

Standard Nine

**Standard Nine –
Institutional Integrity**

How does the institution ensure high ethical standards in its treatment of students, faculty, and staff?

Lane continues to ensure the ethical treatment of students, faculty and staff. Lane is a value-driven institution with learning at the center of its work.

Lane’s Core Values are key elements of its Strategic Plan, influencing planning, decision-making and day-to-day activities of the College. They provide a framework of collectively held ideals of practice and conduct that guide work and interactions at Lane. By applying and following its Core Values Lane strives to ensure that high ethical standards are met in its treatment of students, faculty, and staff.

Board Policy B.040 assigns to the Board responsibility for the quality and integrity of the institution.¹ Lane’s board policies for Treatment of Learners and Treatment of Staff provide overarching guidelines for behavior by the Board, administrators, faculty and staff in their daily interactions with students and each other.² Also, Policy A.100 describes the ethical conduct for all employees. The Board evaluates the extent to which the College fulfills its mission and is responsible for stewardship of resources. Monitoring Reports inform the Board of important progress and challenges in this area. The Board reviews and discusses different Monitoring Reports during its monthly meetings.

Special trainings also contribute to the knowledge of and adherence to ethical standards. For example, when new members join the Board, college

2009 through 2005	Board follows schedule of reviewing – and revising when necessary – Board policies.
	Board follows schedule of annually monitoring treatment of learners and staff.
	Annual evaluation of Board performance is conducted.
	Ethics Law training with 2006 Board by Lane’s legal counsel.
	Ethics Law training with 2008 Board by Lane’s legal counsel.
	Ethics Law training with managers by Lane’s legal counsel.

Figure B.9.1: Key Activities by Fiscal Year

Maintaining privacy of information is an important element of operational procedures that ensure high ethical standards in the treatment of students, faculty and staff.

Core Value: Integrity

Foster an environment of respect, fairness, honesty and openness.

Promote responsible stewardship of resources and public trust.

¹ See Appendix B.9.1: Board Policy A.040 Board Duties and Responsibilities: Appraisal and Evaluation of Operation.

² See Appendix B.9.2: Board Policy A.020 Treatment of Learners and Board Policy A.030 Treatment of Staff.

Section B

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legal counsel conducts a training related to Oregon ethics laws as they relate to the Board. Legal counsel also makes periodic presentations about Oregon Ethics Guidelines to managers.

Summary

Lane's Board continues to monitor policies and make appropriate adjustments to ensure institutional integrity. Lane continues to place high value on institutional integrity and the ethical treatment of learners and all employees. In addition to the policies and procedures that are in place to guide this, there also are procedures for redress of wrongs. The College continues to be committed to open and transparent operations with clear accountability for decision-making in its service to the community.



Figure B.9.2: Lane's Board of Education, September 15, 2009

Appendices

***Appendix B.9.1: Lane’s Board Policy A.040 Board Duties and Responsibilities:
Appraisal and Evaluation of Operation***

POLICY NUMBER: B.040

POLICY TYPE: GOVERNANCE PROCESS

**POLICY TITLE: BOARD DUTIES AND RESPONSIBILITIES: APPRAISAL AND
EVALUATION OF OPERATION**

The board of education is ultimately responsible for the quality and integrity of the institution. It establishes broad institutional policies and delegates to the president the responsibility to implement and administer these policies.

The board of education shall:

1. Regularly review and approve the college’s vision, mission, and core values and ensure that they guide the operation of the college.
2. Evaluate the performance of the organization and the quality of the educational program in terms of the vision, mission, and core values of the college.
3. Ensure that the necessary resources are in place to provide for effective institutional research, evaluation, and planning processes

ADOPTED: November 9, 1998

APPROVED: November 12, 2003

REVIEWED: November 6, 2007

Appendices

Appendix B.9.2: Lane’s Board Policy A.020 Treatment of Learners

POLICY NUMBER: A.020

POLICY TYPE: EXECUTIVE DIRECTIONS

POLICY TITLE: TREATMENT OF LEARNERS

With respect to interactions with learners, the president shall assure that procedures and decisions are safe, respectful and confidential.

Accordingly, the president shall assure that:

1. The institution represents itself accurately and consistently to prospective students through its catalogs, publications and official statements.
2. Admissions information forms avoid eliciting information for which there is no clear necessity.
3. Methods of collecting, reviewing, transmitting, or storing information about learners will be protected against improper access in compliance with federal and state regulations.
4. Facilities provide a reasonable level of privacy, both visual and aural.
5. The college environment is welcoming and accepting to all learners.
6. Learners have a clear understanding of what may be expected from the services offered.
7. Learners are informed of their rights and responsibilities and are provided a process to address grievances.
8. There is adequate provision for the safety and security of learners.

ADOPTED: November 9, 1998

REVISED: April 12, 2000

REVISED: May 12, 2004

REVIEWED: July 11, 2007

Appendices

Appendix B.9.2 (cont.): Lane’s Board Policy A.030 Treatment of Staff

POLICY NUMBER: A.030

POLICY TYPE: EXECUTIVE DIRECTIONS

POLICY TITLE: TREATMENT OF STAFF

With respect to the treatment of paid and volunteer staff, the president shall:

1. Operate with written personnel policies that clarify personnel rules for staff, provide for effective handling and redress of grievances, and protect against wrongful conditions.
2. Assure that there is an environment to freely examine and discuss assumptions and data and be guided by evidence.
3. Never discriminate against any staff member for expressing an ethical dissent or retaliate against any staff member for engaging in whistleblowing activities as defined in ORS 659A.200 to 659A.229 or for addressing the Board as provided in subsection 4 of this policy.
4. Not prevent staff from addressing the board when internal grievance procedures have been exhausted and the employee alleges that board policy has been violated to his or her detriment.
5. Operate within a collaborative and participative environment.
6. Acquaint staff with their rights under this policy.
7. Make results a measure of staff success.

ADOPTED: November 9, 1998

REVISED: April 12, 2000

REVISED: May 12, 2004

REVISED: September 8, 2004

REVIEWED: July 11, 2007