

School Juridical Person, International Christian University
Business Report for AY2007

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:

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|---------------|-------------------------|--|
| 1. University | College of Liberal Arts | Division of Humanities
Division of Social Sciences
Division of Natural Sciences
Division of Languages
Division of Education
Division of International Studies |
| | Graduate School | Division of Education
Division of Public Administration
Division of Comparative Cultures
Division of Natural Sciences |

2. High School Full-time School of General Studies

C. Enrollment figures (for May 1, 2007)

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	2,829
Humanities	90	360	401
Social Sciences	150	600	710
Natural Sciences	85	340	312
Languages	95	380	445
Education	50	200	257
International Studies	150	600	704

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	232
Education	54	122	79
Public Administration	44	100	73
Comparative Cultures	35	80	65
Natural Sciences	10	20	15

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	715
Returnees from abroad	160	480	468
General students	80	240	247

4. Outline of Officers, Faculty and Staff (as of May 1, 2007)

a. Officers, Councilors

15 Trustees; 3 Auditors; 48 Councilors

b. University faculty and staff

152 full-time faculty (includes visiting faculty)

134 part-time lecturers

137 full-time staff (includes *ippan-shokutaku* and *tokubetsu-shokutaku* staff)

c. High school teachers and staff

47 full-time teachers

45 part-time lecturers

11 full-time staff (includes *ippan-shok-taku* and *tokubetsu-shokutaku* staff)

II. Outline of business

A. University

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

① College of Liberal Arts

A 'Notification of the Establishment of the ICU's Division of Arts and Sciences' (dated 26 April 2007) was submitted to MEXT and accepted on 25 June 2007. Following this, the university proceeded with detailed work to bring the curriculum and composition of class schedule to conform with this notification. The Academic Planning Center was created as a central part of taking university-wide steps to provide academic advising, which forms one of the most important aspects of switching to a system of academic majors. As part of switching over from a 6-division system to a 1-division system, the structure of the Faculty Meeting and other university committees were restructured, related regulations were revised, some

administrative structures were changed, and preparations were made to implement reforms from April 2008. In providing information to the public regarding these reforms, 'open campus' sessions were held, advertisements placed in newspapers, and informal gatherings with journalists held.

② Graduate School

Reforms at the Graduate School are following those at the College of Liberal Arts by about 1 to 2 years. However, in AY2007, based on selected and central policies, the university considered what shape the Graduate School programs will take in a 1-division system.

2. Establishment of the Academic Planning Center

Together with the introduction of a system of academic majors from AY2008, the Academic Planning Center was established in order to support students as they move ahead in their course of studies and to offer necessary information for students to choose their majors and other decisions for their overall academic plans. In AY2007, information about each major was collected, a handbook for students was drawn up, 'academic planning essays' were collected from students entering the ICU in AY2008, and preparations were made to assist students within the new curriculum.

3. Maintaining the teaching assistant system

The university implemented reforms to the extant 'part-time teaching assistant and clerical assistant system' that served to provide assistance in conducting courses. Specifically, the aim of 'teaching assistants' and the standard by which their qualifications are evaluated were determined. This new TA system was determined together with the preparation of related regulations that enable the full use of TAs from AY2008 in order to realize detailed advising in the College of Liberal Arts and to offer a training opportunity for graduate students who in the future may become educators or researchers.

4. Merging/canceling university print matter and web publishing

From AY2008 begins a period in which 2 curricula, the old and new, exist concurrently as a result of the university's academic reforms. Together with this, and in particular with the main objective of improving the convenience and efficiency of presenting university information to students, the university merged, canceled and transferred into web versions various university print materials that in the past were published in duplicate forms by different departments.

5. Follow-up from AALE accreditation

The university is obligated to provide annual reports to the AALE for the accreditation that was received on 30 November 2005. In AY2007, the Annual Institutional Reporting Form was again submitted to reflect the reforms and operations for the university's academic reforms.

6. Selection as programs in support of distinctive university education

The university's program 'Support for Liberal Arts Education: Cultivating Proactive Students' was selected for a 3-year period by MEXT for its programs in support of distinctive university education. In the program's first year (AY2007) information reflecting models on how each major could be completed was collected. A system was prepared by which sufficient information is offered that allows students to decide a plan of completing their course of studies. The information offered is aimed at students entering the university under the new system after academic reforms and concentrates on helping students to choose a major. At the same time, lectures and workshops aimed at the university's educational staff were held, and a plan was drawn up to improve understanding within the university of the new advising model.

7. Enrichment of MEXT '21st Century COE Program' and other MEXT selected programs

① '21st Century COE Program'

The program 'Research and Education for "Peace, Safety and Conviviality"' was selected from AY2003 as a MEXT '21st Century COE Program.' In drawing towards the program's final year (AY2007, the program's 5th year), a 'COE series book' was published to bring together in English and Japanese the results of this program. To summarize these results, international conferences and university research meetings were held. Furthermore, the publication 'A Final Report: The ICU's 21st Century COE Program "Peace, Safety and Conviviality," Results and Development of Research and Education' was released (March 2008, 156pp). Aiming from the end of 2006 to 2008, the 'grand theory' and policy statement 'peace, safety and conviviality' was published as research results in approximately 25 books.

② 'Support of Putting Advanced Research Overseas Into Actual Practice'

3 educational staff members applied (of which 2 were selected) in AY2007 for the MEXT Advancement of Internationalism in University Programs (Support of Putting Advanced Research Overseas Into Actual Practice) 'Structure of International Understanding in a Global Era.' The selected educational staff received financial support for expenses and completed overseas travels to England and Australia.

③ Strategic Support of International Cooperation

'The Development and Network building of International Service-learning' was chosen by the 'Advancement of Internationalism in University Programs' (Strategic Support of International Cooperation). In moving towards their 3rd year, they continued their cooperative work with Silliman University in the Philippines. Together with Lady Doak College in Madurai, India 24 students of various cultural backgrounds and from 5 universities from 5 countries (including the ICU) participated in the International Service Learning International Cooperative Model Program over 27 days in the summer. A report of this model program was published and was provided to faculty and staff and other related personnel within the Japan.

④ Support of long-term study abroad

In AY2007 6 students applied (of which 2 were selected) for MEXT's 'Advancement of Internationalism in University Programs' (support of long-term study abroad) which promote the education of talented individuals who will make contributions to international society and measures that plan for a strengthened position for Japanese universities in international competition. Both students studied at British graduate schools and the university provided student support during the students' time overseas in order to help them receive their degrees.

⑤ Advancement of Academic Frontiers

'Exploration and Production of Functional Molecules With Non-equilibrium Transitions' (selected as work for the 'Advancement of Academic Frontiers') drew up its mid-term report and as its 5th and final year each research group's leaders presented their results at Japanese and foreign conferences.

8. Promoting internationalism

① Enriching existing programs

The 'Joint Program in Contemporary Japanese Culture' (a new program to allow students from California University in the U.S. to study at the ICU for 1 academic term) was started and in fall AY2007 10 students were accepted. Considerations were made regarding the possibility of developing new programs with such participating institutions as Toronto University.

- ② Improving September-entrant enrollment and its publicity activities
 - a. The ICU visited 10 international schools in Japan and 18 overseas. Information about the university and its September admissions system was provided to students and guidance counselors that showed interest in the ICU. The university also participated in informational meetings that were held in Japan and responded to visitors' queries. The university was also at informational meetings, conducting publicity activities at such fairs as that for study abroad in Japan that was held in India, a college fair in Europe that was sponsored by the Council of International Schools, and an informational meeting on study abroad in Japan sponsored by the Chinese University of Hong Kong.
 - b. The ICU contributed to editing the contents of the pamphlet published by the JICUF and exchanged information with that foundation and enriched cooperation within publicity activities.
 - c. In addition to the JICUF pamphlet above, an English leaflet was made in order to more concisely be able to explain about the ICU overall. This was handed out at informational meetings.
- ③ 'Freshman SEA Program Workshop'

Individuals responsible for the Freshman SEA Program from 10 universities from 6 countries were invited to the ICU where workshops were held in October 2007. The program's position as conferring a portion of credits for the ICU's ELP units was confirmed. Visitors sat in on ELP courses in an effort to standardize content and improve the way advising is conducted. There was also an exchange of opinions with educational staff.
- 9. Strengthening services to students headed down the path to greater internationalism
 - ① The university made renewed efforts to help strengthen students' abilities to take a role on the global stage, in such areas as international organizations and global industries. In doing so events such as seminars related to international support and global industry fairs, as well as seminars on being interviewed for jobs in English and English resume writing were held.
 - ② The booklet 'ICU Career Readiness' was published, which brought together information on unique aspects of a liberal arts education and career support systems. The booklet was widely distributed and publicized to organizations and corporations. The effects of this were seen in an increase in the number of graduates who were hired into companies after June graduation.
- 10. Create student manual and response training in event of large-scale disasters/accidents

A manual was drawn up about how to respond after a large-scale disaster or accident has occurred. (A manual was also made and distributed for faculty and staff emergency response.) The university is obligated to provide a safety report and these points were included in the student handbook and on the university home page together with information on how to check on the safety of friends and family. Emergency training was conducted at Science Hall in spring term and at the Library in autumn term. AEDs were installed in major university facilities and numerous training sessions were held in spring term.
- 11. Establishment of administrative office: 'Research Support Group'

In maintaining a system that is able to respond to issues of management and auditing public research funds at the ICU, the Research Support Group office was established to bring together administrative duties related to supporting research.
- 12. Construction plans for new dining hall/mixed-use facility and new dorm

While a plan for building a new dorm was originally considered, this was changed to a comprehensive construction plan for a 'new dining hall/mixed-use facility and new student dorm.' This was considered with plans to start construction in AY2008. Together with this change, the ICU cancelled plans for AY2007 to refurbish the current dining hall as part of measures to improve student services.

13. Promotion of work to improve student services: development of classroom building and building locker area at University Hall

Classrooms 313 and 314 were merged and within plans for increasing the scope of classrooms at University Hall the university implemented plans that called for the merging of classrooms. Also, with regard to improving student services by expanding and moving the locker room, this was changed to become part of the new dining hall facilities. In signaling the coming building plans for the first men's and women's dorms in AY2009, it was also considered to rebuild the Maple Grove Guesthouse in as a new dorm in AY2008.

14. Installation of new restroom in the Administration Building

As part of making campus facilities accessible to the entire campus community (including those individuals with disabilities), the Administration Building received a wheelchair ramp, elevator and wheelchair accessible bathroom (1st floor).

15. Expanding IT services in University Hall classrooms

Improvements were made to the presentation equipment and IT facilities in the four large classrooms in University Hall (rooms 116, 213, 315 and 367).

16. Installing new facilities in language lab

In AY2006 a plan was decided upon to renovate existing language lab facilities. Rooms I-104 to I-106 were completely renovated (equipment and the rooms themselves) and the latest equipment was installed such that improvements were made to the overall learning environment.

17. Improvements at the library and to student services

① Work connected to Library's information literacy education

In order to improve students' degree of information literacy, various orientation sessions were held including those for ELP, JLP, theme writing as well as those aimed at senior thesis seminars. The positive results of literacy education can be seen in how often students make use of databases and Othmer Library computers.

② Putting library's rare documents into digital format

An investigation was made into such documents as the Kanzo Uchimura Collection and documents for the archives room; documents were selected for being put into digital format. It was also determined what software would be used for this digitization.

③ Change to new library system

Throughout AY2007 the library changed over to the 'E-Cats Library' system (NEC) and necessary customizations and adjustments were made to make it compatible with the ICU Library's needs. Service with the new system began from April 2008. The system is to be fine-tuned and other services which were unavailable at the library in the past are to be added and developed.

18. Improving entrance exam system (services for applicants)

① The university has done away with the Letax service for informing applicants whether they passed the university's entrance exam or not. This has been replaced through the introduction of a system by which students can receive this information either by phone or by

internet (through the use of their application number and a password). This system was accessed 7,080 times for the university's 5 selection processes (ICU Special Admissions, Admissions for Recommendees, ICU Center Nyushi, General Admissions Test, and April Admissions For Returnee Applicants).

② Preparations for introduction of online application filing system

In preparation for the 3 admissions processes (April Admissions For Returnee Applicants, ICU Special Admissions, and Admissions for Mature Students (*shakaijin*) for AY2009, preparations were made for the introduction of an online application filing system (scheduled to be in place from June 2008). With the introduction of this system it will also be made possible to pay application fees at convenience stores.

19. Hachiro Yuasa Memorial Museum

Together with the 25th anniversary of the museum's opening, a special anniversary exhibition was held from April to July. In conjunction with this, the catalogue 'Twenty-five Keys to Understanding the Museum Collection' was printed. An anniversary symposium was also held in June with the theme of 'University Education and Museums.'

B. High School

1. Improvements to student recruitment activities

① As a part of recruitment of returnee students, ICU High School teachers were sent to participate in informational meetings at schools overseas (North America, Southeast Asia and China). In particular, recruitment activities were improved by planning special ICU informational meetings in China.

② In terms of domestic activities, the ICU participated in an exhibition of private schools in Tokyo and a fair for Christian schools. On-campus informational meetings included the participation of many educational staff members in planning and operations, and they are also involved in student recruitment. Open campus sessions were held about 2 to 3 times each week during summer break.

2. Improvements to the school bus system

From this academic year the school bus that runs from Musashi-Sakai to the high school was increased in scope to accommodate all students. One additional bus was added to the service and the number of times the busses ran was also increased. This was planned for the students' increased safety and convenience.

3. Consideration and preparations for new gymnasium construction plans

A committee to oversee the construction of the new gymnasium was established and considerations were made with the goal of beginning construction from July 2008. Various matters were settled upon such as the building's contractor, scope of the facilities, its functions and content of facilities.

4. Electronic grade filing system

Over 2 years a database has been built for students' grades and grade management. In order to have their grades in electronic format and to be able to produce various documents related to student grades, a portion of the high school building was renovated as a grades management area and the class that entered the high school in AY2007 have had their grades recorded electronically.

5. High school dining hall renovations

Renovations were made to the overall structure of the High school dining hall (floors, ceilings,

restrooms, roof, etc.). The facility has become cleaner and brighter as a result.

C. Juridical Person

1. Revisions to regulations as a result of academic reforms

Together with the ICU's academic reforms, revisions were made to the 'Articles of Association' and 'Bylaws for Implementing the Articles of Association.' A notification was sent to MEXT and revisions to related regulations were made as needed.

2. Appointment of the next president

In executing the 'Mission of the Next President' (adopted by the Board of Trustees on 22 November 2006), a Presidential Search Committee was established in order to search widely for appropriate candidates. After following university procedure, President Norihiko Suzuki was reappointed as per the Board of Trustees' meeting on 14 November 2007.

3. Development of fundraising activities

Steps were taken in order to acquire donations for the ICU Peace Bell Scholarship that started from AY2008. Fundraising activities were developed together with the cooperation of the Alumni Association and donations were sought out from various sources both in Japan and abroad. (As of March 2008, donations total ¥233 million.) Steps were also taken in order to acquire 'Donations for Education and Research Funds' (donations from parents and guardians of current university students) and 'Donations for Educational Improvements' (donations from parents and guardians of new high school students). Fundraising activities for support of construction of the new gymnasium were also started as activities for 30th anniversary of the high school's founding. In addition to the existing system of making donations by bank transfer (*'furikomi'*), for the convenience of those making donations it was made possible also to make donations with a credit card and through a system of automatic debits.

4. Fund operation

Efforts were made to improve the stability and effectiveness of such asset management as the 25th Anniversary Fund in order to provide for capital expenses such as improvements to campus facilities, etc.

5. Building a system for internal audits

With revision to laws governing private schools being made in April 2005, the university settled on a plan for audits (performed by auditors) and has maintained an auditing system. Additionally, the university has established a new 'Auditor's Office' in order to strengthen the system of internal audits.

6. Decide mid to long-range plans at the high school

The Committee for High School Mid to Long-Range Strategic Planning assembled a report showing the results of its considerations on the direction of the high school's mid to long-range operations. This report was submitted to the Board of Trustees in May 2007 and subsequently approved. In order to make specific those ideas an Executive Committee for Increased International Character at the ICU High School was established. A mid-term report was submitted to and approved by the Board of Trustees in February 2008.