**Summaries of the 10 Turtles**

**Turtle 1: Governance**

This group is responsible for explaining how the college’s governance structure and board support and integrate the college’s core themes. This team will write the portion of the report that addresses how the college demonstrates an effective and well-understood system of governance where the decision-making structure gives consideration to the views of faculty, staff, administration, and students in the areas in which they have direct interest. This team will also report on how the governing board establishes, reviews, and revises institutional policies. In addition, the team will report on how the board is empowered to select and evaluate the chief executive officer, and how they delegate authority and responsibility to the president to implement and administer board-approved policies. Finally, this group will report on how the college monitors its compliance with the Northwest Commission’s Standards for Accreditation.

**Turtle 2: Leadership, Management, and Institutional Integrity**

This group is responsible for explaining how the college’s leadership team supports and integrates the college’s core themes. This team will write the portion of the report that addresses how the college ensures an effective system of leadership, staffed by a sufficient number of qualified administrators, with appropriate levels of responsibility and accountability, including an appropriately qualified chief executive officer. It will report on how the college leadership exemplifies high ethical standards in all areas of its reach, including fair and equitable treatment of students, faculty, administration, staff, and other constituencies; how the college represents itself accurately and consistently about its mission, programs, and services through its announcements, statements, and publications. In addition, the team will show how the college adheres to a clearly defined policy that prohibits conflict of interest on the part of members of the governing board, administration, faculty, and staff. Finally, this group will show that the college maintains clearly defined policies with respect to ownership, copyright, control, compensation, and revenue derived from the creation and production of intellectual property and accurately represents its current accreditation status

**Turtle 3: Human Resources**

This group is responsible for explaining how the human resources department, through its policies and procedures supports and integrates the college’s core themes.

This team will be writing the portion of the report that addresses whether or not the college has the appropriate number of personnel with adequate qualifications to support its operations. It will show that the college follows specific—publicly stated--criteria and procedures for selection of personnel; practices regular evaluation of all personnel; spells out the conditions of employment, promotion, and/or termination; articulates employee rights and responsibilities; and provides opportunities for professional development. Finally, it will report on how the college provides security and appropriate confidentiality of human resources’ records.

**Turtle 4: Academic Policies and Academic Freedom**

This group is responsible for explaining how the college’s policies related to academic freedom and academics in general support and integrate with the college’s core themes. This team will write the portion of the report that addresses how the college’s academic policies are developed and communicated; how the college maintains the integrity of its academic programs. In addition, this team will report on how the college encourages the free exchange of ideas, independent thought and scholarship through its policies regarding academic freedom and responsibility. Finally, the team will show how access to and use of the library and information resources are documented, published and enforced.

**Turtle 5: Education Resources**

This group is responsible for reporting on how the college’s degree and certificate programs support and integrate the college’s core themes. This portion of the accreditation report will address how the college provides clear admission and graduation requirements for degrees and certificate programs; publishes and implements all levels of student learning outcomes. It will explain the faculty’s role in the design, approval, implementation, and revision of curricula; their responsibility in assessing student achievement of student learning outcomes. In addition, this team will be responsible for reporting ~~on~~ policies and practices related to the acceptance of transfer credits and credit for prior learning. Finally, it will report on how the general education and related instruction meet the needs of a well-educated person.

**Turtle 6: Student Support Resources**

This group is responsible for explaining how the college’s student support services reinforce and integrate the college’s core themes. This team will be writing the portion of the report that will address how the college provides effective learning environments; information about classes and programs; graduation requirements; and ensures confidentiality of student information. This portion of the report will also explain the policies and practices related to retention of records; financial aid eligibility and disbursement; and distance learning. In addition, this team will address how the college operates its academic advising in a manner that supports student development and success. Finally, it will report on how the intercollegiate athletic and other co-curricular programs are consistent with the institution’s mission and conducted with appropriate institutional oversight.

**Turtle 7: Library and Information Resources**

This group is responsible for reporting on how the college’s library and information resources support the college’s core themes. This team will write the portion of the report that addresses the depth, currency and breadth of the library and information resources to support the courses**~~,~~** and programs offered and how these resources are integrated into instruction. In addition, it will address how the college systematically evaluates the quality, adequacy, utilization, and security of library and information resources and services.

**Turtle 8: Financial Resources**

This group is responsible for reporting how the college’s financial resources—and their use— support and integrate ~~with~~ the college’s core themes. This portion of the accreditation report will address the college’s plans for budget and enrollment management; financial stability; and risk management. In addition, this group will report on how the college defines and follows its financial policies, guidelines, and processes; provides timely and accurate financial information; develops capital budgets that reflect the institution’s mission; and ensures that institutional fundraising activities are conducted in a professional and ethical manner.

**Turtle 9: Physical Infrastructure**

This group is responsible for explaining how the college’s physical infrastructure supports and integrates the college’s core themes. This team will be writing the portion of the report that addresses the adequacy, accessibility, and safety of the physical plant; the policies and practices related to the use and disposal of hazardous materials; the quality, quantity and adequacy of the equipment used to keep the campus facilities in good order. Finally, this group will address how the college develops and updates its facility master plan.

**Turtle 10: Technological Infrastructure**

This group is responsible for explaining how the college’s technological infrastructure supports and integrates the college’s core themes. This team will write the portion of the report that addresses the appropriateness and adequacy of the technological infrastructure as related to the following areas: management, operations; instruction; support for faculty, staff, and students. In addition, it will address how the college plans for regular updates and replacement of technology.