



THE LOG

Divine Word College

September 3
2019

A Bulletin for the Divine Word College Community

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THE PRESIDENT *Fr. Tom Ascheman, SVD*

Missionary Instinct: We Are All One

Pope Francis has set this October as an extraordinary month of mission. He asks the whole Church to revive our missionary awareness and commitment. Francis stresses that missionary service is the core purpose for everyone who is baptized. His message for World Mission Sunday, October 20, is titled *Baptized and Sent*.

Mission begins with baptism. As the call to missionary service begins to grow within us, an instinctive sense of unity takes root and becomes radicalized to include people from all over the world.

A newborn infant turns to its mother for food, protection and care; and hopefully, in that moment, a mother's love is ignited. Fathers may discover new depths to their own being as they hold their children and gaze into their eyes. They are all one. Brothers and sisters want their chance to hold the baby, and as they do, the child becomes one with them. Grandparents, aunts and uncles, cousins, friends, all get their turn to embrace a new life. They are all one.



At baptism, the welcome of family and friends is radicalized. We are washed and then clothed in a white garment to remind us of our new life and mission. Jesus' prayer for his disciples includes the newly baptized: "I pray that they may all be one, as you Father, are in me and I in you, that they also may be in us..." (Jn 17:21).

Our world is often split apart by greed, violence, fear and hatred, but we know we are still all one. We do well to nurture a sense of unity whenever we can. At Divine Word College, we have constant opportunities to reach out to new brothers and sisters. Some have come from far away, others from much closer, but we are all one.



Sometimes, at Mass, you may see me looking at the faces of those gathered for prayer. What I am feeling and delighting in, is this first missionary instinct. We are all one.

HLC Assurance Argument: Criterion 2 – Integrity

On Wednesday, August 28, the Assurance Argument Steering Committee reviewed the draft of our response to Criterion 2 “The institution acts with integrity; its conduct is ethical and responsible.” This chapter deals with such matters as finances, personnel, policies, governance and academic freedom. The current draft is appended to this issue of The Log. Please send me any comments or corrections that could improve our text.



DWC Committee Assignments: First Draft

At the beginning of each academic year, I review the list of College committees and assignments. In committee work there is abundant opportunity to improve the governance of DWC. New ideas can mature into revised policies and procedures that make for a better college. Below you will find the first draft of Committee Assignments for 2019-2020. A number of appointments are still to be made. Please let me know if you have some suggestions.

VICE PRESIDENT FOR ACADEMIC AFFAIRS

Fr. John Szukalski, SVD

Sabbatical Application Requests Due Friday, November 1, 2019

By way of reminder to all eligible faculty members, any sabbatical leave application requests for the AY 2020-2021 are due to the VP for Academic Affairs no later than Friday, November 1, 2019. The policies and procedures governing sabbatical leave are published in the Faculty Handbook #221. The application form may be found on the College website under Faculty & Staff Forms > [Application for Leave](#).

“The purpose of the sabbatical leave is to provide faculty members a period of release from regular duties to pursue professional development activities such as writing of a monograph or articles, developing a new course, learning about developments in one’s area of teaching or research, conducting research, or other scholarly and creative



VICE PRESIDENT FOR FORMATION DEAN OF STUDENTS

Fr. Bang Tran, SVD

Many thanks to the pre-novitiate formation group, now known as “Shalom” for organizing a **Vocation Mass** and special thanks to Sam Lollar for sharing his vocation story.

Happy **Labor Day!** Special thanks to the Student Senate, student sports coordinator, and the kitchen staff for all the hard work that you did to make the Labor Day enjoyable. Congrats to all the runners and walkers. We all survived!

Wednesday, September 04, instead of having formation meetings, there will be **Dean’s forum** at 7:30 P.M, in room 107. All students are required to attend.

*An invitation from Br. Brian Mclauchlin, SVD, to students, faculty, and staff: “We will have a short prayer service for detained children at the border on **Wednesday, September 4, at 12:30.** The service will take place in the chapel and should last about 10 to 15 minutes. September 4 is a significant day because many Catholics around the US will pray and act on behalf of detained children and immigrants. All are invited to attend the service.”*

Saturday, September 7th is our annual **SVD Family Feast** day which marks the 144th anniversary of the foundation of the Society of the Divine Word Missionaries. On this special occasion, Fr. James Bergin, SVD, will celebrate his 50th anniversary of priestly ordination. Fr. Adam MacDonald, SVD, and Fr. Nick Hien Nguyen, SVD, will also celebrate their 25th anniversary of religious vows. Please check the student board for all the activities.

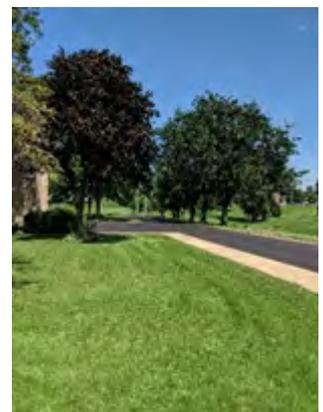
Sunday, September 8th is scheduled for **Formation Group Charters**. Each formation group will be called upon to present its formation charter to the community during the Vespers. Contact persons, please come prepared.

VICE PRESIDENT FOR OPERATIONS

Mr. Steve Winger

Asphalt-Paving Project – The asphalt-paving project was completed on August 29, 2019. If you remember last spring, there were potholes and standing water to avoid. Now we have a nice smooth drive. In addition to the drive, we added an SVD parking lot. Eight parking stalls were created for the SVD community. No more parking in the muck and mud!

Thanks for your help and patience during the paving process.



PUBLIC RELATIONS DIRECTOR

DASH – Dubuque Area Swimmin’ Hurricanes - Their pool isn’t ready yet!

Swim lessons - The Dubuque Area Swimmin’ Hurricanes (DASH) will begin fall swimming lessons for area children on Saturday, September 7. Each Saturday and Sunday through October 13 they will use the pool from 12 PM – 3 PM.

Team Practice - Beginning Monday, September 9, DASH will use the pool for team training Monday through Thursday evenings each week 6 PM – 9:15 PM. *Participants in the DASH program will use the mens and womens locker rooms. Please be sure to put all of your belongings in a locker and remove any items you do not want to get wet.*

Thank you for your patience with the DASH program. The team is anxious for their new Dubuque pool to be ready by the end of the year. They appreciate the opportunity to rent the DWC pool in the interim.



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|-----------------|----------------------------------|
| September 4 | Dean’s Forum – 7:30 pm |
| September 7 | SVD Family Feast Celebration |
| September 10 | Presidential Forum – 12:45 pm |
| September 27-29 | Formator’s Workshop – Techny, IL |
| October 4-5 | Board of Trustees Fall Meeting |
| November 20 | Matthew 25 Celebration |

2.A - Core Component 2.A

The institution operates with integrity in its financial, academic, personnel, and auxiliary functions; it establishes and follows policies and processes for fair and ethical behavior on the part of its governing board, administration, faculty, and staff.

Argument

Divine Word College takes its mission, beliefs, and core values seriously and abides by the laws, regulations, established standards, policies, and processes that apply in order to assure fair and ethical conduct in all its operations. Integrity is one of the stated [core values](#) for DWC and, as such, the College strives to operate ethically and responsibly in relation to its students, faculty and staff, and its external stakeholders.

- To assure integrity, DWC has written policies and processes to guide its operations. These policies and processes are currently organized under the [Administrative Manual](#), the [Faculty Handbook](#), the [Employee Handbook](#), and the [Student Handbook](#). Efforts are well underway to combine the Administrative Manual, the Faculty Handbook, and the Employee Handbook into one Divine Word College Policy Handbook, eliminating duplications and making them more user-friendly. In formulating these policies, the College has worked to benchmark commonly accepted standards and procedures in view of providing a safe environment for its employees and students.
- In the academic area, the College benchmarks its practices to the AAUP guidelines in such areas as [academic freedom](#). The Faculty Handbook was updated in 2016, in part, to clearly articulate standards of [academic ethics](#) that instructors are expected to uphold in fulfilling their responsibilities and in interacting with students, colleagues, and others. To assure best practices in human resource management, the College has entered into a contractual relationship with [Cottingham & Butler](#), a reputable human resources consulting company headquartered in Dubuque, Iowa. The College also subscribes to the online and ongoing training programs offered by [SafeColleges](#). Every semester, faculty, staff, and administrators are [required](#) to undergo a definite number of training programs relating to legal and ethical integrity in dealing with employees, students, and other stakeholders. The list of such programs have included: General Ethics in the Work Place; HIPPA Overview; Sensitivity Awareness; Cleary Act Overview; Avoiding Discriminatory Practices; Retaliation Liability; Sexual Harassment: Policy and Prevention Student Mental Health; Boundary Invasion; Discrimination Awareness in the Work Place; Customer Service Overview; Conflict Management: Staff to Staff; Family Medical Leave Act; Workplace Violence; Drug Free Work Place; Title IX and Sexual Misconduct; Workplace Bullying: Awareness and Prevention; Child Abuse: Mandatory Reporting; Copy Right Infringement; Student Drug & Alcohol Abuse; Diversity Awareness: Staff-to-Staff; Title IX and Gender Equity in Athletics; and Campus SaVe Act for Employees and Sexual Violence Awareness. As a Catholic institution, all College employees also have undergone in Fall 2018 the Safe Environment Training required by the Archdiocese of Dubuque. All new employees are also required to complete the training.
- SafeCollege Training offered to students include Bystander Intervention for Students; Study Skills; Alcohol Awareness for Students; Time Management; FERPA; Campus Fire Safety; Drug Awareness and Abuse; Health and Safety Awareness on Campus; Campus SaVe Act for Students; and Sexual Violence Awareness.

- The [Bylaws](#) of the College outline the roles and responsibilities of the [Board of Trustees](#) and the [Board of Directors](#). The Board of Trustees is responsible for policymaking, the assurance of sound management, and active participation in the provision of necessary funds to operate the College. The Board of Directors also have the responsibility to determine educational, financial, and related policies deemed necessary for the administration and development of the College in accordance with its stated mission, as ultimately approved by the Board of Directors. The Bylaws require the Board of Trustees and the Board of Directors to avoid [conflicts of interest](#). All Directors and Trustees are required to disclose any possible conflict of interests at the earliest practicable time.
- **Financial Integrity:** The College's financial transactions and fiscal management are audited annually by an independent certified public accounting firm. The auditors follow *Government Auditing Standards*, and OMB Circular A - 33. The audited [Financial Statements](#) are open to the Board of Administration, the Board of Trustees, and the Board of Directors who review them carefully. The Board's Committee on Finance carefully considers all questions concerning the financial affairs of the College and makes appropriate recommendations to the full Board that oversees and approves the budget of the institution. It establishes policy guidelines for the endowment, all investments, and major fundraising efforts. The committee also monitors the financial control and accounting systems of the College and recommends appropriate changes as necessary. Working closely with the VP for Operations, the [Committee on Finance](#) assures that the proposed budget conforms to the College's Strategic Plan and priorities. These and related [Board actions](#) are reflected in the Board of Trustees' meeting [minutes](#).
- **Budget:** Supervisors of each division or department monitor the budget under their control to assure that expenditures are properly accounted for and that they conform to College policies. The Business Office provides multi-transaction reports to department heads and vice presidents. Expenditures are approved by the appropriate personnel such as the area vice president, supervisor, academic department chair or director.
- **The public right to know:** The College provides accurate information about [student expenses](#) that include tuition and fees. This information is published in the College Catalog.
- **Academic integrity:** The Catalog contains extensive academic regulations, assuring integrity in such matters as transfer of credits, prerequisites, class attendance, schedule of classes, academic advising, rules for dropping and adding a course, withdrawing from a course, auditing a course, degree requirements, graduation requirements, grading standards, standards of satisfactory academic progress, academic probation, student records, transcript services, and definition of credit hour. The Catalog also contains policy concerning [academic integrity](#), which is expected to be implemented by the faculty in their particular courses.
- **Ethical use of information and research:** The Librarians serve as resource persons in matters concerning copyright laws and ethical use of information. The Office of the Registrar and the VP for Academic Affairs strive to assure that established academic policies are followed. When violations of academic honesty occur, faculty are expected to take appropriate action against the violator. The College does have policies and procedures regarding research on [human subjects](#) although student and faculty research infrequently involves human subjects.
- **Integrity in dealing with personnel:** Policies related to personnel are contained in the Administrative Manual, the Employee Handbook, the Faculty Handbook, and the Student Handbook. These manuals are periodically revised and updated to assure that the College adheres to best practices. Starting in Fall of 2015, all full-time faculty of the College are [evaluated](#) by their respective department chairs, and the ESL faculty are evaluated by the Director of Intensive English Language Institute. All staff members complete an annual performance appraisal with their supervisors.

- **Shared governance:** Shared governance is an important value for the College. As described in the 2018 [Interim Report](#), there is widespread agreement that Divine Word College has appropriate structures and effective procedures in place to ensure shared governance in academic decision-making, strategic planning, hiring decisions, decisions regarding student formation, and financial and budgetary decisions. The [Faculty Senate](#) actively participates in the decision-making process in all matters relating to curriculum, instruction, and assessment. As stated above, on October 1, 2016, the College entered into a contract with Cottingham & Butler (C&B), a reputable consulting company headquartered in Dubuque, Iowa, to utilize its compliance consulting services. The contracted services include human resource consulting, job audit services, assistance with the revision of all College handbooks, policies, and procedures, as well as a review of the salary structure. Through the contract, the College now has access to C&B's training programs, newsletters, updates concerning compliance with regulatory changes and ongoing ability to receive professional advice on all compliance matters
- **FERPA:** FERPA regulations relating to the privacy of student records are explained to new students during [orientation](#). Faculty and staff are expected to adhere to the requirements of FERPA while handling student records.
- **Grievances:** Processes for establishing the fair treatment of students or resolving perceptions of unfair treatment are both formal and informal. All College personnel, including students, are encouraged to resolve differences and problems first by discussing them personally and informally with the individuals or parties concerned. When a student feels unable to resolve grievances informally, they may resort to a formal process. [Formal process](#) available to students includes the process of resolving grade disputes or disciplinary action.
- **Academic Ethics:** Chapter Three of the Faculty Handbook, contains faculty roles and responsibilities and [Academic Ethics](#). It serves as a code of conduct for faculty, assuring adherence to ethical norms in dealing with students and colleagues and avoiding conflicts of interest. The code of conduct contained in the section on academic ethics encourages faculty to act with integrity in their roles as instructors, scholars, advisers of students, and members of the College community. It reflects the best and evolving practices in academia, and it is similar to the code of conduct adopted by other academic institutions.
- **Integrity related to personnel and auxiliary functions:** Other personnel policies are laid out in the [Administration Manual](#) and the [Employee Handbook](#). The primary document that regulates the internal management of the College is the Administration Manual. The Manual contains descriptions of the College's governing bodies, job descriptions of administrators and key personnel, a listing of the College-wide standing committees and councils, and College-wide policies. Responsibility for maintaining and updating this manual lies with the Board of Administration and the Board of Trustees.
- **Non-Discrimination:** Divine Word College is an [Equal Employment Opportunity](#) employer. The Vice President for Operations is the on-site official who assures integrity, fairness, and compliance to regulations in dealing with personnel matters, including hiring. Changes to policies or employee benefits are introduced in consultation with the appropriate groups. The College does not tolerate discrimination or harassment. Clear policies are in place to protect employees against harassment, bullying, and abuse.

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- IELI Review S 2015
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- May Board Meeting 2014
- October 2015 Trustee and Committee Meeting Minutes
- October 2018 Meeting
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- SafeColleges Training
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- Student Handbook
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- Student Orientation Fall 2019

2.B - Core Component 2.B

The institution presents itself clearly and completely to its students and to the public with regard to its programs, requirements, faculty and staff, costs to students, control, and accreditation relationships.

Argument

The College strives to provide accurate, complete, and clear information to all its constituents with regard to its programs, requirements, costs, accreditation relationships and other pertinent matters.

- The [Catalog](#) is the primary document through which the College communicates with its stakeholders about its academic programs, degree requirements, course descriptions, academic regulations, and student finances. It contains information about the College's accreditation relationship, about its academic programs and courses, faculty qualification, [cost of attending the College](#), and available [financial aid](#) and scholarships. The Catalog, updated every year, is available on the College website and in print.
- The recruiters make every effort to give an accurate description of the College's education and formation programs, student life, costs, accreditation, ownership of the College, and its mission. The **financial aid brochure** clearly outlines the cost of tuition, room and board, and other expenses. Potential financial aid and scholarship possibilities are also presented in the brochure. Distribution of this brochure is a regular part of the recruitment process. Prospective students have the opportunity to learn about the Society of the Divine throughout the recruitment process, especially during the Come And See visits. Advertisements make it clear that Divine Word College's mission involves the education of future missionaries. In 2017-18, [90% of the cost of attending](#) Divine Word College was covered by financial aid.
- Information about the College's accreditation by the Higher Learning Commission, organizational affiliations, and authorization are indicated in the first few pages of the [Catalog](#). Graduation and persistence rates, demographic characteristics of the student population, and other relevant information are posted under [Frequently Asked Questions](#) on the College website. Prior to their decision to apply to DWC, most prospective domestic students are able to visit the College to see its physical structure and surroundings, to meet some of the instructors and current students, and to get an accurate idea of the academic programs and the Religious Formation Program offered here.

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2.C - Core Component 2.C

The governing board of the institution is sufficiently autonomous to make decisions in the best interest of the institution and to assure its integrity.

1. The governing board's deliberations reflect priorities to preserve and enhance the institution.
2. The governing board reviews and considers the reasonable and relevant interests of the institution's internal and external constituencies during its decision-making deliberations.
3. The governing board preserves its independence from undue influence on the part of donors, elected officials, ownership interests or other external parties when such influence would not be in the best interest of the institution.
4. The governing board delegates day-to-day management of the institution to the administration and expects the faculty to oversee academic matters.

Argument

The bylaws of DWC enables its governing board to make independent decisions in the best interest of the institution and to assure its integrity.

2.C.1

- Divine Word College's Board of Trustees consists of members of the Society of the Divine Word, members of other religious orders, and laypeople. Trustee meeting [agendas](#) reflect the College's mission, vision, and values and the commitment of the Trustees to advance them.
- As laid out in the College [Bylaws](#), there are two levels of governance, intended to assure that the interests of the College are protected and relevant issues are given due consideration. The first level of governance is that of the Board of Trustees. The responsibilities of the Board of Trustees, according to the By-Laws concern "policymaking, the assurance of sound management, and active participation in the provision of necessary funds to operate the College ... The Board has a responsibility to determine general, educational, financial and related policies deemed necessary for the administration and development of the College in accordance with its stated mission as ultimately approved by the Board of Directors." The membership of the Board consists of a minimum of 13 members and a maximum of 30 members. Currently, 25 members are serving on the Board, all of whom are deeply committed to advancing the Mission of DWC, and they represent a variety of professional [backgrounds](#). New members of the Board of Trustees are elected by the Board from among nominees vetted by the Executive Committee. After each three-year term, the Trustee completes a personal self-evaluation of his or her participation on the Board and dialogues with the Board Chair regarding the self-evaluation.
- To ensure better communication and shared governance, College administrators are invited to attend meetings of the Full Board to make presentations on relevant issues or concerns. Indeed, all committees of the Board of Trustees have faculty and/or staff members serving as liaisons to participate in Committee deliberations. Committees are also able to invite others to provide reports.

2.C.2.

- To assure that the Board reviews and considers all matters that are relevant to the interests of

the institution's stakeholders efficiently and thoroughly, the Board is organized into standing committees and *ad hoc* committees. Currently, there are seven standing committees: Executive Committee, Finance Committee, Recruitment and Admissions Committee, Academic Affairs Committee, Development and External Affairs Committee, Formation and Student Affairs Committee, and Planning and Operations Committee.

- The [Executive Committee](#) consists of five members and it is chaired by the Chair of the Board of Trustees. The other members are the Vice-Chair of the Board and the Chair of each standing committee. The College President is an ex-officio member of the Executive Committee, without power to vote. The Executive Committee proposes changes to the Board's Bylaws and serves as the Membership Committee to nominate new members to the Board of Trustees.
- The [Finance Committee](#) considers all questions concerning the financial affairs of the College. This includes the review of the annual operating and capital budgets prepared under the direction of the President; the presentation of appropriate recommendations for the approval of the Board; the periodic review of the financial control and accounting systems of the College, recommendations of appropriate changes as necessary; review of the recommendations of an independent auditor and the presentation to the Board of an audited statement of the financial condition of the College at the close of the fiscal year; and review of the investment of all funds of the College.
- The Committee for [Formation and Student Affairs](#) reviews and evaluates for the Board the formation programs of the College, assures that they are faithful to the mission and goals of the College, and recommends changes to be made or personnel and materials to be provided to maximize the effectiveness of formation. It also works closely with the Committee on Academic Affairs to be able to discuss areas of mutual concern and to promote the holistic integration of education and formation in the continuous growth of the student.
- The [Academic Affairs](#) Committee monitors the relationship between the mission of Divine Word College and the policies and strategies that define and guide its academic programs, ensuring that these meet the learning needs of students in a way consistent with the mission and strategies of the College. It is also charged with ensuring that the College has an ongoing review of its academic programs, faculty, policies and procedures.
- The [Development and External Affairs Committee](#) is an advisory, research and action-on-the-public committee primarily concerned with such external College requirements as public relations activities, fund-raising of all kinds, and all such activities that are preliminary and ancillary to these purposes.
- The [Recruitment and Admissions Committee](#) assists and advises the Board regarding Recruitment and Admissions issues by: helping to generate new ideas to enhance the recruitment of candidates for the SVD, advising on marketing techniques and strategies; encouraging the development of strategies to draw to DWC students of other religious orders and dioceses that have no college seminary of their own; helping identify and attract new SVD recruitment personnel for the College; actively supporting and encouraging the efforts of the current recruitment personnel serving DWC; and periodically reviewing and evaluating for the Board the overall recruitment and admissions programs of the College.
- The [Planning and Operations Committee](#) reviews and evaluates the planning activities of Divine Word College. It helps to shape and develop the continuing planning process of the College to assure that it meets the needs of the College in a way that is consistent with its Mission and values, and to offer perspective and advice that may be useful in the

planning process, especially as the College assesses its environment or identifies its external challenges and opportunities. It also reviews ongoing operations as needed.

- The second level of governance is the responsibility of the [Board of Directors](#) which consists of five members of the Chicago Province of the Society of the Divine Word who are also ex officio members of the Board of Trustees. The Board of Directors gives final approval to any changes in the College's Mission Statement or in the College By-Laws which have been approved by the Board of Trustees. It also gives final approval to the budget and to any other major financial activities of the College. These functions are laid out in the College By-Laws (Articles IV-VI).

2.C.3

- The minutes of the Board meetings show that the Board makes decisions in the best interests of Divine Word College, and does not advance anyone's private agenda or concern for profits. The Board has helped advance the College by deliberating on and approving [strategic planning](#) and the budget and by monitoring student enrollment. When the College was facing a crisis of low enrollment over a decade ago, it was a trustee's connections which led to the initial enrollment of Vietnamese religious sisters. The Board of Trustees supported and encouraged an expanded Mission to enable the College to admit women, which led to the College's renewed enrollment health.
- The Society of the Divine Word, which owns and operates the College, maintains an effective voice on the Board of Trustees. Not only are there always members of the SVDs on the Board of Trustees, but the chairman of the Board is the Provincial of the SVD's Chicago Province, ex officio. The Board of Directors are members of the SVD. Other Trustees, who represent the broader community or other religious organizations, provide diverse and relevant perspectives, mindful of the interests of the various constituencies of the college, both internal and external.
- The [agenda](#) for each meeting is presented to the Board by the Executive Committee, consisting of the Chair, the President, and the Chairs of the subcommittees. College administrators, who are appointed to serve on Trustee subcommittees, present reports and recommendations to their respective committee, which then develops its own recommendations and presents them to the full Board for approval. The administrators' reports to the committees are shared with all members of the Board.
- Article XVI of the Bylaws stipulates that “[a]ll Directors and trustees shall disclose to the Board of Directors or trustees (as applicable) any possible conflict of interest at the earliest practicable time. No Director or trustee shall vote on any matter, under consideration at a Board or committee meeting, in which the Director or trustee has a conflict of interest. The minutes of such a meeting shall reflect that a disclosure was made and that the Director or trustee who has a conflict of interest abstained from voting. Any Director or trustee who is uncertain whether he/she has a conflict of interest in any matter may request the Board or committee to determine whether a conflict of interest exists, and the Board or committee shall resolve the question by majority vote.” The combination of SVDs, religious men and women from other orders, and lay members help assure that conflicts of interest do not arise. There are no other external threats that pressure the Trustees to act in a manner that might not be in the best interests of the College.

2.C.4

- The day-to-day management of the College is within the purview of the Board of

Administration, which consists of five vice presidents chaired by the president. The Trustees' focus is on topics such as policies, budget, enrollment, fundraising, and the overall well being of the College. Micromanaging of administrative matters is not a concern at the full-board level. Meetings of Trustee committees steer clear of the day-to-day management of College Affairs, and when specific concerns are raised by someone, the issue is referred back to the appropriate College administrator. Faculty are expected to oversee all academic matters, and the Board gives its final approval only to those curriculum matters that have been discussed and endorsed by the faculty. Curriculum development and all major curriculum changes are discussed and approved by the faculty through channels that include departmental meetings and the Faculty Senate.

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2.D - Core Component 2.D

The institution is committed to freedom of expression and the pursuit of truth in teaching and learning.

Argument

Divine Word College is committed to fostering academic freedom and places a high value on the pursuit of truth by all its employees and students.

- The importance of academic freedom within the Mission of the college is stated in the [Faculty Handbook](#), where it states that “[t]he College recognizes academic freedom as requisite for effective teaching, scholarly pursuits, and professional engagement with the academic community. In a Catholic college seminary appropriate limitations on academic freedom conform to Catholic teaching and convey a respectful attitude toward Catholic doctrine.” The College expects faculty members to be fully committed to the Mission of the College and to familiarize themselves with the guiding principles and values of Catholic higher education.
- The College accepts the [“Statement of Principles”](#) on academic freedom officially endorsed by the American Association of University Professors in 1940 and restated in 1968. Accordingly, teachers are entitled to full freedom in research, publication, and teaching.
- While the College expects faculty members to be fully committed to the Mission of the College, it respects the academic freedom of the faculty and the students to inquire freely into all matters relevant to their teaching, learning, and research and to express their views on what they learn.
- Faculty are free to express their views as citizens while being mindful of the fact that teachers are not only citizens but also members of a learned profession and officers of an educational institution. They are reminded that when they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes on them special obligations. As people of learning and educational officers, they are expected to bear in mind that the public may judge their profession and their institution by their statements. Hence, they are reminded that they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not spokespersons for the institution.
- Faculty are free to invite outside speakers to make presentations in their classes on relevant topics. Funds are set aside for the faculty to travel to professional conferences, to make presentations in professional conferences or events, and to help them with publications. They are [recognized](#) for their professional activities during annual evaluations, annual award luncheons, and during their application for promotion.
- The College recognizes and fosters students' academic [freedom](#) and their freedom of expression. Fostering critical thinking is a core competency that the College seeks to develop in students through the core curriculum and the entire academic program.

Sources

- 1940 AAUP Statement on Academic Freedom
- Catalog080114
- Catalog080114
- Catalog080114 (page number 45)
- Catalog080114 (page number 50)
- Catalog080114 (page number 66)
- Faculty Handbook - January 2016
- Faculty Handbook - January 2016 (page number 24)
- Faculty Handbook - January 2016 (page number 41)
- Faculty Handbook - January 2016 (page number 56)
- Faculty Handbook - January 2016 (page number 71)
- Student Handbook
- Student Handbook (page number 6)

2.E - Core Component 2.E

The institution's policies and procedures call for responsible acquisition, discovery and application of knowledge by its faculty, students and staff.

1. The institution provides effective oversight and support services to ensure the integrity of research and scholarly practice conducted by its faculty, staff, and students.
2. Students are offered guidance in the ethical use of information resources.
3. The institution has and enforces policies on academic honesty and integrity.

Argument

Divine Word College has instituted written policies and procedures to promote responsible acquisition, discovery and application of knowledge by its faculty, students and staff

2.E.1

- Although Divine Word College is primarily a teaching institution, the Faculty Handbook requires the faculty to maintain “a high level of subject matter knowledge” to ensure that “course content is current, accurate, representative, and appropriate...” Faculty are expected to “maintain [content competence](#) through scholarly and professional engagement.” Furthermore, they are expected to “encourage free inquiry and model the professional standards of the discipline.” Criteria for promotion in rank stipulate a record of [professional engagement](#) such as professional presentations, publications, and creative endeavors.
- Generous [financial support](#) is provided to faculty and staff to attend professional meetings. Sabbatical leave is also regularly provided to faculty. There is a [cash award](#) program for professional presentations and publications. With the institution of an annual performance evaluation system in 2015, the greater emphasis placed on scholarly engagement in the Faculty Handbook, and the hiring of new faculty members who are interested in publishing and making presentations, there has been a noticeable increase in **faculty productivity** [link] as measured by scholarly and creative output.
- The College has an approved policy on the protection of human subjects in research. There is an [Institutional Review Board](#) (IRB) for human subjects. Any faculty proposing a research project presents it to the chair of the IRB for review and approval. An Institutional Animal Care and Use Committee (IACAUC) has not been deemed necessary because DWC faculty generally do not engage in research involving animal subjects.

2.E.2

- [Information technology policy](#) requires all users to adhere to standards of the ethical use of internet-based information resources. Computing resources and technologies are available for use by students, faculty, employees, and other authorized users. The College insists on the appropriate, ethical, and legal use of these systems. Authorized users agree to abide by all relevant policies as well as current federal, state, and local laws.
- During new student [orientation](#), the Information Systems staff makes presentations to the students on the ethical use of the information services. Students also read and sign a Technology Use Agreement. The Library Director instructs students, during orientation, on the ethical use of information. The policy on “Computer Resources and Information Technology,”

is included in the Student Handbook. It specifies the types of activities that are prohibited, such as: transmitting defamatory communications; gaining access to passwords, files, resources, and computing devices without proper pre-authorization; copyright violations; falsifying computing identities; and exploiting technology resources for personal gain or profit.

2.E.3

- To ensure academic integrity, there is a clear statement of an academic honor code and [plagiarism policy](#) in the Catalog. As members of an academic community that places a high value on truth, ethical conduct, and the pursuit of knowledge, Divine Word College faculty, staff, and students are expected to be honest in every phase of their academic life and to present as their own work only that which is genuinely theirs. Unless otherwise specified by the professor, students must complete homework assignments by themselves (or if on a team assignment, with only their team members). If they utilize sources or receive assistance of any kind, they are expected to cite the source and indicate the extent of the **assistance** they receive. Each student has the responsibility to maintain the highest standard of academic integrity and to refrain from cheating, plagiarism, or any other form of academic dishonesty. An [Academic Appeals Committee](#) has been established to resolve student grievances in academic matters
- Faculty are well aware of the importance of academic integrity. Faculty are required to take direct responsibility for handling suspected instances of plagiarism, and the Department Chairs will have a role to play when students decide to appeal the sanctions imposed by the instructor. The formators are also informed when sanctions are imposed so that they can counsel students on the formational aspects of honesty and integrity. A formation Appeals Committee has been established to resolve formation-related [grievances](#). **[Is there a Formation Appeals Committee]**

Sources

- Administration Manual January 2019
- Administration Manual January 2019 (page number 139)
- Administration Manual January 2019 (page number 161)
- Administration Manual January 2019 (page number 185)
- Administration Manual January 2019 (page number 186)
- Catalog080114
- Catalog080114 (page number 9)
- Catalog080114 (page number 37)
- Course Catalog 2019-2020
- Course Catalog 2019-2020 (page number 59)
- Course Catalog 2019-2020 (page number 62)
- Faculty Handbook - January 2016
- Faculty Handbook - January 2016 (page number 22)
- Faculty Handbook - January 2016 (page number 24)
- Faculty Handbook - January 2016 (page number 28)

- Faculty Handbook - January 2016 (page number 38)
- Faculty Handbook - January 2016 (page number 56)
- Faculty Handbook - January 2016 (page number 72)
- Student Handbook
- Student Handbook (page number 9)
- Student Handbook (page number 56)
- Student Handbook (page number 93)
- Student Orientation Fall 2019

Committee Membership 2019-2020

DRAFT

Key: EFS = Elected by Faculty Senate
AP = Appointed by the President
EO = Ex Officio

HLC (HIGHER LEARNING COMMISSION) TASK FORCE

Assurance Argument Steering Committee – HLC

Mathew Kanjirathinkal, Chair, Criteria 1 & 2 (Mission and Integrity...)
John Szukalski, SVD, Criterion 3 (Teaching & Learning: Quality, Resources, Support)
Paul Stamm, Criterion 4 (Teaching & Learning: Evaluation & Improvement)
Steve Winger, Criterion 5 (Resources, Planning, Institutional Effectiveness)

STANDING COMMITTEES

Admissions Committee

Len Uhal, Chair (EO)
Ken Anich, SVD (AP) 2019-2020
Seo Hyun Park (EO)
Bang Tran, SVD (EO)
John Szukalski, SVD (EO)

Assessment Committee

*Paul Stamm, Chair (EO)
*??? Faculty Member (AP) **TBD**
*Sam Cunningham, SVD, Faculty Member (AP) 2018-2020
??? Formation Member (AP) **TBD**
Cathleen Cleary (EO)
Seo Hyun Park (EO)
Ron Condon (EO)
Kimberly Buarnett-Hackbarth (EO)
*Nuclear Body

Board of Administration

Thomas Ascherman, SVD, President, Chair
John Szukalski, SVD (EO)
Bang Tran, SVD (EO)
Len Uhal (EO)
Steve Winger (EO)

Campus Sustainability Committee

Steve Winger, Chair (EO)		
??? SVD member Nominee (AP)	2019-2021	TBD
??? Faculty/Staff Nominee (AP)	2019-2021	TBD
??? Faculty/Staff Nominee (AP)	2019-2021	TBD
??? Student Member (AP)		TBD
??? Student Member (AP)		TBD

Chairs Council

John Szukalski, SVD, Chair (EO)
Seo Hyun Park (EO)
Ron Condon (EO)
Cathleen Cleary (EO)
Kimberly Buarnett-Hackbarth (Registrar) (EO)

Emergency Planning Committee

Steve Winger, Chair (AP)	2017-2020
Thang Hoang, SVD (EO)	
Sonny de Class, SVD (EO)	
Thomas Ascheman, SVD (EO)	
Bang Tran, SVD (EO)	
Long Phi Nguyen, SVD (EO)	
Bro. Vinh Trinh, SVD (AP)	2017-2020
Daniel Williams (AP)	2017-2020

External Affairs Council

Tom Ascheman, SVD, Chair (EO)
Linh Pham, SVD, Development (AP)
Emily Shedek, Public Relations (AP)
Mark Singsank, Development (AP)
Sandy Wilgenbusch, Public Relations (AP)
Thang Hoang, SVD, Alumni (AP)

Financial Affairs Committee

Marlene Decker, Chair (EO)
Len Uhal (EO)
Steven Winger (EO)
Carolyn Waechter (EO)
John Szukalski, SVD (AP)
Linh Pham, SVD (EO)

Food Service Committee

Steve Winger, VP for Operations, Chair (AP)	
Bang Tran, SVD, VP for Formation/Dean of Students (AP)	
Brenda Williams, Food Service Director (AP)	
??? Faculty/Staff Member (AP)	TBD
??? Student Member (AP)	TBD

Formation and Student Life Committee

Bang Tran, SVD, Chair (EO)
Megan Sutton (EO)
Sonny deClass, SVD (EO)

Mike Decker, SVD (EO)
Thang Hoang, SVD (EO)
Long Phi Nguyen, SVD (EO)
Nick Nguyen, SVD (EO)
Stephen Kha Nguyen, SVD (EO)
Sr. Theresa Marie Tran, SCC (EO)
Sr. Carol Welp, SSpS (EO)
??? Faculty Member – non-voting (AP) **TBD**
??? Student Member – non-voting (AP) **TBD**
??? Student Member – non-voting (AP) **TBD**
??? Student Member – non-voting (AP) **TBD**
(Appointed members are nominated by the Formation Team.)

Graduation Committee

Sandy Wilgenbusch, Chair (AP)
John Szukalski, SVD (EO)
Sonny de Class, SVD (EO)
Evelyn Dias (EO)
Bang Tran, SVD (EO)
??? Student Member (AP) **TBD**

Information Systems Committee

Brad Florence, Chair (EO)
Daniel Williams (EO)
Steve Winger (AP)
Son Le, SVD (AP)
Paul Stamm (AP)
Braden Chase (AP)
??? Student Member (AP) **TBD**

Institutional Review Board (Research)

Ken Anich, SVD, Chair (AP)
Cathleen Cleary (AP)
Sam Cunningham, SVD (AP)

Library Council

Daniel Williams, Chair (EO)
Tony Kreinus, SVD (EO)
Sam Cunningham, SVD, Dept. of Interdisciplinary Studies (AP)
??? Dept. of Theology & Philosophy (AP) **TBD**
??? Student Member **TBD**

Liturgy Committee

Sonny DeClass, SVD, Chair (EO)
Khoa Nguyen, SVD, Assistant Chaplain (EO) **TBD**
Evelyn Dias (AP)
Thang Hoang, SVD (EO)
Long Phi Nguyen, SVD (EO)
Jill Heitzman (AP)
??? Student Member **TBD**

Newsletter and Social Media Committee

Sandy Wilgenbusch (EO)
Emily Shedek (EO)
??? Faculty Member (AP) **TBD**
Donna Puccio (EO)
Mark Singsank (EO)
Linh Pham, SVD (EO)
Martin Tin Vu, SVD (AP)

Faculty Promotions and Awards Committee

??? Faculty member, Chair (EFS) **TBD**
??? Faculty member (EFS) **TBD**

Scholarship Advisory Committee

Tom Ascheman, SVD, Chair (EO)
Len Uhal, VP for Admissions (EO)
Carolyn Waechter, Financial Aid Coordinator (EO)
Bang Tran, SVD, VP for Formation (EO)

Website Review Committee

Sandy Wilgenbusch, Chair, (AP)
Emily Shedek (AP)
John Szukalski, SVD (AP)
Len Uhal (AP)
Son Le, SVD (AP)

INTERIM COMMITTEES

Interim Academic Appeals Committee

??? Faculty Member (EFS) **TBD**
??? Faculty Member (EFS) **TBD**
??? Faculty Member (EFS) **TBD**

Interim Formation Appeals Committee

??? Formator SVD, Chair **TBD**
??? Formator **TBD**
??? Formator **TBD**
??? Student Member **TBD**
??? Student Member **TBD**
(Members are nominated by the Formation Team.)

OTHER INFORMATION

Spiritual Directors

Nick Hien Nguyen, SVD, Coordinator

James Bergin, SVD

Sam Cunningham, SVD

Ed Peklo, SVD

Sr. Theresa Marie Tran, SCC

Sr. Carol Welp, SSpS

Student Senate Officers – 2018-2019

President: Friday Onoja

Vice President: Tomerot Lambert

Secretary: Sam Lollar

Treasurer: Joubert Felix