

## 2 - Integrity: Ethical and Responsible Conduct

---

The institution acts with integrity; its conduct is ethical and responsible.

### 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

---

##### 2.A.

##### Financial Integrity

Under the direction of the Vice President of Administration, Barton's business office operates under generally accepted accounting principles to ensure consistent and transparent financial processes. Each year the institution's financial records and practices are audited by an independent certified public accounting firm. In the most recent audits, the college has received an unqualified audit opinion reflecting the institution is following compliant and ethical accounting principles and its financial statements are presented fairly. [Audit results](#) plus [monthly](#) and [annual](#) financial reporting, and [long term debt](#) for college building projects are all published on the college website for review by local taxpayers as well other interested parties. Barton's [Composite Financial Indicator \(CFI\) scores](#) for the past three years as calculated from the annual audits and reported to HLC fall within the "no further review" [range](#).

Additionally, Barton's financial aid office, TRIO programs, and the Foundation undergoes separate audits the results of which are included in the college's annual A-133 audit referenced above. Auditing of the handling of federal funds is required by the U.S. Department of Education (ED) and a copy of the audit report is submitted to ED in compliance with regulations for administering federal funds. The [audit results](#) from the past two years have revealed no material weaknesses or other compliance exceptions. Barton's financial aid office periodically goes through a self-evaluation assessing federal compliance as well as best practices using tools provided by the U.S. Department of Education and the National Association of Financial Aid Administrators. The last such self-evaluation was done in 2012; one is currently being done in 2017. Barton also has policies ([2123-Title IV Student Aid Fraud](#)) and a mechanism for reporting federal student aid fraud.

Barton has [procurement policies and procedures](#) in place to ensure all procurement activities are in accordance with state and federal laws and that students, staff, faculty, and taxpayers receive full value for each dollar of public funds spent. The policies address general procurement standards, methods of procurement, purchase of transmittal procedures, and:

1. Focus on the stewardship of public funds;
2. Advance and support the mission of the institution;
3. Promote a competitive and fair procurement environment; and,

4. Are open and transparent, including adherence to the Kansas Open Records Act.

To further ensure equity in the procurement process, vendors have the opportunity to request to be included on Barton's [vendor list](#) for opportunities to bid on goods or services in accordance with the college's purchasing procedure ([2315 – Purchasing, Fixed Assets and Inventory](#)).

### **Academic Integrity**

Regarding academics, Barton has developed and published Academic Integrity policies ([Procedure 2502](#)) expressing expectations regarding student work. The policy defines basic violations of academic integrity, sanctions for the violations, and student responsibilities. Academic integrity is also discussed on page 30 of the [college catalog](#) as well as page 82 of the [student handbook](#). Barton's other [instructional](#) policies provide guidance on all aspects of academic activity including credit hour allocation, grade and degree revocation, proctored examinations, grade and attendance reporting, and course attendance.

Expectations of student behavior and responsibilities established under the [Student Code of Conduct](#), the [Student Athlete Code of Conduct](#), and [Student Rights and Responsibilities](#) for receiving financial aid, all of which are published on the college website. Students may voice their concerns regarding academic or other issues through several mechanisms located at the [Student Concerns Procedures link](#) on the college website which provides instructions on how to express a concern to the college, the Board of Trustees, the state, HLC, and even to the U.S. Department of Education.

The [faculty handbook](#) provides guidance on classroom management and instructional operations. Within the handbook, faculty are provided with forms and instructions to complete required actions such as reporting an incomplete grade, change of grade, etc. In addition, an addendum to the compensation contract for instructors who teach BartOnline classes includes teaching performance expectations including providing regular and substantive interactions with students, such as:

- Welcome Letter upon receipt of enrollment;
- Weekly updates about course due dates;
- Answer/comment on student questions in virtual office within 24-48 hours;
- Login to course at least four times per week; and,
- Lectures and threaded discussions with instructor participation.

### **Personnel Integrity**

The Board of Trustees, administrators, faculty and staff at Barton recognize a shared responsibility to protect the integrity of the institution and to conduct business according to the highest legal and ethical standards. Barton has published operating [policies and procedures](#) on the college website available for all constituencies to access. The policies and procedures include the following specifically intended to ensure integrity and protection of any person affiliated with or representing the college:

- Policy 1125 – [Equal Employment Opportunity, Equal Education Opportunity, and Affirmative Action](#)
- Policy 1126 – [Drug-Free Workplace](#)
- Policy 1131 – [Personal Relationships](#)
- Policy 1132 – [Civil Rights Equity Resolution for all Students, Employees, Guests, and Visitors](#)
- Procedure 2125 – [Solicitation of Employees/Students](#)
- Policy 1165 – [Conflict of Interest](#)

- Policy 1166 – [Copyright Law](#)
- Policy 2146 – [Gifts, Gratuities, and Unrelated Compensation](#)

The College's [New Employee Guide](#) is online. During the Human Resources (HR) orientation session (including student employees), an HR staff member identifies the guide's location and, the [President's expectations](#) that all employees are expected to read, understand, and comply with all of the College's Administrative Policies and Procedures. Employees sign an [acknowledgment form](#) that is maintained in their personnel file.

Barton's Human Resources has published policies on [employee conduct](#) and [ethical behavior](#) expectations, and [whistle blower](#) available to all current employees. Annually, officers of Barton Community College, Board of Trustee members, all employees at the coordinator level and above, and all employees with the responsibility of maintaining financial records must complete an [Annual Conflict of Interest Disclosure Form](#).

As required by the U.S. Department of Education (ED), Barton's financial aid office publishes two codes of conduct, the [Financial Aid Employee Code of Conduct](#) intended to instill expectations regarding administration of federal funds, and the [Alternative Loan Code of Conduct](#), addressing ethical handling of non-federal student loan funds. Financial aid staff members are provided an annual reminder of these during staff meetings as required by ED.

### **Auxiliary Functions Integrity**

Barton subscribes to the U.S. Department of Veteran's Affairs (VA's) [Principles of Excellence](#), in providing prescribed top quality, ethical service to veterans, military students, and associated dependents including the required [Shopping Sheet](#), educational plans for students, academic and financial advising, and ensuring accreditation approval of all new programs prior to enrolling students.

Through a federal grant and institutional support, Barton partners with the [Central Kansas Educational Opportunity Center \(CKEOC\)](#) to promote educational awareness by helping community members find a pathway in which to identify and meet their education, personal and career goals. CKEOC shares and celebrates their successes through periodic [newsletters](#).

As a way to give back to local communities, the college reaches out to support various [community assistance projects](#) including Relay for Life, United Way, the Fort Riley Fisher House Fund, and the Wounded Warrior Project. To assist permanent residents of any nationality who want to obtain their U.S. citizenship through naturalization or are just interested in learning about the United States, Barton hosts [civics classes](#). Community members have the opportunity to provide feedback to the college through the [Community Perception Survey](#) located on the college website and through the [Barton Feedback Form](#) located in the footer of Barton's web presences.

### **Sources**

---

- 01 2.A VPA\_15-16\_final\_audit
- 02 2.A VPA\_Monthly\_Financial\_Report
- 03 2.A VPA\_16-17-published-budget
- 04 2.A VPA\_Long\_Term\_Debt\_Report
- 05 2.A VPSS\_Composite\_Financial\_Indicator
- 06 2.A HLC\_Financial\_Indicator\_Process

- 07 2.A VPA\_15-16\_final\_audit
- 08 2.A VPSS\_Policy\_Student\_Aid\_Fraud
- 09 2.A VPA\_Procedure\_2315\_Procurement
- 10 2.A VPA\_Vendor\_Registration
- 11 2.A VPA\_Purchasing\_Policy
- 12 2.A VPI\_Procedure\_2502\_Academic\_Integrity
- 13 2.A VPI\_Barton\_College\_Catalog\_Academic\_Integrity
- 14 2.A VPSS\_Barton\_Student\_Handbook
- 15 2.A VPI\_Instructional\_Policies
- 16 2.A VPSS\_Procedure\_2611\_Student\_Code\_of\_Conduct
- 17 2.A PRES\_Procedure\_2610\_Student\_Athlete\_Code\_of\_Conduct
- 18 2.A VPSS\_Student\_Rights\_and\_Responsibilities
- 19 2.A VPSS\_Student\_Concerns\_Procedures
- 20 2.A VPI\_Faculty\_Handbook
- 21 2.A PRES\_Barton\_Policies\_and\_Procedures
- 22 2.A VPA\_Barton\_Policy\_1125\_Equal\_Employment
- 23 2.A VPA\_Policy\_1126\_Drug\_Free\_Environment
- 24 2.A VPA\_Policy\_1131\_Personal\_Relationships
- 25 2.A VPA\_Policy\_1132\_Civil\_Reight\_Equity\_Resolution
- 26 2.A VPA\_Procedure\_2125\_Solicitation\_of\_Employees\_Students
- 27 2.A VPA\_Policy\_1165\_Conflict\_of\_Interest
- 28 2.A VPA\_Policy\_1166\_Copyright\_Law
- 29 2.A VPA\_Procedure\_2146\_Gifts\_Gratuities
- 30 2.A VPA\_New\_Employee\_Guide
- 31 2.A PRES\_President's\_Expectations
- 32 2.A VPA\_Acknowledgement\_Form
- 33 2.A VPA\_Procedure\_2450\_Employee\_Conduct
- 34 2.A VPA\_Procedure\_2451\_Ethical\_Behavior
- 35 2.A VPA\_Procedure\_2453\_Whistle\_Blower
- 36 2.A VPA\_Annual\_Conflict\_of\_Interest\_Form
- 37 2.A VPSS\_Financial\_Aid\_Employee\_Code\_of\_Conduct
- 38 2.A VPSS\_Alternative\_Loan\_Code\_of\_Conduct
- 39 2.A VPSS\_VA\_Principles\_of\_Excellence\_Program
- 40 2.A VPSS\_Shopping\_Sheet
- 41 2.A VPSS\_Central\_Kansas\_Educational\_Opportunity\_Center
- 42 2.A VPSS\_Central\_Kansas\_Educational\_Opportunity\_Center\_Newsletter
- 43 2.A VPSS\_Community\_Assistance\_Projects
- 44 2.A VPI\_Citizenship\_Classes
- 45 2.A EDIA\_Community\_Perception\_Survey
- 46 2.A VPSS\_Barton\_Feedback\_Form

## 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

---

#### 2.B.

Barton Community College strives to present clear, relevant, and vital information to invested parties through many and various forms, including a number of print and web materials.

Frequently updated, Barton's website provides information on admissions, [programs](#) offered at Barton, the [college catalog](#), [costs](#), financial aid, the [student handbook](#), support services, and other [student consumer information](#). All of Barton's programs have accompanying annually reviewed [curriculum guides](#) showing all of the courses needed to earn the degree or certificate, including any prerequisites, preparatory coursework, or other requirements to be admitted to the program. [Articulation agreement](#) information is provided on program webpages for those programs where students may want to advance their education at another institution after completing their degree or certificate at Barton. Program webpages may also provide information on [industry licensure](#) if applicable.

Faculty teaching at the Great Bend, Ft. Riley, Grandview Plaza, and Ft. Leavenworth campuses are listed with their credentials in the [college catalog](#). Barton is currently working on an all-inclusive list of full-time, part-time, and adjunct faculty list to publish on the college website. Constituents may also access a detailed [directory](#) of Barton employees and credentials including faculty, staff, administration, and the college trustees.

Information on Barton Community College's [board of trustees](#) elected to govern (coordinated by the Kansas Board of Regents) and their annual [community report](#) is available on the college website.

Barton's accreditation status with the Higher Learning Commission and strategic planning information can be accessed on the college website under [accreditation](#) information; while [program accreditation](#) is located under institutional accreditation and on program webpages. Additionally, [state authorization](#) to provide distance education to online learners is located on both the accreditation information webpage and with information on Barton's online classes.

### Sources

---

- 01 2.B VPI\_Programs\_of\_Study
- 02 2.B VPSS\_College\_Catalog\_Barton
- 03 2B VPA\_Cost\_per\_Credit\_Hour
- 04 2.B VPSS\_Barton\_Student\_Handbook
- 05 2.B VPSS\_Student\_Consumer\_Information
- 06 2.B VPSS\_Curriculum\_Guides

- 07 2.B VPI\_Articulation\_Agreement\_Example
- 08 2.B VPI\_Industry\_Licensure\_Nursing
- 09 2.B VPSS\_Faculty\_Credentials
- 10 2.B VPA\_Employee\_Directory
- 11 2.B PRES\_Board\_of\_Trustees
- 12 2.B PRES\_2016\_Community\_Report
- 13 2.B PRES\_Accreditation
- 14 2.B PRES\_Institutional\_Program\_Accreditation
- 15 2.B VPI\_State\_Authorization

## 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

---

#### 2.C.1.

Barton Community College is governed by a six-member [Board of Trustees](#) elected from Barton County and coordinated by the Kansas Board of Regents. Every two years, during odd-numbered years, three board positions come up for election. Board terms are four years.

Barton's trustees have developed eight overarching goals, known as [ENDs](#), to achieve and inspire execution of the college mission. At each monthly board meeting, [monitoring reports](#) complete with supporting data are presented by college administration to the trustees with the intent of providing a snapshot to demonstrate how the college is using the ENDs to meet the college mission and to make improvements.

Barton's [strategic planning](#) aligns with the board ENDs, as well as the Kansas Board of Regents Foresight 2020 plan adopted in 2010 intended to improve quality of state institutions under their control. (See more about Barton's Strategic Planning in 1.A.3, 5.A.5, and 5.C.)

#### 2.C.2.

Besides [monthly board meetings](#), the trustees have monthly study sessions where they are able to obtain more in-depth information on a range of topics, plus special meetings are sometimes scheduled for matters that need to be reviewed before the next scheduled board meeting. [Minutes](#) from the trustees' monthly meetings, study sessions, and special meetings are captured and available for the public to view. During monthly trustee meetings, a portion of the meeting is set aside for public comment during which trustees may hear and consider the viewpoints of internal or external constituencies. The trustees also occasionally engage in field visits to Barton's additional locations and attend Kansas Board of Regents, KAACT, and AACT meetings in order to gain a broader understanding of practices within higher education and to develop networks with other institutions.

Periodically, an [economic impact report](#) is published and disseminated to the local community on behalf of the trustees. This report provides facts and figures showing the overall economic health of the college and return on investment to taxpayers supporting the college. In addition, [Accountability and Transparency](#) reports are published to provide additional, more detailed data to constituents.

Barton provides a [Board of Trustee complaint process](#) by which students may register comments directly to the trustees, allowing students to have their voices heard on matters important to them.

### 2.C.3.

The Board of Trustees, administrators, faculty and staff at the College recognize a shared responsibility to protect the integrity of the institution and to conduct business according to the highest legal and ethical standards. In accordance, Barton has a [Conflict of Interest](#) policy and an annual requirement for officers of Barton Community College, its Board of Trustees, all employees coordinator level and above, and all employees with the responsibility of maintaining financial records, to submit a completed [Annual Conflict of Interest Disclosure Form](#).

### 2.C.4.

The Board of Trustees of Barton Community College adopted the Carver Policy Governance® model on November 21, 1996 which serves as the foundation for all Board practices/policies. The Board of Trustees operates under Barton Governance directed policies and as such sets the policy and ENDS for the college. Barton Governance emphasizes values, vision, empowerment of both board and staff, and the strategic ability to lead leaders. Specifically, the General Executive Constraint of the [Board Governance Manual](#) sets out the Board's expectation that the President will act in a manner consistent with Board policies and consistent with those practices, activities, decisions and organizational circumstances which are legal, prudent and ethical.

Barton's [Learning, Instruction and Curriculum Committee \(LICC\)](#) exists as a faculty-driven committee to oversee the college curriculum. LICC membership consists of a minimum of ten faculty members, chosen from both the Great Bend and Fort Riley campuses, to represent a broad spectrum of both the academic and vocational curricula. LICC is responsible for:

- Reviewing and approving all curriculum matters and changes (credit hour change, title change, new classes, programs, etc.).
- Functioning as a vehicle to encourage a focus toward student and institutional learning.
- Functioning as a vehicle to ensure a quality and comprehensive curriculum.
- Functioning as a vehicle to support faculty professional development.
- Being mindful of the "total" college curriculum in its decisions so that the college's interests are inclusive of all locations, all delivery methods, and all types of course.

## Sources

---

- 01 2.C PRES\_Board\_of\_Trustees
- 02 2C PRES\_ENDs
- 03 2.C PRES\_Board\_Monitoring\_Reports
- 04 2.C PRES\_Strategic\_Planning
- 05 2.C.2 PRES\_BOT\_Monthly\_Meetings
- 06 2.C.2 PRES\_BOT\_Minutes
- 07 2.C.2 PRES\_Economic\_Impact\_Study
- 08 2.C.2 PRES\_Accountability\_and\_Transparency
- 09 2.C.2 PRES\_BOT\_Complaint\_Process
- 10 2.C.3 VPA\_2165\_Conflict\_of\_Interest
- 11 2.C.3 VPA\_2165\_Conflict\_of\_Interest\_Form



- 12 2.C.4 PRES\_Board\_Governance\_Manual
- 13 2.C.4 VPI\_Learning\_Instruction\_and\_Curriculum\_Committee

## 2.D - Core Component 2.D

---

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

### Argument

---

Academic freedom is a respected and protected value of the institution. Barton's policy on and commitment to [academic freedom](#) is located within the college [Instruction](#) policies on the Barton website. While instructors are free from institutional censorship or discipline, the college policy cautions instructors to be accurate, exercise appropriate restraint, respect of the opinions of others, and to make every effort to indicate they are not speaking for the institution. In addition, Barton's Library upholds the principles of the American Library Association's "[Library Bill of Rights](#)", supplying access to this sources within their published [policies](#).

### Sources

---

- 01 2.D.1 VPI\_2520\_Academic\_Freedom
- 02 2.D.1 VPI\_Instructional\_Policies
- 03 2.D.1 American\_Library\_Association
- 04 2.D.1 VPI\_Library\_Policies

## 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

---

#### 2.E.1.

Barton is a teaching rather than research institution. However, the college does provide learning support for employees and students through a variety of mechanisms. [Coursework grants](#) as well as [tuition scholarships](#) are available to assist with the cost of courses for the professional growth of college employees and to promote a better-educated Barton workforce. The Library provides many books and other references at the physical location in the center of Barton's Great Bend campus as well as providing [online resources](#) on the college website.

#### 2.E.2.

As referenced above in 2.A, the college has [academic integrity policies](#) which are published on the college website and available in the college catalog and the student handbook. The Library also offers guidance on the ethical use of information resources in the published [library policies](#) which specifically provide basics on [copyrighted information](#).

#### 2.E.3.

As stated previously, the college has [academic integrity policies](#) which are published on the college website and available in the college catalog and the student handbook. Within the policy, procedures for addressing academic misconduct include:

- Verbal warnings;
- Zero grades on assignments or quizzes;
- Assignment of an "XF" grade which is a permanent record on the student's transcript; or,
- Administrative academic sanctions.

This policy is reinforced in online classes through BartOnline with an academic integrity quiz required at the start of every course.

### Sources

---

- 01 2.E.1 VPA\_Coursework\_Grants
- 02 2.E.1 VPSS-2115\_Tuition\_Scholarships
- 03 2.E.1 VPI\_Online\_Library\_Resources

- 04 2.E.2 VPI\_2502\_Academic\_Integrity
- 05 2.E.2 VPI\_Library\_Policies
- 06 2.E.2 VPI\_Library\_Copyright\_Webpage
- 07 2.E.3 VPI\_2502\_Academic\_Integrity

## **2.S - Criterion 2 - Summary**

---

The institution acts with integrity; its conduct is ethical and responsible.

### **Summary**

---

Many policies, procedures, and practices at Barton ensure the college acts in an ethical and responsible manner. To every extent possible, the College is transparent with its financial and budgeting process as well as expectations for the conduct of all representatives. Regular, established communication channels throughout the institutional layers and with external stakeholders act as a reminder of these as well as scheduled, periodic monitoring and other safeguards which are in place to address any institutional or academic integrity issues.

### **Sources**

---

*There are no sources.*