance with educational programs and student populations in the department or advanced courses in line with these policies. A balanced distribution of characteristics such as age, nationality, and gender, along with the optimum faculty staffing levels, is considered in relation to the needs in specific fields of study for effective research and education. The junior college assures that faculty members cooperate closely with an appropriate distribution of roles and a clear indication of their responsibilities in education and research.

The junior college has clear provisions for recruiting, appointing and promoting faculty members through an open and ethical process, with consideration for stability in their status. In searching for and appointing them, the junior college values diversity for flexible human resource management. Considering its place as an institution of higher education and academic research, a junior college looks for faculty candidates with the necessary character, achievements in education/research, practical experience in the relevant fields, along with appropriate contributions to society and academia.

The junior college engages in organizational and multilateral faculty development (FD) activities to enhance faculty potential. Through FD, faculty members improve skills such as in teaching, developing and enhancing the curriculum based on an analysis of learning outcomes, and making classroom instruction more effective. Measures to activate activities required of faculty such as in education and research and those in social contribution, are carried out to enhance their potential. The junior college evaluates faculty achievements including those in education, research, and social work to enhance activity in these areas.

The junior college inspects and evaluates the appropriateness of the faculty organization and uses the result for improvement and development.

## 7. Student Support

The junior college cultivates human resources deeply cultured in a wide range of subjects with specialized knowledge. Also, a junior college provides an appropriate environment for students to foster true humanity and maximize their potential. Support and advice are tailored to individual needs. The junior college stipulates policy for student support to realize its mission and purpose and offers a system that enables students to devote their time to study and live a stable life.

Supplementary, remedial and other forms of extracurricular education are provided to support learning based on student needs, as well as the support to enhance independent study. Individual support is provided to special-needs students and those from the international community, as well as those who have difficulty continuing their studies such as those repeating courses and those wishing to drop out. Financial support is offered through reduction or exemption of tuition and/or a junior college scholarship for students to study without financial worry.

Campus life support includes a system of appropriate counseling in mental and physical health with meticulous concern for the student living environment. To ensure comfort and safety in campus life, harassment of any sort is prevented to assure respect for human rights.

Guidance in placement is provided to help students establish careers after they graduate. A special entity established for career guidance provides students support and guidance in choosing their path after graduation.

The junior college strives to provide appropriate support for extracurricular activities which includes those to do with student clubs and volunteer groups.

The junior college regularly inspects and evaluates the appropriateness of student support and uses the results for improvement and development.

## 8. Education and Research Environment

The junior college stipulates a policy for establishing its education and research environment and provides each entity with the necessary and sufficient grounds and buildings appropriate to the scale and nature of its role in education and research in accordance with this policy. It provides an environment for students to engage in independent study and for faculty to offer substantial instruction and conduct meaningful research. Highest priority is placed on safety and health, students provided with an optimum network environment with appropriate and enhanced use of Information and Communication Technology apparatus. In view of recent advances in information technology, faculty, staff and students are provided with a strong

foundation in information ethics. The junior college also strives to provide other appropriate means to enhance student comfort on campus.

The junior college provides an adequately sized library and systematically acquires the appropriate amount and quality of academic resources. Also, the library promotes effective use of these resources and contributes to student learning and the research and education activities of faculty members. It also strives to build a network with education and research institutions in Japan and abroad to share academic information.

The junior college clarifies its basic policy for research and provides appropriate research funds and labs, secures faculty research time to support education and research activities. Also, a junior college provides an environment where faculty members can carry out education and research activities dynamically, by appointing the appropriate education and research support staff.

The junior college clearly stipulates regulations in research ethics to prevent fraud in research and establishes an appropriate entity to ensure compliance and carries out research activities in accordance with these conditions.

The junior college regularly inspects and evaluates the appropriateness of its education and research environment and uses the result for improvement and development.

## 9. Social Cooperation and Contribution

The junior college makes use of its intellectual resources to cooperate with education and research institutions, corporations and other organizations, and the local community it serves. Also, a junior college considers the needs of the regional community and builds a system to contribute to society by effectively returning to the community knowledge and technology it creates, via methods such as supplying the opportunity for lifelong learning.

The junior college stipulates policy for social cooperation and contribution and with these concerns in mind responds to various needs including those from the local community through education and research organizations.

A junior college, which includes regional cooperation in its mission and purpose, will contain students and faculty members that actively interact with local residents and businesses, and work to communicate research findings and pass on knowledge/skills.

A junior college, which includes proactive participation in the globalization process in its mission and purpose, will contribute to the international community by engaging in such activities as international exchange among

students, faculty, staff and the local community, and also work to communicate research findings and pass on knowledge/skills to the international community.

The junior college regularly inspects and evaluates the appropriateness of its social cooperation and contribution and uses the results for improvement and development.

## 10. Management and Finance

### (1) Management

The junior college stipulates policy to realize its mission and purpose and implement mid- to long-term plans or other strategies with consideration for future prospects that it informs to faculty, staff and the administration. That policy establishes a system for the President to make responsible decisions with appropriate management by heeding to opinion from relevant junior college personnel. Many junior colleges in Japan are composed of an academic organization and an administrative organization that establishes the junior college, the authority and responsibility of both entities is clearly defined, and an appropriate collaboration system established.

Furthermore, in situations where there is a joint university to the junior college, plans and policies for operating as a junior college are clearly stipulated.

Decisions are made and authority enforced appropriately and ethically, complying with related laws and regulations and the junior college's policy for management. The authority and responsibility of academic organization positions such as the President, Vice President and Department Chair, along with the authority and responsibility of administrative organization positions such as Chairman of the Board and other board members are clearly determined. Also, appointment and dismissal of those in these positions is handled appropriately. The junior college compiles and implements the budget with consideration for mid- to long-term financial plans.

The junior college establishes a secretariat to manage junior college operations efficiently and effectively, which functions thoroughly. It appoints staffers with a deep understanding of the purpose of the junior college's education and research activities, especially the need for student support. It cultivates staff with specialized knowledge and distributes them appropriately. Also, it provides an environment where they can make full use of their planning ability and assume an independent role in the administration of the college. The junior college stipulates regulations for staff appointment and promotion and strives to recruit excellent staff. It enhances staffers' incentives by rewarding them with improved benefits following appropriate evaluation of their work.

As an education and research institution, the junior college is managed through cooperation between faculty and staff. Faculty and staff receive training to realize appropriate and effective management. The junior college collectively provides for staff development to cultivate and enhance abilities necessary for management.

The junior college establishes an audit system to assure that it is managed according to its management policy. It regularly inspects and evaluates the appropriateness of management and uses the results for improvement and development.

## (2) Finance

For stable implementation of research and education, the junior college secures a firm financial foundation based on mid- to long-term plans, which is managed effectively and with fairness. The junior college has a firm foundation for stable management to fulfil its mission in cultivating capable human resources for the good of the nation and enhance the level of research and education. For this reason, the junior college lays emphasis on stable financial management.

The junior college avoids excessive reliance on tuition for revenue and secures other sources of income for maintaining and enhancing the level of education and research. The junior college strives to acquire external funds through a system established for the purpose and engages in proactive application.

Additional clauses (February 27, 2018)

These standards will be enforced from April 1, 2020.