



## *HLC Accreditation Evidence*

- Team Charter Example

URL:

<https://docs.bartonccc.edu/institutionalteams/teams/Academic%20Integrity%20Council%20Charter.pdf>

Office of Origin:

- Office of Institutional Effectiveness

Contact(s):

- Director of Institutional Effectiveness

## **Barton Community College Academic Integrity Council Team Charter**

### **Context:**

Barton Community College has a responsibility to establish a culture of integrity identified by accepted and practiced values. This culture applies to the institution's students, employees, partners and constituencies. Integrity standards are expected to align with the College's mission and demonstrate compassion and concern for students and their learning experience. Cultivating and promoting an environment of integrity is a proactive and positive activity that establishes a foundation for student's responsible conduct beyond college and throughout their personal and professional lives.

### **Purpose:**

The purpose of the Academic Integrity Council is to identify and recommend clear and fair integrity policies and procedures that are consistently applied across the institution. Council members recommend strategies for promoting the positive elements of integrity, methods for educating students on expectations, processes for adjudicating integrity violations in an equitable manner and providing professional development.

### **Duration and Time Commitment:**

The council is a permanent institutional team. The Council meets every four-six weeks unless an increase in frequency is warranted. Members are expected to communicate with the council facilitator if they are unable to attend council meetings. Members with approval of the council facilitator may assign a designee to attend on their behalf when attendance is not possible. Sub-committees may be assigned to address projects and tasks. Membership will review its effectiveness as a group at least once each year; discussions will include achieved outcomes, shortcomings and goal setting.

### **Boundaries & Limitations:**

The council operates within the requirements established by Barton Community College Policy and Procedures, Kansas Board of Regents rules and requirements, Kansas Statutes, Higher Learning Commission Principles and Federal Regulations.

Council members serve to recommend strategies, practices, policies and procedures as they apply to integrity. Dependent on the situation, the committee facilitator and/or committee members will consult with other areas of the College to gain additional information and strengthen communications.

Council communications (via meetings and email messaging) may be shared as appropriate and applicable to colleagues and other work groups. If agenda items and/or council discussion is earmarked as confidential, members should maintain confidentiality with the information.

### **Membership:**

The committee is facilitated by the Vice-President of Instruction; minutes are taken by a representative of the Vice-President's Administrative Assistant team.

Membership spans the institution and includes administration, faculty and staff. Members are accepted on a voluntary basis as applicable to the context and purpose of the committee. The committee facilitator reserves the option to appoint and/or request members as needed to ensure appropriate representation.

Membership is reviewed on an annual basis. Members are welcome to remain on the committee with continued interest and positive contributions.

**Members:**

- Elaine Simmons (Facilitator) – Vice-President of Instruction
- Amanda Alliband – Full-Time Faculty Member/Faculty Council Chairperson (Great Bend)
- Paulia Bailey – Full-time Faculty Member (Great Bend)
- Janet Balk – Director of Fort Riley Academic Programs
- Angela Campbell – Adjunct Faculty Member (Fort Riley)
- Matt Connell – Director of Instructional Excellence
- Nolan Esfeld – Director of Student Academic Development
- Deanna Heier – Full-Time Faculty Member (Great Bend)
- Darren Ivey – Director of Library & College Archives
- Erika Jenkins-Moss – Director of Fort Leavenworth Learning Services
- Stephanie Joiner – Executive Director of Foundational Education
- Samuel Kline-Martin – Math & Science Specialist
- Dr. Kathy Kottas – Dean of Workforce Training & Community Education Division
- Karly Little – Coordinator of Community Education
- Angie Maddy – Vice President of Student Services
- Claudia Mather – Associate Dean of Instruction
- Lee Miller – Director of Innovation & Compliance
- Sarah Riegel – Administrative Assistant
- Megan Schiffelbein – Instructional Designer
- Andrea Thompson – Full-Time Faculty Member (Great Bend)

**2022-2023 Council Goals**

**Goals**

- Promote an institutional culture of respect, responsible conduct and integrity
- Support and sustain the institution's positive integrity reputation
- Familiarize students with the College's integrity values and academic expectations
- Sponsor professional development activities across the institution to include faculty, staff and students
- Identify course design, teaching practices, and assessment systems to deter cheating
- Utilize collaborative strategies to create awareness, exchange information and identify best practices across the instructional system
- Address policy/procedures considerations and develop and/or modify as applicable

10/9/18 E.S.; Updated 11/19/18 E.S.; Updated 9/20/21 E.S.; Updated 8/16/2022 E.S.