



LCC INTERNATIONAL  
UNIVERSITY

# INTERNAL QUALITY ASSURANCE SYSTEM

---

The document was approved by President's Cabinet, 07 December 2021

## **Statement of the Document:**

LCC International University has an institutional culture in which the importance of quality assurance is recognized. The University has developed and implemented a continuous quality improvement strategy and an internal quality management system based on high standards and principles of integrity and transparency.

The University's culture of quality assurance is based on the institutional mission and values in coherence with Lithuanian and North American requirements, and the *Standards and Guidelines for Quality Assurance in the European Higher Education Area*.<sup>1</sup>

The institutional strategy, policy, and procedures provide the framework for quality of programs, assessment, teaching and research, student support, and institutional research. All the policies are available for the constituencies on the LCC website or on internal network drives.

## **Guiding Principles of Quality Assurance:**

- Quality assurance is guided by developing and applying internal institutional policies and procedures in accordance with national and international standards.
- Quality assurance is a continuous process.
- The responsibility for the quality assurance and improvement process involves the Board of Directors, administration, faculty, students, alumni and external stakeholders.
- The alignment of external and internal quality assurance is pursued.
- The procedures of quality assurance are transparent and ethical.

## **Management of Quality Assurance:**

The Board of Directors approves institutional identity, mission and vision, and the strategic plan, thereby providing the framework within which quality assurance is managed.

President's Cabinet is responsible for the management of quality assurance. This oversight responsibility covers all areas of the institution, including curricular and co-curricular programs, preparation of students, human resource management, marketing and admissions, and financial/learning resource management. The decisions are data-driven and reflect the institutional key performance indicators. The measures for improvement are chosen on the basis of relevance and compliance with institutional mission, market needs and sustainability.

The development and maintenance of quality assurance systems is conducted by the Director of Institutional Effectiveness.

---

<sup>1</sup> "The Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG)," The European Association for Quality Assurance in Higher Education, 2015, retrieved on 2021-12-06, [https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=&ved=2ahUKewiFrJKdg8\\_oAhVYAhAIHS2yAl8QFnoECAUQAQ&url=https%3A%2F%2Fwww.enqa.eu%2Fwp-content%2Fuploads%2F2015%2F11%2FESG\\_2015.pdf&usg=AOvVaw1I2nXeAnQSI-qS6aMlVgYf](https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=&ved=2ahUKewiFrJKdg8_oAhVYAhAIHS2yAl8QFnoECAUQAQ&url=https%3A%2F%2Fwww.enqa.eu%2Fwp-content%2Fuploads%2F2015%2F11%2FESG_2015.pdf&usg=AOvVaw1I2nXeAnQSI-qS6aMlVgYf)

## Academic Program Review and Monitoring

The University as a whole and all of its study programs are accredited by the Center for Quality Assessment in Higher education (SKVC)<sup>2</sup> and meet European and Lithuanian legal requirements.

Academic Quality Monitoring engages not only LCC management, but also students, administrators, faculty members, and other stakeholders.

The decision-making process for program development and review is described in the table below.

## Academic Decision-Making Process

DECISION-MAKERS	Program Development/ Review	Concentration Development/ Review	Course Development/ Review	Syllabus Development/ Review	Academic Policy Development/ Review	Budget Allocation
Individual Instructor	x	x	Can initiate	Can initiate (or maybe asked to initiate)	x	x
Academic Department	x	Designs a concentration as a team	Provides feedback and consent	Provides input and feedback	May propose revision or creation of a policy to the Department Chair.	May provide recommendations
Department Head	x	Facilitates the discussion about the design of a concentration with its department	Provides an initial approval and sends for final approval to the Academic Leadership Team	Provides final approval	May propose a revision or creation of a policy to Academic Leadership Team	Takes part in budget allocation as a member of Academic Leadership Team
Academic Leadership Team	May recommend a development of a new academic program	Provides recommendation to Academic Council	Approves and sends to Academic Vice President	x	Provides cross-departmental feedback and sends to Academic Council	Provides recommendations to Academic Vice President
Academic Council	Approves and sends to Academic Vice President	Approves and sends to Academic Vice President	x	x	Approves	Takes part in the approval via its Chair, who is present at President's Cabinet and Board of Directors meetings.
Academic Vice President	Informs President Cabinet about the approved Program	Provides final approval	Provides final approval	x	Informs President Cabinet about the approved policy	Provides recommendations of budget allocation to the President's Cabinet

<sup>2</sup> "Viešoji Įstaiga LCC taprtautinis universitetas," AIKOS, retrieved on 2021-12-066 [https://www.aikos.smm.lt/Registrai/Svietimo-ir-mokslu-institucijos/\\_layouts/15/Asw.Aikos.RegisterSearch/ObjectFormResult.aspx?o=INST&f=Inst&key=88603090103&pt=of&ctx\\_s=r=Fledt9LmTMGXtMdFOqzJjQNYto%3d](https://www.aikos.smm.lt/Registrai/Svietimo-ir-mokslu-institucijos/_layouts/15/Asw.Aikos.RegisterSearch/ObjectFormResult.aspx?o=INST&f=Inst&key=88603090103&pt=of&ctx_s=r=Fledt9LmTMGXtMdFOqzJjQNYto%3d)

<b>President's Cabinet</b>	Sends to the Board of Directors for final approval	x	x	x	<b>Gets informed</b> about the policy- if a policy affects one department only Provides <b>final approval</b> - if a policy affects multiple departments	<b>Recommends</b> annual budget allocations to the Board of Directors
<b>Board of Directors</b>	Provides <b>Final approval</b> of new programs	x	x	x	<b>Sets mission and vision, and hiring expectations</b>	Provides <b>final approval</b> of overall annual budget

In addition to the decision-making bodies, LCC has a number of advisory boards that greatly contribute to the overall program review and monitoring process:

Program Committees: an advisory board that bring all of the stakeholders together, and whose role is to assess the curriculum offered in a program and provide recommendations for improving it

Research Council: an entity that bring representatives from various academic departments together and promotes and supports research activity at LCC International University, which is crucial for program development and flourishing.

Institutional Review Board: a board, whose role is to ensure that LCC students, staff and faculty, and external researchers conduct ethical research, which is a crucial element of quality assurance.

### **Assessment of Students**

LCC International University believes strongly in reliable and transparent assessment measures. These measures indicate students' movement toward the established learning outcomes of each course and each program, and ensure successful completion of the requirements for graduation.

LCC strongly believes in the value of multiple assessments as a means of measuring academic progress as well as successful course completion.

LCC uses a variety of assessment methods. No single grade within a course may be worth more than 30% (out of 100%) of the final course grade.

<p><b><u>Diagnostic Assessment</u></b></p> <ul style="list-style-type: none"> <li>• TOEFL (as part of the Admissions process)</li> <li>• LCC Skills and Knowledge test (as part of the Admissions process)</li> <li>• Placement test within the Prerequisite Intensive Module in English (PRIME)</li> <li>• Placement test for Lithuanian language abilities</li> <li>• Placement test for Algebra abilities</li> <li>• Prior Learning Assessment and Recognition</li> </ul>	<p><b><u>Summative Course Assessment</u></b></p> <ul style="list-style-type: none"> <li>• Final examination in every class</li> <li>• Portfolios in practicum courses</li> </ul>
<p><b><u>Formative Assessment</u></b></p> <ul style="list-style-type: none"> <li>• In-class oral presentations</li> <li>• Response papers</li> <li>• Article summaries</li> <li>• Annotated bibliographies</li> <li>• Regular tests and quizzes throughout the course</li> <li>• Research papers</li> <li>• Group projects</li> </ul>	<p><b><u>Summative Program Assessment</u></b></p> <ul style="list-style-type: none"> <li>• Thesis</li> <li>• Business Plan</li> <li>• Client-linked Final Project</li> </ul> <p>The summative program assessments are conducted by multiple examiners.</p>

Students are informed about the assessment procedures through the course syllabi, and through the institutional grading system that is easily accessible virtually.<sup>3</sup>

Additional policies related to student assessment can be found in the LCC Catalog<sup>4</sup>:

- Incomplete grades
- Grade point average (GPA) calculation
- Mid-semester grade report
- Grading rubric
- Academic good standing
- Final course examinations
- Grade appeal process

Academic Integrity Standards - LCC strongly supports academic integrity throughout the entire learning process. The standards can be found in the Code of Academic Ethics<sup>5</sup>, LCC Catalog<sup>6</sup>, and the Faculty Handbook (available on internal drives).

Committee on Academic Standing (CAS): CAS brings Academic and Student Life discipline and student support procedures together. The committee is comprised of the Director of Housing and Residence Life, two instructional faculty members, Director of Student Success and Wellness one member of the Student Council, and Registrar (chair).

<sup>3</sup> "2021-2022 Academic Catalog Undergraduate Programs," *LCC International University*, 60, retrieved on 2021-11-26, <https://lcc.lt/assets/ba-catalog-21-22.pdf>

<sup>4</sup> "2021-2022 Academic Catalog Undergraduate Programs," *LCC International University*, 60-62, retrieved on 2021-11-26, <https://lcc.lt/assets/ba-catalog-21-22.pdf>

<sup>5</sup> "Code of Academic Ethics," *LCC International University*, retrieved on 2021-11-26, [https://lcc.lt/assets/About\\_LCC\\_Accreditation\\_documents/ac-1.08-code-of-academic-ethics.pdf](https://lcc.lt/assets/About_LCC_Accreditation_documents/ac-1.08-code-of-academic-ethics.pdf)

<sup>6</sup> "2021-2022 Academic Catalog Undergraduate Programs," *LCC International University*, 58, retrieved on 2021-11-26, <https://lcc.lt/assets/ba-catalog-21-22.pdf>

The role of the Committee on Academic Standing (CAS) is to develop, monitor and act on policy related to student academic good standing at LCC. CAS regularly reviews the academic progress of students and identifies students that are not performing well enough to meet graduation requirements. CAS also reviews cases where students have not met the university's academic integrity policies. CAS takes actions according to the policies, including probation, suspension or dismissal.

### **Quality Assurance of Teaching Staff**

Hiring – LCC teaching staff is hired in accordance with the legal requirements of the Lithuanian higher education field, and in keeping with the mission and vision of LCC.

- All vacant positions are posted on the LCC website<sup>7</sup>, and are advertised through various appropriate publications.
- Degree, skills requirements and preferred experience are indicated in each vacancy description.
- English language level is being during the interview by a native speaker on the hiring panel.
- The hiring process is led by the Human Resources Division, in coordination with the appropriate Vice President, and with final approval of all new employment by the President.

Expectations – expectations for teaching staff are outlined clearly in Job Descriptions, the Faculty Handbook, and are reviewed with each new employee upon arrival.

Professional Development – funding priorities for professional development are determined at the department level. The overall strategy for professional development is overseen by the Office of Academic Vice President. Policies (such as the sabbatical policy, rank and promotion policy, etc.) are developed with the approval of the Academic Council.

Research Development– funding support priorities for research activities are determined by the professional development committee and Academic Vice President. Teaching staff are encouraged to apply for funding to support their research-related activities, such as participation in academic conference, publishing, etc.

Performance Review – Evaluation of the LCC teaching staff is coordinated through the Offices of the Human Resources Vice President and the Academic Vice President. Evaluation includes semester course evaluations by students, annual self-evaluation, peer review and department chair review.

The procedures for employment, evaluation, and termination are described in the Faculty Handbook, and the Department Chair's Handbook (both available on internal drives).

### **Learning Resources / Student Support**

---

<sup>7</sup> “Current Openings,” LCC International University, retrieved on 2021-12-06, <https://lcc.lt/work-at-lcc>

To assure academic quality the University has a commitment to provide appropriate resources for studies. The academic space is equipped with new technology including classrooms, library, faculty offices, residential facilities and open spaces for learning. All the resources are designed upon the needs of users and easily accessible (e.g. wireless campus, e-learning platform, etc.). More details are available on LCC website.<sup>8</sup>

The University provides both academic and non-academic support services for students. Academic support services include academic advising, and other academic support. An academic advising system is established for all students for the purpose of developing their study plan and helping shape their future career options. Faculty load includes regular office hours for the purpose of regular individual consultation with students. Students are also offered additional academic support and free tutoring opportunities through the Student Success Center.

Non-academic support includes financial advising and aid, counseling services, employment assistance and career planning. Students have opportunities to apply for financial aid or other financial support if the tuition cost is an obstacle. In addition, counseling services are available for students to assist them with resolution of personal issues and crises that may be interfering with their academic success and impact personal well-being. When the concerns are of a severe nature, the counselor connects with the appropriate professionals. Students are also encouraged to attend career planning workshops or individual career counseling meetings, which help developing career planning skills. Finally, students are provided with assistance and resources to find employment, which would help them pay their tuition fees and get work experience. More information about student support can be found on LCC's website.<sup>9</sup>

LCC ensures a comfortable environment for learning and living for all students. LCC is gradually adapting its facilities for students with various kinds of special needs, based on state requirements and current and potential student voice. In general, all academic facilities are accessible for students with special needs. Student Life Department's programs and services are available for students with special needs. If special assistance is required, the Student Life Department's staff works with each student individually to identify the support needed to overcome difficulties.

## **Information Evaluation Systems**

### *Internal Data Analysis:*

The University engages in ongoing institutional research which is based on feedback/surveys from all stakeholders and analysis of performance. There are certain KPI definitions upon which the University evaluates its programs and goals, and upon which data-driven decisions are made.

---

<sup>8</sup> "Campus Tour," *LCC International University*, retrieved on 2021-12-07

<sup>9</sup> "Student Success," *LCC International University*, retrieved on 2021-12-07, <https://lcc.lt/student-life>

The table below provides information about the surveys that LCC conducts:

DATE	NAME OF SURVEY	OWNER
AUGUST	MA Graduate Survey	Graduate Program Coordinator
	LCC Prospective Student Survey	Admissions office
SEPTEMBER	Summer Activity Survey- for returning students	Career Development Center
	LCC Board Evaluation Survey	Executive Assistant/Board of Directors
	Freshmen Survey	First Year Seminar/ Career Development Center
	Net Promoter Score-Employees	Human Resources
OCTOBER	-	
NOVEMBER	Study Abroad Trip Survey	Center for International Education
	Recent Graduate Survey- 7 month after graduation	Career Development Center/ Alumni Office
DECEMBER	Study Abroad Evaluation Survey	Center for International Education
	Net Promoter Score-Employees	Human Resources
JANUARY	Employee Engagement Survey	Human Resources
	Alumni Survey( every 5 years)	Alumni Office
FEBRUARY	Net Promoter Score-Students	Academics
MARCH	Study Abroad Trip Survey	Center for International Education
	Net Promoter Score- Employee	Human Resources
APRIL	Erasmus+ and International Exchange Program Evaluation Survey	Center for International Education
	Study Abroad Program Evaluation Form	Center for International Education
	First-Year Experience Survey	Student Success Center
MAY	Senior Survey	Academics
	English Language Institute Participant Survey	LCCx
JUNE	Kids English Language Summer Day Camp Survey	LCCx
	Net Promoter Score-Employee	Human Resources
JULY	Teens English Language Summer Day Camp Survey	LCCx
	Summer Language Institute Students Evaluation Survey	LCCx
	Summer Language Institute Staff Evaluation Survey	LCCx

Key Performance Indicators – LCC produces an annual dashboard of KPIs for the Board of Directors. These KPIs are driven by the goals of the strategic plan and are monitored as part of the self-evaluation process. Currently, LCC monitors the following KPI categories:

- Student Body
- Admissions
- Financial Aid
- Staff and Faculty
- Operational Stability

An abbreviated analysis of KPIs is available in the Annual Report and is used by the Board of Directors and President’s Cabinet to inform ongoing decision-making.

*External data analysis:*



LCC participates in reporting to external institutions. This reporting substantially contributes to the internal quality assurance through feedback from external institutions.

Below table provides information about LCC's external reporting:

MONTH	AUTHORITY THAT ASKS FOR INFORMATION	NAME OF THE REPORT	REPORTING PERIOD	RESPONSIBLE FOR REPORT SUBMISSION	CONTRIBUTORS TO THE REPORT
MONTHLY REPORTS	SODRA	SAM	for the past month	Finance office	
	Tax Inspection	GPM313	for the past month	Finance office	
	Tax Inspection	iSAF	for the past month	Finance office	
	Tax Inspection	FR0600	for the past month	Finance office	
	Klaipėda municipality	Išbrauktų asmenų iš studentų sąrašų, sąrašas	previous month	Registrar	
QUARTERLY REPORTS	Ministry of Education, Science and Sport	Lėšų panaudojimo ataskaita	for the past quarter	Director of Institutional Effectiveness	Finance office
	Lithuanian Department of Statistics	DA-01 Darbo apmokėjimo statistinė ataskaita	for the past quarter	Finance office	
	Lithuanian Department of Statistics	PS-121 Socialinių ir kultūrinių paslaugų įmonės veiklos statistinė ataskaita	for the past quarter	Finance office	
	Lithuanian Department of Statistics	KS-02 Investicijų statistinė ataskaita	for the past quarter	Finance office	
	Education Exchanges Support Foundation	European Structural Funding report on student mobility	for the past quarter	CIE	
BY SEMESTER	State Studies Foundation	Social stipends report	For that semester	Registrar	
		Special needs stipends report		Registrar	
		Study stipends report		SFS	
		Diaspora stipends report		SFS	
		Government loans report		SFS	
	Student Registry	Academic and financial student data		Registrar and SFS	
SEMI-ANNUAL REPORTS	Education Exchanges Support Foundation	Erasmus+ KA103 project for student and staff mobility interim report	for the last six months	CIE	
	Pedagogų registras	Updating the register	semester	HR	Director of Institutional Effectiveness
ANNUAL REPORTS	Education Exchanges Support Foundation	Erasmus+ KA107 project for student and staff mobility interim report	for the last year	CIE	
	Education Exchanges Support Foundation	Erasmus+ KA107 project for student and staff mobility final report	for the whole project	CIE	
AUGUST					
SEPTEMBER	Education Exchanges Support Foundation	Lithuanian Language and Culture Summer courses	for the course duration	CIE	

<b>OCTOBER</b>	State Studies Foundation	Sumokėtos studijų kainos kompensacija	Previous academic year	Registrar, SFS	
<b>NOVEMBER</b>	Education Exchanges Support Foundation	Erasmus+ KA103 project for student and staff mobility final report	for the whole project	CIE	
<b>DECEMBER</b>	Registrų centras	LT financial reports	Previous fiscal year	Finance office	
<b>JANUARY</b>	Tax Inspection	PLN204	Previous fiscal year	Finance office	
	SKVC	Priimtų akademinio pripažinimo sprendimų ataskaita	For each calendar year	Admissions	
	Ministry of Education, Science and Sport	Pavedimo įvykdymo ataskaita	Previous calendar year	Director of Institutional Effectiveness	Finance office
<b>FEBRUARY</b>	Lithuanian National Library	Library Annual Report Bibliotekos XXXX metų ataskaita	Previous calendar year	Library staff	Registrar, HR, Finance Office
	Magazine "Reitingai"			Corporate Communication Office	HR, Registrar
	SVIS - Education Management Information System	ŠVIS-01	As of October 1 of previous year, for the past year	Registrar, Director of Institutional Effectiveness	Student Life, HR, Finance Office, IT
	State Tax Inspection	Juridinių asmenų duomenys apie nuolatinių Lietuvos gyventojų už studijas ir/ar profesinį mokymą sumokėtas įmokas (FR0613)	Previous calendar year	SFS	
	Klaipėda municipality			Director of Institutional Effectiveness	
<b>APRIL</b>	Lithuanian Department of Statistics	MDV01 MTEP aukštojo mokslo ir valdžios sektoriaus statistinė ataskaita	Previous calendar year	Director of Institutional Effectiveness, Finance Office	HR
	Tax Inspection	FR0711	Previous calendar year	Finance office	
	Lithuanian Department of Statistics	ŠVF-01 Mokyklos lėšų, pajamų ir išlaidų statistinė ataskaita		Finance office	
<b>MAY</b>	LMT- Lithuanian Research Council	Kasmetinis mokslo(meno) veiklos vertinimas	For VDDA data is used as of Dec 31 of the previous year. Research productivity is reported for the whole previous year.	Director of Institutional Effectiveness	HR
	Tax Inspection	FR0478	Previous calendar year	Finance office	
<b>JUNE</b>					
<b>JULY</b>					
<b>MORE RARE REPORTS</b>	Lithuanian Research Council	Comparative analysis report- palyginamasis(ekspertinis) vertinimas	Every few years	Director of Institutional Effectiveness	
	SKVC	Institutional Evaluation report	Every five years	Director of Institutional Effectiveness	All departments, as assigned
	SKVC	Program Group report- studijų programų grupių vertinimai	Every 3-6 years	Director of Institutional Effectiveness	Department Head, other departments as assigned
	Tax Inspection	FR0521	Previous calendar	Finance office	

			year		
	Tax Inspection	GPM312	for the past year	Finance office	

## Public Information

LCC International University is committed to transparency of information presentation to the public and takes responsibility for accuracy of all published data and information.

Information about all of LCC's academic programs are provided on the Lithuanian Ministry of Education website.<sup>10</sup>

The LCC website and portal present the following information:

- LCC's legal documents- Statue, link to accreditation documents, License<sup>11</sup>
- LCC's most important internal documents- Academic Code of Ethics, Internal Quality Assurance System, Strategic Plan.<sup>12</sup>
- Admission information<sup>13</sup>
- Program Information<sup>14</sup>
- Research Information<sup>15</sup>
- Free Vacancies<sup>16</sup>
- Registrar's office information<sup>17</sup>
- Academic Calendar<sup>18</sup>
- Course Schedule<sup>19</sup>
- Academic catalogs by circle of study and academic year<sup>20,21</sup>

LCC maintains internal working documents on shared drives, accessible for the entire campus community, as well as via MS Teams platform. This allows for convenience as well as accuracy of documentation.

## Summary of Quality Assurance Documentation

The below table provides a quick reference to the various institutional documents that contribute to the quality assurance of the university programs and structures.

<sup>10</sup> "Viešojo Įstaiga LCC taprtautinis universitetas," AIKOS, retrieved on 2021-12-06, [https://www.aikos.smm.lt/Registrai/Svietimo-ir-mokslo-institucijos/layouts/15/Asw.Aikos.RegisterSearch/ObjectFormResult.aspx?o=INST&f=Inst&key=88603090103&pt=of&ctx\\_s r=FlcdtoLmTMGXtMdFOqzJQNYto%3d](https://www.aikos.smm.lt/Registrai/Svietimo-ir-mokslo-institucijos/layouts/15/Asw.Aikos.RegisterSearch/ObjectFormResult.aspx?o=INST&f=Inst&key=88603090103&pt=of&ctx_s r=FlcdtoLmTMGXtMdFOqzJQNYto%3d)

<sup>11</sup> "About LCC," LCC International University, retrieved on 2021-12-07, <https://lcc.lt/about-lcc>

<sup>12</sup> "About LCC," LCC International University, retrieved on 2021-12-07, <https://lcc.lt/about-lcc>

<sup>13</sup> "Admission Criteria," LCC International University, retrieved on 2021-12-07, <https://lcc.lt/ba-international-business-administration#admissions>

<sup>14</sup> "Admission Criteria," LCC International University, retrieved on 2021-12-07, <https://lcc.lt/>

<sup>15</sup> "Research at LCC," LCC International University, retrieved on 2021-12-07, <https://lcc.lt/research-at-lcc>

<sup>16</sup> "Current Openings," LCC International University, retrieved on 2021-12-07, <https://lcc.lt/work-at-lcc#openings>

<sup>17</sup> "Academics," LCC International University Intranet, retrieved on 2021-12-07, <https://portal.lcc.lt/academics/>

<sup>18</sup> "Academic Calendar," LCC International University Intranet, retrieved on 2021-12-07, <https://portal.lcc.lt/lcc-calendars/academic-calendar/>

<sup>19</sup> "Course Schedule," LCC International University Intranet, retrieved on 2021-12-07, <https://lcc.lt/academics/course-schedule>

<sup>20</sup> "2021-2022 Academic Catalog Undergraduate Programs," LCC International University Intranet, retrieved on 2021-12-07, <https://lcc.lt/assets/ba-catalog-21-22.pdf>

<sup>21</sup> "2021-2022 Academic Catalog Graduate Programs," LCC International University Intranet, retrieved on 2021-12-07, <https://lcc.lt/assets/ma-catalog-21-22.pdf>

DOCUMENT	QUALITY ASSESSMENT CATEGORIES	AVAILABILITY/OWNER	UPDATES
<b>LCC legal documents</b>	LCC Statute	LCC website: <a href="https://lcc.lt/about-lcc">https://lcc.lt/about-lcc</a>	As needed
	LCC License	Located on hard drives of individual staff members	
	Institutional Accreditation Documents		
	Program Accreditation Documents	<u>Owner:</u> President's and Vice President's Office	
<b>Board of Directors Meeting Minutes</b>	Approval of institutional identity, mission and vision, and the strategic plan, thereby providing the framework within which quality assurance is managed.	LCC Network Drive: Official/ Board of Directors	Every semester
<b>Institutional Policies</b>	Academic Policies	LCC Network Drive: Official/ Institutional Policies	As needed
	Human Resources Policies		
	Marketing and Admissions Policies	<u>Owner:</u> President and Vice President offices	
	Finance and Facilities Policies		
	Student Life Policies		
	Advancement Policies		
<b>President's Cabinet Minutes</b>	Monitoring of everyday management	LCC Network Drive: Official/President's Cabinet/Minutes	Weekly
	Annual budget development		
	Strategic Planning Implementation	<u>Owner:</u> President's Office	
	Policy approval and regular review		
<b>Undergraduate and Graduate Catalogs</b>	Admissions	LCC website: <a href="https://lcc.lt/assets/ba-catalog-21-22.pdf">https://lcc.lt/assets/ba-catalog-21-22.pdf</a> ; <a href="https://lcc.lt/assets/ma-catalog-21-22.pdf">https://lcc.lt/assets/ma-catalog-21-22.pdf</a>	By September 1 each year
	Tuition/Financial Aid		
	Program/Course Descriptions	<u>Owner:</u> Registrar's Office	
	Student-related Policies		
	· Assessment		
	· Attendance		
	· Academic Integrity		
· Graduation requirements			
<b>Faculty Handbook</b>	Faculty Governance	LCC Network Drive: Official/Dept. Academics	By August 15 each year
	Organizational Chart	Faculty Professional Moodle Page	
	Workload	Faculty MS Teams Page	
	Evaluation		
	Professional expectations	<u>Owner:</u> Academic Vice President's Office	
	Syllabus template		
<b>Academic Council Minutes</b>	Review and approval of academic programs, modules, and courses	LCC Network Drive: Faculty/Academic Council/ Minutes	As needed
	Quality assessment of current programs		
	Assessment	<u>Owner:</u> Academic Council	
<b>Department Chair Handbook</b>	Responsibilities	LCC Network Drive: Official/Dept. Academics	By August 15 each year
	Budget oversight	Faculty Professional Moodle Page	
	Academic Procedures	Faculty MS Teams Page	
	Graduation Involvement		
	Study Abroad	<u>Owner:</u> Academic Vice President's Office	
	Professional Development Allocation		
<b>Institutional Research</b>	Surveys	LCC Network Drive: Official/Institutional Research	According to the schedule
	External statistical and other reporting		According to the schedule
	KPIs	<u>Owner:</u> President's Cabinet	By September 15, annually

<b>Academic Leadership Team Meeting Minutes</b>	Review and assessment of current academic issues	LCC Network Drive: Official/Dept.Academic/Academic Division Meeting Minutes	Weekly
		MS Teams Academic Leadership Team Group	
		<u>Owner:</u> Academic Vice President's Office	
<b>Research Council Meeting Minutes</b>	Review and assessment of current research questions	LCC Network Drive: Official/Dept.Academic/Research Council	Monthly
<b>Institutional Review Board</b>	To ensure the integrity and accurate procedures of all research involving human subjects	Microsoft Outlook Archyve	As needed
		<u>Owner:</u> Academic Vice President's Office	
<b>CAS (committee for academic standing)</b>	Monitoring of academic good standing procedures	Confidential: located on hard drives of individual committee members	As needed