

**School Juridical Person, International Christian University  
Business Report for AY2006**

I. Outline of the School Juridical Person

- A. Juridical Person to be located at: School Juridical Person, International Christian University  
10-2, Osawa 3-Chome  
Mitaka-shi, Tokyo, Japan 181-8585  
Tel: 81-(0)422-33-3131 (main switchboard)

Chair of Board of Trustees	Toru Hashimoto
President	Norihiko Suzuki
Principal	Hiroshi Nagano

University opened	April 1, 1953
Graduate School opened	April 1, 1957
High School opened	April 1, 1978

B. Schools established:

- |                |                                     |                                                                                                                                                                              |
|----------------|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. University  | College of Liberal Arts             | Division of Humanities<br>Division of Social Sciences<br>Division of Natural Sciences<br>Division of Languages<br>Division of Education<br>Division of International Studies |
|                | Graduate School                     | Division of Education<br>Division of Public Administration<br>Division of Comparative Culture<br>Division of Natural Sciences                                                |
| 2. High School | Full-time School of General Studies |                                                                                                                                                                              |

C. Enrollment figures (for May 1, 2006)

1. Expected undergraduate enrollment vs. actual Figures shown indicate number of people

	Expected number of new students	Expected total enrollment	Actual total enrollment
Total undergraduates	620	2,480	2,836
Humanities	90	360	422
Social Sciences	150	600	697
Natural Sciences	85	340	319
Languages	95	380	464
Education	50	200	237
International Studies	150	600	697

2. Expected graduate school enrollment vs. actual Figures shown indicate number of people

	Expected number of new students	Expected total enrollment	Actual total enrollment
Total graduate students	143	322	223
Education	54	122	72
Public Administration	44	100	70
Comparative Culture	35	80	61
Natural Sciences	10	20	20

3. Expected high school enrollment vs. actual Figures shown indicate number of people

	Expected number of new students	Expected total enrollment	Actual total enrollment
Total general studies students	240	720	730
Returnees from abroad	160	480	477
Average students	80	240	253

4. Outline of Officers, Faculty and Staff (as of May 1, 2006)

a. Officers, Councilors

15 Trustees; 2 Auditors; 49 Councilors

b. University faculty and staff

157 full-time faculty (includes visiting faculty)

135 part-time lecturers

136 full-time staff (includes *ippan-shoku-taku* staff)

c. High school faculty and staff

46 full-time faculty

45 part-time lecturers

10 full-time staff (includes *ippan-shoku-taku* staff)

II. Outline of business

A. University

1. Academic Reforms at the College of Liberal Arts and Graduate School

As part of preparing the the 'Notification of Reorganization of the College of Liberal Arts' that is to be submitted to MEXT in April 2007, the university has determined the college's departments and majors and settled on the curricula for each major. Furthermore, it has begun consideration of reorganization of administrative offices and revisions of various related regulations in accordance with such reforms. At the Graduate School, proposals for concrete reforms are to be settled upon and negotiations with MEXT have begun.

2. Follow-up from AALE accreditation

First annual reports were submitted as follow-up to the accreditation received from the AALE in AY2005 (Annual Institutional Reporting Form submitted in October 2006, and AALE Annual Report Narrative for AY2006 submitted in December).

### 3. Establishment of 'Strategic Council on External Funding for Educational Research'

It is both effective and important for increasing the quality of education and research at the ICU to be selected for MEXT's competitive subsidy programs and receive outside funding. It has been determined that it is important for the university to provide strategic mid and long-term consideration and thus has established a 'Strategic Council on External Funding for Education and Research.'

### 4. Program In Support of Internationalism In University Education (a strategic support of international cooperation)

Three faculty members submitted 'Building Global Understanding in the Global Era' as an application for MEXT's Program in Support of Internationalism in University Education. One faculty member was accepted and completed 7 months of work in America with financial support from MEXT.

### 5. Enrichment of MEXT 'Special GP' selected projects

- a. 'Research and Education for "Peace, Safety and Conviviality"' (a program selected by MEXT's '21<sup>st</sup> Century COE Program'): As the university enters this program's final year (AY2007), it made various plans for further achievement of research results including receiving results from the mid-term evaluation in AY2005, holding of international conferences for research exchange and international workshops, and publication of research results in various forms.
- b. 'Liberal Arts: Raising Responsible Citizens of the Earth' (selected for program in support of special university education): As it was the program's final year, an outline of the work that was conducted over the past 3 years as well as its results were assembled and published in a report which was then distributed to faculty, staff and related Japanese universities.
- c. 'Systems of International Cooperation in Education and Training in Clinical Psychology' (an educational program at the Graduate School's Division of Education and selected by MEXT's Initiatives for Attractive Education in Graduate Schools): By developing the operation of an essential system and starting in earnest a network, which was prepared the previous year, for research, research facilities and joint education, it was possible to enrich international training workshops, joint experimental research, and international discussions on education and training, formalize ways to deal with international cooperation in education and training and thus achieve the project's goals.
- d. 'The Development and Networking Building of International Service Learning' (chosen by 'International Program for the Promotion of University Education' (Strategic Support for International Collaboration)): Together with 5 other universities, the ICU participated in developing a model program for international collaboration at the Silliman University in the Philippines. The report for this model program was published and distributed to faculty, staff and related Japanese universities.
- e. 'Exploration and Creation of Functional Molecular Systems With Non-Equilibrium Transitions' (selected as work for the 'Advancement of Academic Frontiers'): Mid-term evaluation was received (AY2005) and cooperative interdisciplinary research was further developed. Preparations were made for a 'Research Progress Report Meeting' with each research group leader and research participants (to be held in public in April 2007).

### 6. Accepting foreign students for short-term study

Preparations were carried out to determine the curriculum and especially academic aspects in order to work towards the implementation of the 'Joint Program in Contemporary Culture' (a new program to allow students from California University in the U.S. to study at the ICU for 1 academic term (to begin from fall term AY2007)) and to accept study abroad students for 1 year from universities in cooperating exchange student programs.

7. Promotion of projects that plan for 'standardization' and 'joint program sharing' in the SEA Program  
This program is part of MEXT's work for 'Special Support Promoting Higher Levels in Private School Education and Research.' This academic year leaders from training schools with 2-year programs (4 schools in 3 countries) were invited for workshops. The university carried out an exchange of information and opinions about advising policies at the ICU and at each school. The result was connecting this with improvements to each class' contents.

8. New machines for producing academic certificates and student IDs

a. With the objective of improving student services, a machine that automatically produces academic certificates was introduced and it is now possible to receive certain certificates the same day.

b. The machine that produces student IDs had become old and was replaced. Preparations were made, including changing layout, in order to work towards issuing new student IDs from AY2007.

9. Creation of regulations on safety measures for overseas educational activities and manual to respond to emergency situations

In order to safely carry out students' educational activities that take place overseas, the 'Regulations on Safety Measures for Overseas Educational Activities' were decided upon. These are regulations on points to take of when drafting a program, content of safety to be advised upon to participating students, and a response system in the event an emergency situation arises. Additionally, at the same time, crisis management systems were improved, including the drawing up of a 'Manual for Measures in Response to Overseas Student Emergency Situations' which brings together information on each responsible office and the specific actions that ought to be taken in the event of an emergency situation.

10. Promote career support program for students of all years

As a career support program for students of all years, 'ICU Career Navi' is a program aiming to consider the meaning of students working and gaining knowledge about how an ICU education exists in the society of the future. It offers guidance and conducts a total of 11 seminars. The activities of this program can be seen as contributing to the increased number of students registering to look for work and increased underclassmen seeking consultations.

11. Reorganization of University Hall

With the objective of specializing University Hall into a classroom building, construction was carried out to combine 3 classrooms on the 3<sup>rd</sup> floor of the building and make them a multi-level classroom. In accordance with the Plan for Expanding University Hall IT Services, IT equipment was installed primarily in 4 large classrooms with over 100-person capacity and related construction was conducted (installing projectors and screens). As a result, the university moved forward with outfitting about 90% of University Hall's total 57 classrooms with the newest equipment and turned them into classrooms that can be used for multimedia.

12. Promotion of access for the disabled ('barrier-free')

Worked towards 'barrier-free' access for the disabled in the main campus facilities. A restroom for the disabled was established in the Chapel and an elevator was installed in the Administration Building (including improvements to the ramp at the west entrance).

13. Improvements to campus amenities

- a. Safety measures were taken and convenience improved: overall improvements were made to the lounge, restrooms and auditorium (facilities used by many students) in the east building of Diffendorfer Memorial Hall; a projector was installed in its west building's multipurpose room; and a barrier was placed around the water feature on the south side of the building.
- b. From the perspective of smoother operation of P.E. classes and club activities as well as maintenance of the environment (measures to control dust), the soccer/rugby grounds and the baseball field were equipped with a sprinkler system.

14. Renewal of the library system

Responding to users' needs and aiming to build a new library that suits the ICU's education and research, a library system to be newly introduced was decided upon in order to work towards starting services from AY2008.

B. High School

1. Improvements to student recruitment activities

- a. Plans were made to improve recruitment activities. In order to conduct recruitment activities for returnee students, High School teachers were sent overseas to give talks at foreign schools (North America, Europe, and Southeast Asia). In particular, members of the general staff who have experience meeting with prospective students were also sent together with the teacher.
- b. In addition to participating in fairs in Japan for Tokyo private schools and Christian schools, campus viewings were held (about 2-3 per week) during the summer recess.
- c. An easier to view home page was redesigned with improved content in order to provide more appropriate information about the High School.

2. Reforms to the admissions exam

The admissions exam process for returnee students was completely re-evaluated. While introducing a system recommendations for the entrance exam, the High School also changed over to selection based on screening documents, an interview-based exam A, and an essay-based exam B. This has resulted in a 168-person increase in applicants from the previous year.

3. Introduction of school bus

In order to avoid bicycle accidents and annoyance to neighbors when students come to school, the high school has done away with cycling to school and has introduced a school bus from April 2006 (operated by the Odakyu Bas Group) that runs directly from JP Musashi-Sakai Station and the high school. The result has been a great decrease in commuting accidents and troubles with neighbors.

4. Consideration of plans for new gymnasium

The New Gymnasium Building Preparations Committee was formed; meeting with a specialist in architecture, the scale, functions, facilities, and rough estimate of building costs were considered.

5. Implementing measures based on financial simulation

- a. Application fees and dorms fees were revised based on the Financial Simulation.
- b. A plan was drafted to equip the high school with facilities for compiling grades electronically

and renovations to the high school dining hall.

### C. Juridical Person

#### 1. Revisions to personnel and salary systems

Following the FY2005 National Personnel Authority, starting from April 2006 the salary 'steps' for university's educational and general staff was more finely broken down. Radical revisions were made to the salary system, including eliminating the adjustment allowance and establishing a regional allowance. Regarding general staff members who have reached retirement age (60), a system for re-hiring these individuals (for public servants: possible to work until 65 with employment renewed each year) was introduced and put into effect from April 2007.

#### 2. Promotion of fundraising for the Peace Bell Scholarship

Developed fundraising activities for the Peace Bell Scholarship which is to be adopted from FY2008 (award of ¥1 million per student per year for 4 years). Expanded on large-award donors and group fundraising based on the term in which alumni graduated. In FY2006, which was its opening year, there were 335 applicants and ¥150 million raised.

#### 3. Revisions to Employment Regulations

Based on recent changes to basic labor laws, Employment Regulations were thoroughly revised, including: 1. adjustments to reasons for employee dismissal, and 2. elimination of the system of employee representatives.

#### 4. Thorough revisions to each business management system

In order to cope with the old computer systems of business management currently used and to plan for even more efficient administration, the Juridical Person dealt with thorough revisions to the system, and decided on a new system to be introduced for personnel, salaries, accounting and finance. As a result, the new personnel/salary system and new finance/accounting system are planned to be in operation from May 2007 and FY2008, respectively.

#### 5. Strengthening of safety measures, including fire prevention systems

a. Preparations were made for revisions to the university's 'fire prevention guidelines' and replacement of fire prevention systems (fire prevention switches, which form the core of the system, and emergency broadcast equipment in University Hall and the Administration Building) was completed. Also, as part of security measures, security cameras were installed at the main gate and a 24-hour security system was established, including introduction of late night security and increase in patrol cars.

b. As part of safety measures electrical wiring for university facilities, work on high voltage lines for educational facilities was completed.

#### 6. Deliberation in the Committee for High School Mid to Long Range Strategic Planning

The Committee for High School Mid to Long Range Strategic Planning (established January 2006) conducted deliberations on management strategies for the high school from a mid to long-term perspective. The results of such deliberations are to be submitted as a report to the Board of Trustees in spring 2007.

#### 7. Consideration of system for internal inspections

Considerations were made for strengthening a system of internal inspections.