



## Chapter 2: *General Institutional Requirements*

The Higher Learning Commission of the North Central Association requires that an affiliated institution meet a series of minimum requirements. This chapter demonstrates that Ball State University is in compliance with these requirements. Detailed information concerning each requirement appears in other sections of this report.

### Mission

**GIR 1: It has a mission statement, formally adopted by the governing board and made public, declaring that it is an institution of higher education.**

“Ball State University is a learning community engaged in the discovery of knowledge, the integration of learning experiences, and their application through civic and professional leadership.” This mission statement was revised in 2001 from the 1989 mission statement. The university values a learning environment that provides personalized learning experiences for students, intellectual freedom for inquiry and investigation, and a place where integrity and social responsibility are nourished.

**GIR 2: It is a degree-granting institution.**

Ball State offers the associate in arts degree and the associate in science degree. The university also offers the bachelor of arts, bachelor of fine arts, bachelor of general studies, bachelor of landscape architecture, bachelor of music, bachelor of science, bachelor of social work, and bachelor of urban planning and development degrees.

Graduate degrees offered by the institution are the master of architecture, master of arts, master of arts in education, master of business administration, master of landscape architecture, master of music, master of public administration, master of science, master of urban and regional planning, specialist in education, doctor of philosophy, doctor of education, doctor of arts, and doctor of audiology.

### Authorization

**GIR 3: It has legal authorization to grant its degrees, and it meets all the legal requirements to operate as an institution of higher education wherever it conducts its activities.**

Ball State was founded as the Indiana State Normal School, Eastern Division, in 1918 and was administered by the Board of Trustees of the Indiana State Normal School in Terre Haute. In 1929 the Indiana General Assembly separated the two colleges, establishing the Muncie campus as Ball State Teachers College with its own Board of Trustees. In 1965 the legislature renamed the institution Ball State University.

**GIR 4: It has legal documents to confirm its status: not-for-profit, for-profit, or public.**

Indiana Code 20-12-57 identifies Ball State University as a state public institution of higher education.

### Governance

**GIR 5: It has a governing board that possesses and exercises necessary legal power to establish and review basic policies that govern the institution.**

A nine-person Board of Trustees governs Ball State and meets regularly to review policies and procedures recommended by the university administration. The chairperson of the University Senate attends regular board meetings and reports on business conducted by the senate. The board has the authority to govern all facets of the institution's finances, personnel, and curricula subject to such limitations as may be established by special law or through the appropriation acts passed by the Indiana General Assembly.

**GIR 6: Its governing board includes public members and is sufficiently autonomous from the administration and ownership to assure the integrity of the institution.**

The governor of Indiana appoints the members of Ball State's Board of Trustees for four-year terms with the exception of the student member, who serves a two-year term. They represent the citizens of Indiana and are a diverse group with respect to occupation, gender, and ethnicity. One member must be a resident of Delaware County, and no more than six of the nonstudent members can be of the same gender. The Ball State University Alumni Council nominates two members of the board.

**GIR 7: It has an executive officer designated by the governing board to provide administrative leadership for the institution.**

The president of Ball State is appointed by the Board of Trustees and is responsible for the general administration of the university. Each time the board needs to appoint a new president, a search committee is established that includes board members, administrators, faculty, students, and staff personnel to provide assistance in gathering information about candidates. The board appointed the current president, Blaine A. Brownell, in 2000.



**GIR 8: Its governing board authorizes the institution's affiliation with the commission.**

Ball State has been affiliated with the North Central Association since 1925, when it was accredited as a baccalaureate degree-granting institution. In 1934 accreditation was extended to the master's degree level, and in 1961 to the doctoral degree level.

## Faculty

**GIR 9: It employs a faculty that has earned from accredited institutions the degrees appropriate to the level of instruction offered by the institution.**

During the 2002–03 academic year, Ball State employed 868 full-time faculty, of which 76 percent held doctorates or other appropriate terminal degrees (90 percent of the tenure-line faculty and 33 percent of the full-time contract faculty).

**GIR 10: A sufficient number of faculty are full-time employees of the institution.**

Ball State employed 868 full-time faculty in 2002–03, amounting to 76 percent of the university's total faculty. The institution also employed 279 part-time faculty.

**GIR 11: Its faculty has a significant role in developing and evaluating all of the institution's educational programs.**

Academic programs are developed and revised by faculty in individual academic units. Both new academic programs and revised academic programs are monitored through the Undergraduate Education Committee (undergraduate programs) or the Graduate Education Committee (graduate programs), both standing subcommittees of the University Senate's Academic Policies Council. Members of these committees include faculty, students, and a representative of the Provost's Office.

## Educational Program

**GIR 12: It confers degrees.**

During 2002–03 Ball State conferred 380 associate degrees, 2,795 bachelor's degrees, 781 master's degrees, 14 specialist in education degrees, and 56 doctoral degrees.

**GIR 13: It has degree programs in operation, with students enrolled in them.**

In the fall semester of 2003, Ball State enrolled 18,310 students on campus, representing 16,993 full-time equivalents (FTE). In addition, 2,341 off-campus students represented 1,563 FTE. Students were enrolled in one or more of the university's 275 academic programs at the associate, bachelor's, master's, specialist, and doctoral levels.

**GIR 14: Its degree programs are compatible with the institution's mission and are based on recognized fields of study at the higher education level.**

As can be seen in the undergraduate and graduate catalogs, Ball State's degree programs are based on recognized fields of study in higher education at a comprehensive university. The Indiana Commission for Higher Education reviews degree programs at all state-assisted universities.

**GIR 15: Its degrees are appropriately named, following practices common to institutions of higher education in terms of both length and content of the program.**

Ball State's degree titles adhere to the Classification of Instructional Programs (CIP) coding system established by the U.S. Department of Education. Associate degree programs require a minimum of 63 credit hours. Bachelor's degree programs require a minimum of 126 credit hours (except the bachelor of landscape architecture, which requires 150 to 154 credit hours). Master of arts and master of science degrees require a minimum of 30 credit hours, and doctoral degrees require at least 90 credit hours of graduate work beyond the bachelor's degree. The academic requirements for each degree is established by the academic unit offering the program and approved by the appropriate council in the university governance system.

**GIR 16: Its undergraduate degree programs include a coherent general studies requirement consistent with the institution's mission and designed to ensure breadth of knowledge and to promote intellectual inquiry.**

Ball State's University Core Curriculum is required of all undergraduate students regardless of the academic majors they choose. The purpose of this program is to enable graduates to live rich, satisfying lives and to undertake the broad responsibilities of citizenship in a free society. Although it seeks to discover and nurture individual talents, the core curriculum primarily emphasizes preparation for roles that people share in common as human beings and members of family and community groups.

Bachelor's degree programs have a 41 credit hour general education requirement that includes English, mathematics, history, communication, science, social science, humanities and fine arts, global studies, and wellness courses. Associate degree programs have a 16 to 31 credit hour general education requirement that includes courses from the same core as that for bachelor's degree programs.



**GIR 17: It has admission policies and practices that are consistent with the institution's mission and appropriate to its educational programs.**

To be admitted to Ball State, an undergraduate applicant must graduate from an accredited secondary school or earn a general educational development (GED) certificate. The university has a selective admissions policy.

Undergraduate admission is based on the applicant's strength of high school curriculum; successful completion of four years of English, two years of algebra, one year of geometry, three years of science (two with labs), and three years of social studies; grades obtained and grade trends in these courses; and SAT or ACT scores.

Admission to the university's graduate programs is selective. The Graduate School has established minimum admission requirements, and individual departments have the prerogative of applying more stringent criteria.

**GIR 18: It provides its students access to those learning resources and support services for its degree programs.**

The University College was established in 1985 to provide academic support services for students. Its Learning Center provides free peer tutoring and supplemental instruction to more than 5,500 students annually. The college's Office of Academic Advising assists first-year students in academic program and course selection. After a student selects a major, the advising faculty in that department assume advising responsibilities. Professional academic advisors serve as resource people for faculty advisors and work directly with departments to help in the delivery of effective faculty advising services.

Ball State's Student Life area provides support for students through the Offices of Student Organizations and Activities, Leadership and Service Learning, Disabled Student Development, and the Multicultural Center.

The Alexander M. Bracken Library, Science–Health Science Library, and Architecture Library house more than 1.5 million volumes and have seating for more than 2,000 users. These libraries also provide individual study carrels, study rooms, small conference rooms, and numerous lounges to facilitate the use of their learning resources. The libraries are linked to online resources and to other libraries around the world.

Computer labs are centrally located throughout the campus, with at least one lab located in each academic building. Campus computer labs have approximately 600 Macintosh and Windows computer systems equipped with a variety of printers, scanners, and other peripherals. The entire campus has wireless connection to the Internet.

## Finance

**GIR 19: It has an external financial audit by a certified public accountant or a public audit agency at least every two years.**

The Indiana State Board of Accounts audits Ball State's financial statements, and internal audits are performed regularly. The State Board of Accounts issues an annual report to comply with the requirements of the Office of Management and Budget's Circular A–133 relating to federal awards. The auditor's report is addressed to the Ball State University Board of Trustees, and an exit conference is held with the university's financial officers.

**GIR 20: Its financial documents demonstrate the appropriate allocation and use of resources to support its educational programs.**

Ball State is a state-assisted university with 36 percent of its budget derived from state appropriations and 30 percent from student tuition and fees. The financial statement for the fiscal year ended June 30, 2003, indicates 75.4 percent of the university's expenditures were for direct support of educational programs.

**GIR 21: Its financial practices, records, and reports demonstrate fiscal viability.**

Ball State prepares a balanced annual general fund budget plan based upon projected revenues and anticipated expenditures. As of June 30, 2003, the university had cash and cash equivalents (including short-term investments) of \$81.2 million, long-term debt of \$77.3 million, and unrestricted net assets of \$131.7 million. These figures reflect the institution's financial stability.

## Public Information

**GIR 22: Its catalog or other official documents include its mission statement along with accurate descriptions of its educational programs and degree requirements; its academic calendars; its learning resources; its admissions policies and practices; its academic and nonacademic policies directly affecting students; its charges and refund policies; and the academic credentials of its faculty and administrators.**

This information is found in Ball State's *Undergraduate Catalog 2002–04* (Exhibit 86 in the resource room) and *Graduate Catalog 2003–05* (Exhibit 40 in the resource room) on the pages listed in Table 2.1 on the next page.



**Table 2.1: Location of University Information in  
2002–04 Undergraduate and 2003–05 Graduate Catalogs**  
(by page number)

Type of Information	Undergraduate Catalog	Graduate Catalog
Mission statement	2	1
Program descriptions and degree requirements	28–406	54–307
Academic calendars	iv–vi	vi–vii
Learning resources	21–24	44–52
Admissions policies and practices	2–10	10–14, 25–26, 30–31
Academic and nonacademic policies affecting students	24–28	3–10, 12–20, 14–24, 26–29, 31–39
Charges and refund policies	11–12	40–43
Academic credentials of faculty and administrators	408–450	308–334

**GIR 23: It accurately discloses its standing with accrediting bodies with which it is affiliated.**

The list of accrediting bodies with which Ball State is affiliated can be found on pages 451–452 of the 2002–04 undergraduate catalog and on pages 52–53 of the 2003–05 graduate catalog. These accrediting bodies also are listed on the university’s Web site.

**GIR 24: It makes available upon request information that accurately describes its financial condition.**

Ball State’s budget and financial statements are available at the Alexander M. Bracken Library. Internal financial reports are prepared monthly and issued to the appropriate budgetary heads. These reports compare actual expenditures and encumbrances with budgeted amounts for each budgetary unit that generally coincides with departmental organization. The Office of the Director of University Budgets monitors expenditures and initiates action to effect budget transfers when appropriate.

## **Evaluation with Respect to General Institutional Requirements**

Ball State meets all of the General Institutional Requirements set forth by the Higher Learning Commission for its affiliates.