

## 2 - Integrity: Ethical and Responsible Conduct

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In fulfilling its mission, the institution acts with integrity; its conduct is ethical and responsible.

### 2.A. Integrity

Actions taken by the institution's governing board, administration, faculty and staff demonstrate adherence to established policies and procedures.

#### Argument

New Mexico Junior College (NMJC) demonstrates its commitment to integrity by adhering to well-defined policies and procedures that ensure fair, ethical, and transparent behavior at all levels of the institution. Guided by its mission, ***promoting success through learning***, NMJC integrates its values of access, responsiveness, effectiveness, excellence, and community involvement into its operations, ensuring all stakeholders uphold high standards of conduct and accountability.

#### Mission-Driven Policy Development

The NMJC Mission Statement, originally adopted by the NMJC Board in 2005, serves as a foundational guide for all institutional policies and procedures. The mission and vision statements undergo regular reviews during the strategic planning process, with internal and external stakeholders actively involved. For example, in 2017, NMJC conducted surveys among staff, faculty, students, and community supporters to evaluate the mission's relevance. The results reaffirmed strong support for the mission and vision, and the NMJC Board reaffirmed the language after open discussions. These periodic reviews (2009, 2017, 2022, 2024) reflect the institution's dedication to aligning its policies and practices with its mission. As the college community develops its new strategic plan during FY26, the mission, vision, and values will be revisited and revised as necessary based on the feedback from constituent groups.

#### Governance and Ethical Conduct

##### Board Policies and Oversight

NMJC's governing board operates with integrity by adhering to a robust framework of policies outlined in the Board Policy Manual. These include a *Code of Ethics*, *Code of Conduct*, and *Conflict of Interest* provisions. An acknowledgement, which board members sign annually to confirm compliance, serves as documentation. New board members participate in orientation sessions, and all members engage in regular training and work sessions to maintain accountability.

The Board meets monthly to oversee institutional operations, including a detailed financial

review presented by the Chief Financial Officer. The reviews encompass revenues, expenditures, and budget variances, ensuring financial transparency. Additionally, the Board's Finance Committee meets quarterly to review budgets, capital projects, and institutional investments. The Board also approves the annual budget and conducts strategic planning sessions to align finances with institutional priorities.

### **Institutional Policies for Faculty and Staff**

NMJC's Employee Handbook and Faculty Handbook outline comprehensive policies on ethical behavior, such as Conflict of Interest, Copyright, and Whistleblower policies. Faculty and staff participate in mandatory annual training on FERPA, Title IX Awareness, and Unlawful Harassment Prevention through the NEOED platform, with compliance closely monitored.

Administrative operations are governed by policies on the appropriate use of resources, purchasing, and contracting, ensuring ethical practices in daily operations. NMJC also monitors complaints, suggestions, and feedback from the campus community through established processes detailed in the Federal Compliance Document.

### **Data Integrity and Research Practices**

The Office of Institutional Research, Planning, and Effectiveness (IRPE) ensures integrity in data collection, reporting, and decision-making. Key practices include:

- **Accuracy and Honesty:** Data is timely, accurate, and unmanipulated for institutional planning and reporting.
- **Transparency:** Current and archival data is available in the form of data dashboards for use by all NMJC employees within the T-bird Portal via single-sign on security and two-factor authentication.
- **Avoiding Misuse:** The office mitigates selective or misleading data use to ensure transparency.
- **Training and Guidance:** Faculty and administrators receive training in standardized data collection using the Nuventive software platform used for assessment and program review.

Additionally, policies for *Human Subjects Research* protect the rights of participants in research activities, ensuring compliance with ethical standards (See Core Component 2.E).

### **Financial Integrity**

NMJC maintains a strong commitment to financial integrity through rigorous oversight and compliance with best practices.

- **Board Oversight:** The Board reviews detailed financial reports each month during public meetings and approves the annual budget each April for the upcoming fiscal year.
- **Finance Committee:** This committee meets quarterly to evaluate budgets, capital projects, and investments, ensuring institutional financial health.
- **Independent Audits:** Annual audits assess internal controls and compliance with accounting standards. NMJC has consistently received unmodified audit opinions (FY 2022, FY2023, FY2024), confirming robust financial management and compliance.

All units on campus prepare budget requests, providing a rationale for any budget increase that must be tied to the college's mission and strategic plan. The budget is vetted through administrators and the president before being submitted for approval by the Board of Directors.

## **Academic and Student Integrity**

### **Student Code of Conduct**

NMJC promotes academic integrity and ethical behavior through its Student Code of Conduct, outlined in the Student Handbook. The Code defines expectations for student behavior and academic honesty, with tools like Turnitin used to prevent plagiarism. Examples of violations include substance use, harassment, and disruption of the educational process.

### **Academic Integrity**

The Academic Honesty Policy is clearly communicated in the Student Handbook. The policy explains the primacy of the course syllabus and its role as an agreement between the student and the faculty member as well as identifying the Vice President for Instruction as the final authority for academic policy and discipline as the Chief Academic Officer. Academic dishonesty, possible sanctions, and the appeal process are also detailed.

### **Grievance and Incident Reporting**

In addition to the Grievance Policy (Policy 2.4) outlined in the Employee Handbook, NMJC provides multiple reporting mechanisms to ensure a safe and equitable campus environment:

- CARE Team Reporting: The multi-disciplinary Concern, Assessment, Response, and Evaluation (CARE) Team tracks behavioral concerns, such as emotional distress or threats, and coordinates appropriate interventions.
- General Incident Reporting: Used for incidents unrelated to students, such as property damage or non-student criminal activity.
- Title IX Reporting: Facilitates reports of sexual assault, stalking, domestic or dating violence, and gender-based discrimination or harassment.
- Suggestion/Complaint Form: Provides a vehicle for any NMJC stakeholder to lodge a complaint, offer a suggestion, or simply share a comment about some aspect of the campus operations.

These processes ensure fairness, equity, and prompt resolution of concerns, reinforcing NMJC's commitment to a safe and supportive environment.

### **Community Engagement and Ethical Practices**

NMJC emphasizes fairness and equity in its interactions with the broader community, ensuring alignment with its mission to provide accessible and ethical education. The institution actively collaborates with regional stakeholders, including local industries, schools, and community organizations, to promote lifelong learning and cultural enrichment (detailed in Core Component 1.B).

The Lea County Cowboy Hall of Fame , housed within the Western Heritage Museum on campus, the New Horizons Foundation , and the NMJC Foundation each has its own Articles of Incorporation and is recognized by the State of New Mexico and the Internal Revenue Service as a 501(c)(3). They each have their own Board of Directors and bylaws. While each of these organizations is supported by NMJC and function following the policies and procedures of the college, they answer to their respective Boards and adhere to their own bylaws.

NMJC's policies, procedures, and practices reflect a steadfast commitment to integrity, transparency, and ethical behavior. From governance and financial oversight to academic and student support, the institution's adherence to its mission ensures responsible operations that prioritize the success of its students and the community it serves. Through regular reviews, training, and robust monitoring systems, NMJC fosters a culture of accountability and fairness, demonstrating its dedication to adherence to established practices and integrity.

## Sources

- April 18 2024 Board Meeting Minutes\_Consideration of Strategic Plan Extension
- NMJC Strategic Plan 2017\_2022 Extended
- April 24 2025 Board Meeting\_NHF Bylaws Amended
- Board Meeting August 18 2022\_Mission and Vision Review\_President
- Board Meeting Financial Reports Oct 2022\_2024
- Budget Request Proposed 2024\_25 Dean of WTPS Credit
- CARE Team Incident Reporting Form\_Maxient
- July 20 2017 Board Meeting Minutes\_Consideration of 2017\_2022 Strategic Plan
- Lea County Cowboy Hall of Fame Bylaws
- NMJC \_ FY 22 Financial Audit Report
- NMJC \_ FY 23 Financial Audit Report
- NMJC \_ FY 24 Financial Audit Report
- NMJC Board \_ 10.16.2025 \_ Financial Review \_ FY25 Oil and Gas Revenue Report
- NMJC Board Committees \_ Finance
- NMJC Board Meeting Minutes \_Strategic Plan Mission Values 2005
- NMJC Board Policy Manual \_ Purchasing\_Procurement\_and Contracts
- NMJC Board Policy Manual
- NMJC Employee Handbook Policy 5.9\_Whistleblowing Procedures
- NMJC Employee Handbook\_2024
- NMJC Employee Handbook\_Conflicts of Interest
- NMJC Employee Handbook\_Grievance Policy
- NMJC Faculty Handbook \_Copyright Policy
- NMJC Faculty Handbook
- NMJC Foundation Bylaws
- NMJC General Incident Reporting Form
- NMJC General Suggestion\_Complaint Form
- NMJC Title IX Reporting Form
- November 11 2009 Board Work Session \_ Strategic Plan Development
- Student Handbook 2024\_2025\_Student Code of Conduct Policy
- Board Conflict of Interest\_Acknowledgment
- NMJC Federal Compliance Filing 2026 Final



## **2.B. Transparency**

The institution presents itself accurately and completely to students and the public with respect to its educational programs and any claims it makes related to the educational experience.

### **Argument**

NMJC exemplifies transparency in its communication with students, stakeholders, and the public by presenting accurate, complete, and readily accessible information about its educational programs, operations, and institutional responsibilities. By maintaining open channels for the dissemination of information, NMJC ensures trust, accountability, and informed decision-making.

### **Accreditation Transparency**

NMJC prominently displays its Higher Learning Commission (HLC) Mark of Affiliation on its homepage, providing a direct link to the HLC website and the HLC online complaint form. Accreditation documents, including evaluation reports and action letters, are publicly available on the NMJC website, reinforcing the institution's commitment to accountability and ethical operations. The Nursing and Ford Automotive programs hold external accreditation by the ACEN and NATEF respectively. This information accessible via the program information pages on the NMJC website. This accessibility supports public confidence in the institution and ensures stakeholders can readily verify its accreditation status.

### **Academic Program Information**

Comprehensive information about NMJC's academic programs, degree requirements, and faculty credentials is published both on the college website and in the College Catalog. These resources enable prospective and current students to make informed decisions about their educational pathways. Additionally, NMJC provides detailed information on tuition and fees, financial aid opportunities, and a net price calculator, ensuring students and families understand the cost of attendance and available financial support.

### **Institutional Research, Planning, and Effectiveness**

The Office of Institutional Research, Planning, and Effectiveness (IRPE) plays a central role in ensuring transparency by providing accurate and meaningful data to inform decisions and foster continuous improvement. The IRPE office provides stakeholders with essential documents, such as campus master plans, academic program reviews, IPEDS assessments, and accreditation records. These are publicly available on the Institutional Effectiveness webpage. The office also shares data on enrollment trends and benchmarking via staff meetings, standing committees, and the President's Council, and public dashboards as well as internal data trends informatics ensuring accessibility and ethical oversight in decision-making.

### **Standing Board Committees**

NMJC's standing Board Committees enhance governance by providing focused oversight and promoting transparency in key operational areas. The structure of NMJC's standing committees enhances the efficiency of Board operations by enabling preliminary review and analysis of issues prior to full Board consideration.

### ***Finance Committee***

- **Areas of Oversight:** Budget planning, investments, and capital projects.
- **Meeting Schedule:** March, July, and November, with additional meetings as needed.
- **Membership:** Three Board Members, NMJC President, and Vice President for Finance.

### ***Student Success Committee***

- **Areas of Oversight:** Strategic Enrollment Management Plan, Academic Master Plan, student success data, and legislative updates.
- **Meeting Schedule:** April, August, and December, with additional meetings as needed.
- **Membership:** Three Board Members, NMJC President, Vice President for Student Services, and Vice President for Instruction.

### ***Facilities Committee***

- **Areas of Oversight:** Facilities Master Plan, capital projects, and athletics infrastructure.
- **Meeting Schedule:** January, May, and September, with additional meetings as needed.
- **Membership:** Three Board Members, NMJC President, and Vice President for Operations & Special Projects.

This process streamlines decision-making and ensures that proposals presented to the Board are well-developed and thoroughly vetted. These committees meet regularly to review and address institutional matters, ensuring accountability and informed decision-making. Meeting summaries are provided by the relevant Board members at the following NMJC public Board meeting.

### **Campus Standing Committees**

The NMJC Board supports the principle of shared governance promoting active participation by both employees and students in permanent standing committees which assist in the development of policies and procedures for the college community. Standing committees have both permanent and voluntary members. Voluntary members serve for staggered terms of three years to provide consistency while allowing participation of new members. However, all standing committee meetings are open to the campus, further promoting NMJC's commitment to transparency and shared governance. Standing committee meetings appear on the Committee Calendar located on the Standing Committees page on the website. All meeting agendas are archived on the Standing Committees page and minutes are available through the Vice President for Instruction's Office. The 11 standing committees include: Academic Standards/Curriculum, Campus Safety and Emergency Management, Drug and Alcohol Abuse Prevention, Employee Benefits and Welfare, Faculty and Staff Development, Financial Aid, Institutional Review Board, Institutional Technology Planning, Program Review, Student Learning Outcomes Assessment, and Student Success.

## Additional Campus Committees

NMJC is a community of involved employees. In addition to the Board Committees and the College Standing Committees, both the faculty and the college staff and maintenance employees have their own organizational bodies. The Faculty Senate meets at least three times each semester to discuss issues of common concern and develop suggestions to address or resolve those issues. For example, when the college installed proximity door locks, faculty no longer had open access to buildings and rooms. Faculty met and authored a collective statement of the issue and proposed solution. The statement was delivered to the Vice President for Instruction, who, in turn, presented the statement to the President. The decision was made to enact the proposed solution at the start of the next semester. The Faculty Senate President sits on the President's Council and represents faculty interests in that forum. The Support Staff and Maintenance Council meets quarterly to discuss issues of concern to hourly staff members. The members recognized the need for scholarship support for students in need. The Council leadership worked with the NMJC Foundation and created a scholarship fund. The Support Staff and Maintenance Council members also fundraise annually in support of this scholarship fund to advance the educational attainment.

NMJC upholds transparency by accurately and completely representing its educational programs, financial practices, and institutional operations. Through accessible resources, ongoing communication, and robust governance structures, NMJC fosters trust and accountability with students, stakeholders, and the broader community. These efforts align with the institution's mission to promote success through learning and demonstrate its unwavering commitment to transparency.

## Sources

- 2025\_2026 NMJC College Catalog
- Board Committee Meeting Summary Reports\_2025
- Curriculum Committee Minutes and Flow Chart
- Faculty Senate Constitution
- HLC Mark of Affiliation \_ NMJC Homepage
- Standing Committees Members List 2025\_2026
- Support and Maintenance Staff Council Constitution
- Net Price Calculator
- Faculty Senate Letter
- Academic Standards Committee
- Campus Safety Committee
- Drug and Alcohol Abuse Committee
- Employee Benefits and Welfare
- Faculty and Staff Development Committee
- Financial Aid Committee
- IRB
- IT Planning Committee
- Program Review Committee
- Student Learning Outcomes Committee
- Student Success Committee

## 2.C. Board Governance

In discharging its fiduciary duties, the institution's governing board is free from undue external influence and empowered to act in the best interests of the institution, including the students it serves.

### Argument

The NMJC Board of Directors operates with sufficient autonomy to act in the best interests of the institution and its students. NMJC's Board independence is safeguarded through established policies and practices that protect against undue influence as documented in the New Mexico Junior College Board Policy Manual. One such practice is the the signing of a Conflicts of Interest acknowledgement each January.

Established as the first independent community college in New Mexico under the 1963 Junior College Act of the New Mexico Legislature, NMJC is governed by a Board composed of seven members elected from single-member districts located throughout Lea County. Each Board member is elected to serve a staggered six-year term. As elected officials, members of the Board are directly responsible to the citizens of Lea County. NMJC upholds transparency in its governance through open board meetings that are subject to the Open Meeting Act of New Mexico.

The NMJC Board has established practices and policies that provide opportunities for external constituencies to actively engage with the Board and to present their interests and needs to the Board. All Board meetings except "closed meetings," are live streamed through the college's social media accounts. Meeting agendas and minutes are publicly accessible on the college's website, and each session includes opportunities for public comment, fostering community engagement, and accountability.

An important institutional practice related to maintaining board independence and autonomy concerns the acceptance of gifts to the college. Monetary and in-kind gifts to the college are vetted and accepted through the independent NMJC Foundation, a non-profit, 501(c)(3) corporation, formed in 1969. The Foundation, which has separate policies and a self-governing Foundation Board of Directors, serves as an independent reviewing panel – with full authority to accept or reject gifts – which helps to ensure NMJC's Board is not unduly influenced by large gifts to the college. This practice ensures that the Board's decisions are not swayed by external financial contributions.

The NMJC Board retains authority for assuring that the institution is meeting its educational objectives; the selection of, goal setting with, and evaluation of the President; and for assuring that the institution operates ethically. Responsibility for managing the day-to-day operations of the college is clearly delegated to the president and senior leadership. The Vice President for Instruction (VPI), as Chief Academic Officer, and the faculty are responsible for managing all academic affairs.

As elected officials who must stand periodically for election, members of the Board are active community leaders who are directly responsible for ensuring that the needs and

interests of their constituents are actively represented at the college. NMJC supports the Board in their professional development and attainment of best practices through on-boarding, an annual budget workshop and training, and participation in the annual Association of Community College Trustees (ACCT) Leadership Conference. Participation in this experience serves the NMJC Board well for the continued execution of their roles and responsibilities.

## **Sources**

- 1963 Junior College Act NM 73\_33\_1
- August 2025 Board Memo\_ACCT Leadership Conference
- New Mexico Open Meetings Act
- NMJC Board of Director Districts \_2022
- NMJC Board Policy Manual
- NMJC Foundation Bylaws
- Board Conflict of Interest\_Acknowledgment
- Board Agenda January 2026

## 2.D. Academic Freedom and Freedom of Expression

The institution supports academic freedom and freedom of expression in the pursuit of knowledge as integral to high-quality teaching, learning and research.

### Argument

NMJC is committed to freedom of expression and the pursuit of truth in teaching and learning. The principles of academic freedom and freedom of expression are documented in Board policy (Policy 6.1.2 ), setting the tone for institutional operation and are fully embraced by the leaders and employees of NMJC.

Likewise, NMJC is committed to freedom of expression and the pursuit of truth in teaching and learning. The principles of academic freedom and freedom of expression are documented in multiple handbooks (Board Policy Manual, Faculty Handbook, Employee Handbook, and Student Handbook). The college supports the principles of open expression and has documented student rights in this regard.

The college maintains formal grievance processes, as discussed in Core Component 2.A., open to all faculty, staff, and students (student rights are documented in the Employee Handbook and Student Handbook). Employees are additionally protected by a whistleblower policy. Grievance processes are robust, provide protection in confidentiality, and are founded on principles of free expression and diversity of opinion.

### NMJC's Public Forum Area

NMJC upholds the principles of academic freedom and freedom of expression, recognizing their importance in fostering a vibrant learning environment. The institution is committed to protecting the rights of its faculty, students, employees, and community stakeholders to engage in open inquiry and express diverse viewpoints.

According to NMJC Board Policy number 9.6.1, New Mexico Junior College is committed to respecting the First Amendment rights of all individuals, including freedom of speech, freedom of expression, and the right to peaceably assemble. NMJC also recognizes its responsibility to provide a secure learning environment that allows individuals enrolled at or employed by NMJC to express their views in a manner that is not disruptive to college operations.

To accommodate the need for immediate and spontaneous demonstration and to better facilitate the free exchange of ideas, NMJC has designated the area between the Pannell Library and the Ben Alexander Student Learning Center as the Public Forum Area on campus. This Public Forum Area is generally available from 9:00 a.m. to 5:30 p.m. Monday through Friday, provided that the Public Forum Area has not previously been reserved.

Members of the NMJC community who wish to engage in free expression on campus in a group consisting of 30 or more persons must submit a completed Forum Reservation Request Form to NMJC's Director of Marketing and Public Relations at least five college

business days prior to the scheduled activity, and must receive approval in writing from NMJC's Director of Marketing and Public Relations prior to engaging in such activity. Prior notice is required to ensure that there is sufficient space for the large group event, necessary College resources are available for crowd control and security, and the academic and college operations are not disrupted.

For written materials or communications, members of the institution may distribute non-commercial materials on a person-to-person basis in areas outside of the Public Forum Area, in open areas of campus. Non-members of the institution may still distribute materials within the Public Forum Area on campus.

The NMJC Faculty Handbook defines and promotes collective faculty expectations regarding academic freedom. NMJC is a teaching institution and does not engage in research activities as commonly found in senior colleges and universities. As an institution primarily focused on instructional activity, academic freedom primarily concerns freedom in the instructional process.

- Employees (faculty) shall not knowingly misrepresent facts.
- They shall be careful in their teaching not to introduce controversial matters bearing no relationship to their subject.
- They shall not force their ideas and ready-made decisions on the student but shall encourage the student to make their own decision in the light of all available information.
- They shall exercise appropriate restraint and guard against distortion and inaccuracies.
- Outside the academic role, as a private citizen, employees have no other special privileges. When they speak or write as a private citizen, they shall be free from institutional censorship or discipline; but their special position in the community imposes special obligations.

The NMJC Student Handbook clearly articulates students' right to freedom of expression. The institution encourages open discussion, inquiry, and expression within the classroom while maintaining an environment of civil discourse and respectful dialogue. The college recognizes that while the risks of freedom of expression are outweighed by the benefits derived from such a society, the exercise of this freedom carries the burden of associated responsibilities and issues of judgement.

As noted previously in Core Component 2.A, the college provides formal grievance processes open to all faculty, staff, and students to address concerns related to academic freedom and freedom of expression. These processes ensure that individuals have a mechanism for resolving disputes and expressing their viewpoints.

### **Faculty Research and Freedom of Expression**

While New Mexico Junior College, as a two-year community college, does not conduct active student research activities, there is evidence of faculty contribution to unique research and forms of educational expression.

- In 2023, a history department faculty member published a book on United States and Russian nuclear relations. It is also sold and distributed publicly through avenues such as Amazon.

- A Spanish professor has also published numerous bilingual fiction and non-fiction texts while employed at New Mexico Junior College. Examples include articles of literary criticism and various forms of poetry.
- A business professor published a research article analyzing the economic costs of sustainable water pumping in a regional aquifer. This research was evidence of faculty cross-collaborative engagement with neighboring institutions in support of a known resource challenge locally such as water availability.

Faculty members pursuing active research on completion of a program of study (such as a doctoral degree) are supported by the Office of IRPE. The Office of IRPE provides guidance on ethical research practices and helps faculty navigate Institutional Review Board protocols, especially when involving human subjects. The office also assists in collecting, managing, and analyzing institutional data, which faculty can use for research purposes. This includes student performance, enrollment trends, and survey data. The college's work is guided by the policies outlined and delineated in the Faculty and Employee handbooks.

New Mexico Junior College actively supports faculty endeavors in freedom of speech and academic research in relation to its mission of ***promoting success through learning*** and in higher education. It empowers faculty to explore, question, and disseminate knowledge without undue interference, fostering a climate of intellectual rigor and innovation.

This freedom supports the development of diverse perspectives, encourages critical thinking, and enables faculty to challenge prevailing ideas, which is essential for academic progress and societal advancement. It also enhances the quality of teaching and scholarship by allowing educators to pursue research that reflects their expertise and interests, supporting their quality of life at the college. Moreover, protecting faculty expression helps uphold democratic values and ensures that NMJC remains a space where open dialogue and inquiry are not only permitted but encouraged.

## Sources

- NMJC Board Manual 2025\_Policy No. 9.6\_Freedom of Expression
- NMJC Board Policy Manual
- NMJC Board Policy No. 6.1.2\_Academic Freedom
- NMJC Employee Handbook Policy 5.9\_Whistleblowing Procedures
- NMJC Employee Handbook\_2024
- NMJC Faculty Handbook
- Student Handbook 2024\_2025

## 2.E. Knowledge Acquisition, Discovery and Application

The institution adheres to policies and procedures that ensure responsible acquisition, discovery and application of knowledge.

### Argument

While primarily focused on teaching, NMJC recognizes the importance of ethical research practices. The institution has established an Institutional Review Board (IRB) to oversee research practices and ensure compliance with ethical guidelines. The IRB reviews and either grants approval or requests revisions related to human subject research or protected records. This ensures that research conducted by faculty, staff, students, or outside entities meets ethical standards and safeguards participants' rights.

NMJC provides students with guidance on the responsible use of information resources, including new policies and initiatives related to Artificial Intelligence (AI). For instance, the English department procedures outline policy on AI usage as related to plagiarism and AI-generated text.

NMJC acknowledges the need for a defined campus-wide policy on AI usage and approved programs/operational procedures. An *ad hoc* AI subcommittee was formed in 2025 to define, discuss, and develop a means of gathering collective insight on campus and creating a comprehensive policy that is structured yet flexible in use. The committee has been responsible for ascertaining campus-wide perceptions and needs with AI and assigning campus-wide training (e.g., in data security) aligning those outcomes.

Gateway courses in English and Sociology incorporate specific information about ethical research practices, including proper citation and avoiding plagiarism. The use of plagiarism software (e.g., TurnItIn) further supports these efforts. Courses in Psychology require the structured use of APA style formatting and citation methodology as part of their capstone essay submission.

NMJC maintains a student Academic Integrity Policy that details academic honesty, expectations for student behavior, penalties for violation of the policies, and the process by which a student may appeal penalties. Sanctions for violation of the policies for academic integrity and honesty range from a warning, an F grade for the specific assignment, and removal from the class. The VPI is the final authority for academic policy and discipline in the academic arena. Details of the policies, expectations, sanctions, and appeal processes are found in the Student Handbook, the Faculty Handbook, and on various pages of the college website under Resources and Services.

### Pannell Library and Academic Integrity Support

NMJC actively supports research integrity and standards of ethical practices via the Pannell Library on campus. The Pannell Library plays a crucial role in promoting research integrity by providing credible resources, training, and guidance to students and staff, helping to understand ethical practices and navigate the complexities of scholarly publishing. Pannell

Library Policies are made available to the public on its website.

Information resources, instruction on the use of databases, eBooks, streaming audio and video platforms, evaluation of information, locating scholarly/peer-reviewed resources, and citation styles are available at a student's request by visitation during office hours or an appointment. The library staff also provides tours for groups and individuals and collaborates with instructors regarding information resources for classroom assignments, specific research topics, or material acquisition to support their curriculum. Bibliographic instruction sessions are available throughout the semester. Campus librarians are available to present instruction to individuals, classes, and other groups on request.

In support of the surrounding community, the Pannell Library also provides community patron material loans, computer access, and printing services. Patrons must have a valid student/faculty/staff NMJC ID, or Estacado Library Information Network (ELIN) Library card for loan of Library materials. Registered patrons may request a guest login credential at the NMJC Library Circulation Desk. The NMJC Pannell Library complies with copyright and fair use of information materials pursuant to guidelines stated by the U.S. Copyright Office.

Through well-defined policies, transparent practices, and a commitment to academic freedom, NMJC strives to create an environment of ethical conduct, accountability, and open inquiry. The institutional culture at NMJC values integrity as foundational to its mission of promoting success through learning.

## **Sources**

- AI Committee Meeting Minutes\_2025
- Fall\_2025\_Intro\_to-Sociology
- Fall\_2025\_Introduction\_to\_Psychology\_AI Section
- Fall\_2025\_Introduction\_to\_Psychology\_APA Formatting\_Projects
- NMJC English Procedures 2024\_2025
- NMJC Faculty Handbook
- NMJC Pannell Library Policies
- Presidents Council - November 19 2024 Meeting Notes - AI Subcommittee
- DRAFT Institutional Policy for Responsible AI Integration 8.27.2025
- academic-integrity-policy

## Criterion 2 - Summary

In fulfilling its mission, the institution acts with integrity; its conduct is ethical and responsible.

### Argument

NMJC demonstrates a strong commitment to integrity and transparency through clear policies and procedures that guide ethical conduct and institutional effectiveness. The mission, ***promoting success through learning***, and the core values of access, responsiveness, effectiveness, excellence, and community involvement shape all operations. Regular mission reviews and engagement with stakeholders ensure alignment with institutional priorities and community needs.

Governance practices reflect high ethical standards. The NMJC Board operates autonomously within a robust policy framework and maintains transparency through open meetings and publicly posted agendas and minutes. Financial integrity is supported by quarterly Finance Committee reviews, monthly financial reports, and annual independent audits that consistently receive unmodified opinions. Faculty and staff follow ethical guidelines outlined in institutional handbooks and participate in ongoing compliance training, including Title IX and FERPA.

NMJC upholds academic freedom and freedom of expression, allowing faculty and students to explore and share ideas without fear of reprisal. Grievance processes ensure fair resolution of concerns, and a designated public forum supports open dialogue. The institution promotes responsible knowledge acquisition through established research policies, IRB oversight, and instruction on ethical research practices across academic programs. The Pannell Library further strengthens research integrity by offering resources and training to the campus and community.

Transparency is evident in the public availability of accreditation materials, program details, and financial information. The Office of IRPE maintains data accuracy and provides reports and dashboards that inform decision making. Shared governance is supported through Board and campus committees that publish agendas and minutes and encourage stakeholder involvement. NMJC's partnerships with community and regional organizations also reinforce its commitment to ethical practice and lifelong learning.

Through mission driven policies, ethical governance, protection of academic freedom, and responsible research practices, NMJC meets the expectations of Criterion 2 and sustains a culture of accountability, equity, and trust.

### Sources

*There are no sources.*