

A. Compliance Report - Academics

Concern	Solution/Policy	Date Completed	Frequency	On-going	Notes and Comments
<p>1. Syllabi and course materials will be reviewed for rigor, reading, writing, learning assignments, attendance requirements, and grading procedures. Learning objectives will be reviewed for appropriateness and rigor and exams will be reviewed and contrasted with the course's objectives.</p>	<ul style="list-style-type: none"> ○ The program review process has been revised by LICC. ○ Program review has been completed by all departments. ○ All new syllabi are reviewed by LICC. ○ HPER Coordinator hired to review HPER curriculum. 	<p>5/05</p> <p>5/06 Monthly</p> <p>AY 05-06 Ongoing process 3/11/08</p>	<p>Departments will report to LICC on a five year cycle.</p>	<p>Review of existing syllabi is completed by departments as part of the Course Assessment process.</p> <p>These duties are now being performed by the Dean of Academics on the Barton County Campus.</p>	
<p>2. Activity-based courses may not be completed from a distance without prior curriculum review and approval by a representative faculty body as identified by the Vice President of Instruction and Student Services and the student receiving written permission from the College's Vice President of Instruction and Student Services.</p>	<p>Integrity Quality and Rigor (IQR) Policy addresses this. Alternative Delivery Methods</p>	<p>10/29/04</p>	<p>No requests for permission have been received to date 3/11/08</p>		
<p>3. When a course is available in a traditionally delivered format student athletes are to take those courses as opposed to online or correspondence courses, unless approved through a process as authorized by the Vice President of Instruction and Student Services.</p>	<p>IQR policy. Alternative Delivery Methods</p>	<p>10/29/04</p>	<p>Report produced prior to start of each online session. Instruction keeps record of permissions given and cross checks</p>	<p>All student athletes enrolled in online courses in Fall 06 – Spring 07 received prior permission – or the class is not offered face-to-face. Fall 07 also fully in compliance 3/11/08</p>	
<p>4. Students desiring to complete campus-based course work from a distance must receive written authorization of the Vice President of Instruction and Student Services.</p>	<p>IQR policy. Alternative Delivery Methods</p>	<p>10/29/04</p>	<p>No such requests have been received to date. 3/11/08</p>		

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5. All ARRANGED courses will be formally presented, justified, and reviewed by the Vice President of Instruction and Student Services (and instructional staff) prior to their being scheduled. Lecture courses will be conducted as lecture courses meeting in class the specified number of hours and on/during the appropriate and scheduled dates and times	IQR policy. Directed Independent Study	10/29/04	Number of students with incomplete or missing time logs.		Office of Instruction and Student Services follows up with students and instructors when the time logs are not complete. 3/11/08
6. No grades for ARRANGED courses will be posted without and until complete and accurate time logs are submitted, the logs will be monitored and stored by Instructional administration. Logs are to include a statement of verification from the student and instructor that the times and dates reflected therein are true and accurate.	IQR policy. Directed Independent Study	10/29/04	Number of arranged classes.	Time logs are no longer required for classes where time-on-task is not a significant measure of progress. Faculty will submit detailed grade reports demonstrating equivalent learning to face-to-face classes. Classes that are arranged and then meet at a regular time will be changed to scheduled classes.	This action has solved most of the previous problems. 3/11/08
7. Courses and faculty will routinely be monitored by instructional administration representatives, including unannounced visits to ensure the course is being taught, is in compliance with the syllabi, the appropriate number of meetings are being held for the appropriate length of time, student attendance is monitored, and approved standards are maintained, etc.	Faculty Evaluation Process	Every Semester	Reports by Dean to VP-ISS of classroom visits.		Faculty evaluation is an ongoing semester by semester process. 3/11/08
8. Individual faculty and staff members are expressly forbidden to act as proctors for correspondence and/or on-line courses for other institutions. All tests for students	IQR policy. Alternative Delivery Methods Exam Proctoring Policy &	10/29/04 8/21/06	All proctored tests are completed in the assessment center or the tutoring center at		In compliance 3/11/08

enrolled in these courses (Barton's or those of another institution) that require a proctored test must be arranged through and proctored by the College's assessment office personnel.	Procedure		FR.		
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9. Courses delivered from a distance by Barton and taught by its faculty that require a student exam to be proctored by someone other than the instructing faculty member must arrange for the proctoring through authorized personnel of another accredited institution, reputable agency.	Exam Proctoring Policy and Procedure	8/21/06			Both EduKan and BartONline have policies in place. 3/11/08
10. A process for completing proctored tests for enrolled students taking on-line courses will be established through Learning and Instruction.	Exam Proctoring Policy and Procedure	8/21/06	All EduKan courses within the 2 years will have at least 1 proctored test per semester.	All EduKan courses have a proctored final 3/11/08	
11. A statement of academic integrity will be placed on the websites for BartONline and EduKan students to execute prior to their course participation. Additionally, the academic integrity policy and related information will be embedded in each BartONline course.	Completed rolls from semester to semester. Integrity Quiz	Fall 04	All courses on BOL have an embedded academic integrity quiz.	This rolls into the course automatically when they are re created. 3/11/08	
12. Exam Guard will be investigated for implementation (for BartOnline and EduKan) to permit faculty and administrative tracking of on-line students and their courses.	Both systems use Exam guard	Fall 05 EduKan Spring 06 BOL	Part of the contract with eCollege	Examguard is available for all instructors 3/11/08	
13. A grade confirmation process that requires the faculty to double check and validate the grades submitted for each course will be developed and implemented.	Grade and Attendance Reporting Grade Reporting Procedure.	10/21/04 7/21/05	Deans and their staff monitor this process. Inaccurate grades are changed immediately.		In fall 08 all FT faculty grades will be archived electronically 3/11/08
14. To ensure additional security and tracking faculty course grade entry will only occur through the BANNER web (www_user).	Grade and Attendance Reporting Grade Reporting Procedure.	10/21/04 7/21/05	Not all BFR faculty use the web to enter grades - grades are entered by staff into BANNER	New process at B-FR. Faculty now enter their own grades. 3/11/08	

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15. The Vice President of Instruction and Student Services will establish a policy and procedure to collect, retain, and secure copies of final grades and records used to develop final grades (attendance, test scores, etc.) as well as grade books for all Barton courses. The policy and practice is to include retiring full-time faculty, terminating faculty, part-time associate faculty regardless of the course's delivery mechanism or location	Grade and Attendance Reporting Procedure Grades for online courses are captured within the course shell- hybrid and eCompanion courses can also be stored electronically	7/21/05	Associate Deans and Director of Instructional services collect reports at the end of every semester or cycle.	Reports are kept in the office complexes by division or department. Online grades are kept within the course shells and stored on the eCollege servers.	
16. Taking into account the unique scheduling of options the College provides a review of the number of credit hours that can be earned in a single summer will be completed by Instruction to make certain that the number of hours that can be obtained is appropriate. Further, a review of the number of residency hours required for graduation will occur so that a student may not just attend Barton during a single summer and graduate.	New Statement: To be eligible for graduation, the student must have completed at least fifteen (15) credit hours taken in more than one semester from Barton County Community College		This statement has been adopted.		It appears on the web page and in the student handbook 3/11/08
17. Learning and Instruction will review the policy regarding the number of hours a student may take in a given fall and/or spring semester and recommend an appropriate policy and procedure for implementation.	Data showed that very few students enroll in more than 21 hours. The students who do are generally successful.	3/04	No action was taken		3/11/08 Advisors monitor the number of hours that a student takes in any semester.
18. Learning and Instruction administration in conjunction with the Learning, Instruction and Curriculum Committee will review the College's AGS degree requirements to determine the number of credits to be permitted from any single curricular area.	The requirements were reviewed by LICC team. It was decided that the requirements were rigorous enough. Advisors need to be sure that they are meeting the requirements	3/29/04	No action was taken		In Spring 2008 a recommendation for revision of AA and AS degrees came to LICC. It is in process. 3/11/08

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19. Learning and Instruction administration in conjunction with Learning, Instruction and Curriculum Committee will research and proposed a degree revocation policy inclusive of student due process provisions.	Degree and Grade Revocation Policies are in place and have been used. Revise Grade revocation policy to state that revoked grade will be replaced with an XF.	2/25/04	○ As needed.	3 students have had grades revoked (XF grades) and have degrees pending revocation if they do not transfer back credits to make up for the credits lost. 3/11/08	2 students have had degrees revoked. 1 student has completed the grade revocation process (Faculty recommended no action) 3/11/08
20. The Vice President of Instruction and Student Services will work with faculty to review, strengthen (as needed), and affirm attendance policies and record keeping required of faculty	Grade and Attendance Reporting	7/21/05	See items 13& 14 above.	Grades are reported and stored at the completion of every semester or cycle. 3/11/08	
21. The due process elements of the academic integrity policy will be reviewed. Similarly, the option of incorporating a hearing committee (which allows the CAO to be the appeal authority) will be researched and recommended. The policy should also incorporate language that allows the XF to be awarded retroactively (once a course is completed).	Grade appeal process can be used for this purpose	Revised Spring 05	Student handbook 3/11/08		
22. The College will examine the extent to which integrity is present in other areas of the college (i.e., mission statement, marketing materials, admissions application, college website) and, in cooperation with the constituencies of the college, a college-wide “honor code” will be researched for development and implementation.	There is an Honor Code in the Academic Integrity Policy	3/26/02	This Honor Code is in the student handbook.	Discussions during faculty in-services, EduKan (8/05)	On going discussion with faculty 3/11/08

Concern	Solution/Policy	Date Completed	Frequency	On-going	Notes and Comments
23. The institution will establish after appropriate campus dialog a required semester grade average to indicate appropriate academic progress for students desiring to participate in extra-curricular activities.	It was determined that the NJCAA requirements are sufficient.	3/04	No action was taken. 3/11/08		
24. The hiring process for all coaches (head and assistant) will be modified to involve Learning and Instruction in the selection process and an emphasis on the coach's teaching responsibilities during the interview and selection process will be enhanced. The job descriptions will prominently feature their instructional responsibilities and teaching assignments.	Completed.	3/04	L& I was included in 2005. This summer HPER coordinator was included in the process.	Dean of academics on Barton County Campus has assumed this responsibility. 3/11/08	
25. Professional contracts will be reviewed and as necessary strengthened so as to clarify institutional expectations regarding employee responsibility toward integrity and ethical behavior and outline institutional authority to enforce individual integrity and ethical behavior.	By signing their contract all faculty agree to abide by all college policies, rules and regulations. Online students sign an agreement that states that all the work done completed online is their own.	Signed annually			Language is sufficient. 3/11/08
26. Learning and Instruction will determine and deliver training for on-line faculty that is supportive of helping faculty ensure the integrity of the courses and exams – topics might include the use of test banks, time limits, pass words, student logs, versions of exams, etc	Ongoing training and discussion through professional development opportunities	8/05 5/06		EduKan in-service and Summer Tech Camp, faculty meetings at BFR.	Ongoing discussions and in services and training 3/11/08

B. Compliance Report – Rules Education

Concern	Solution/Policy	Date Completed	Frequency	On-Going	Notes and Comments
27. Delegate the responsibility to the Director of Athletics to talk to the student-athletes about the importance of the work study program and eligibility rules.	Athletic Director met with student-athletes about student employment program and to discuss eligibility rules pertaining to student employment.	9/15/06 9/10/07	Biannual	X	Topic is discussed at all team meetings. Last reviewed 01/08
28. Ensure that the athletics department's non-coaching staff members receive ongoing continuing education programs.	Brochure stating KJCCC and NJCAA legislation distributed to coaches and Athletic Staff	8/8/06 8/7/07	Annual	X	Last reviewed 08/07
29. Develop a means for student-athletes who enroll at the start of the second semester to receive some orientation on NJCAA and KJCCC legislation.	Document of basic eligibility rules distributed to student-athletes at a new student orientation.	8/06 1/23/08	Biannual	X	Last reviewed 01/08
30. Place in writing interpretations received from the NJCAA and KJCCC Legislation, as well as institutional procedures regarding potential student-athlete issues (such as work study), is thoroughly address.	Athletic Director forwards all rules interpretations from KJCCC and NJCAA to Athletic Staff.		As Needed	X	Last reviewed 03/08
31. Formalize orientation training for new coaching staff members to ensure that information on NJCAA and KJCCC legislation, as well as institutional procedures regarding potential student-athlete issues (such as work study), is thoroughly addressed.	File of information is distributed to each coach regarding procedures and legislation relative to athletics at Barton.	8/8/06 8/7/07	As Needed	X	Last reviewed 08/07
32. Conduct a short (approximate 30-minute) annual educational session on NJCAA and KJCCC legislation for members of the admissions and marketing staff who visit high schools.	PowerPoint presentation was developed for use as an educational tool for campus employees regarding KJCCC and NJCAA legislation.	10-18-06	As Needed	X	Last reviewed 06/07

Concern	Solution/Policy	Date Completed	Frequency	On-Going	Notes and Comments
33. Require that compliance be an agenda item at all monthly coaches meetings.	Compliance topic discussed at each month athletic staff meeting.		Monthly	X	Last reviewed 02/08
34. Develop a one-page handout of NJCAA and KJCCC rules for boosters.	Upon completion of the membership drive, brochures were distributed to all members.	9/20/07 10/23/07	As Needed	X	In addition, brochure is sent to all new members and posted on the website. Last reviewed 01/08.
35. Require that the Director of Athletics or administrative assistant for the athletics department address a certain NJCAA or KJCCC rule at all general meetings of the Cougar Booster Club.	Athletic Director discussed compliance issue at each Booster Club general meeting.		Quarterly	X	Last reviewed 10/07
36. Ensure that Cougar Club members understand that they are boosters of the institution and that any improper action by them could affect the school's NJCAA/KJCCC compliance.	Each member receives a compliance brochure. Compliance topics are included in Booster Club Newsletters.	9/20/07 10/23/07	As Needed	X	Brochures sent to members in the newsletter and distributed at general membership meeting. Last reviewed 10/07.
37. Include in any newsletter distributed to booster club members "helpful hints" or other information concerning NJCAA compliance.	Included in Booster Club Newsletters.	10/23/07 1/18/08	As needed	X	Last reviewed 01/08
38. Insert into the annual mailing of basketball season ticket applications information on NJCAA compliance.	N/A	N/A	N/A	N/A	Ticket holders are no longer automatic members of the Booster Club.
39. Include in the orientation session for student-athletes NJCAA/KJCCC legislation on boosters.	Athletic Director met with student-athletes about Booster interaction and to discuss eligibility rules pertaining to the Booster Club.	09-15-06 9/10/07	Biannual	X	Last reviewed 01/08

Concern	Solution/Policy	Date Completed	Frequency	On-Going	Notes and Comments
40. Develop a short (30- to 45-minute) presentation to present to all second-year student-athletes on NCAA legislation.	NCAA legislation PowerPoint is available for second year student-athletes to view to prepare for transfer.	In Progress	As Needed	X	Last reviewed 08/07
41. Develop a one-page handout on basic NJCAA and KJCCC legislation.	Brochure stating KJCCC and NJCAA legislation distributed to coaches and Athletic Staff	8/8/06 8/7/07	Annual	X	Last reviewed 08/07
42. Review job descriptions of all employees within or outside of the athletics department that have any responsibility with NJCAA/KJCCC compliance to ensure that some mention is made of their responsibilities in the compliance area.	The job descriptions of employees directly responsible for NJCAA or KJCCC compliance reflect expectations to maintain compliance.	08/06	As Needed	X	Last reviewed 01/08
43. Develop a one-page “who has what responsibility” reference sheet concerning athletics department responsibilities.	Organizational Chart reflects this information.	On-going	Updated as Needed	X	Last reviewed 10/07
44. Student Athlete Eligibility	NJCAA Online Eligibility submitted prior to the first competition date of each season.	10/30/06	As Necessary	X	Last reviewed 03/08

C. Compliance Report – Employment/Financial Aid

Concern	Solution/Policy	Date Completed	Frequency	On-Going	Notes and Comments
45. Reinforce that the person supervising the student-athletes should be the personal signing the time sheet.	No coaches supervise student-athletes in student employment jobs unless approved by the College president			X	No hired coaches are supervisors of any student employees. Last reviewed 09/07
46. Create a position within the athletics department and assign advising and work study responsibilities to this individual for all student-athletes.	Student Athlete Academic Advisor hired for academic advising. Four non-coaching personnel have been assigned student employment responsibilities.	12/11/06		X	The solution did not strictly follow the recommended stated concern. Last reviewed 08/07
47. Require the “Board Group” to meet quarterly.	President’s Staff reviews updated Compliance Reports on a monthly basis.		Monthly	X	Last reviewed 02/08

D. Compliance Report – Eligibility

Concern	Solution/Policy	Date Completed	Frequency	On-Going	Notes and Comments
48. Eliminate all advising of student-athletes by coaching staff members.	All coaches were removed from advising positions.	07/06			Last reviewed 09/07
49. Reinforce the newly adopted policy that no coaching staff member can proctor exams for student-athletes.	Athletic staff does not proctor exams for students.	08/06			Last reviewed 01/08
50. Develop a check within the process that alerts the financial aid, human resources, and athletics departments that conflicting information exists in the Banner System on whether a student-athlete has a GED or high school diploma.	A report will be issued from Enrollment Services Office to notify the Athletic Department each semester about GED/High School Diplomas status of all student-athletes. Athletic Department in turn notifies Enrollment Services if knowledge is obtained of an athlete without GED/High School Diploma.	08/06 8/07	Prior to online eligibility submission.	X	Director of Enrollment Services was notified on 8/23/07 of known GED/HS diploma status of student athletes from athletic department. Last reviewed 02/08.
51. Require the Director of Enrollment Services to review the eligibility status of approximately 10 percent of all student-athletes' names on the NJCAA eligibility list.	Review occurs through comparison of information on eligibility list to that information on Banner.	08/06	Beginning of each semester. Ongoing - at time of online eligibility submission.	X	Currently, all names on eligibility list are reviewed for eligibility status. Last reviewed 03/08
52. Student Athlete Eligibility	NJCAA Online Eligibility submitted prior to the first competition date of each season.	10/30/06	As Necessary	X	Last reviewed 03/08

E. Compliance Report – Booster/Booster Club/Camps

Concern	Solution/Policy	Date Completed	Frequency	On-Going	Notes and Comments
53. Require all fiscal or other revenue-generating activities of coaches' camps or leagues.	Coaches submit camps and summer league fees to Business Office for processing.	06/06 07/07	End of camps and leagues	X	Standard business procedures are followed to pay employees. Last reviewed 10/07
54. Require that coaches develop a balance sheet/reconciliation sheet for all camps or leagues.	Reconciliation sheet will be completed for all camps and summer leagues conducted at Barton County Community College.	08/06 08/07	End of camps and leagues	X	Last reviewed 08/07
55. Eliminate the provision that a member of the Cougar Club must be one of two signatories on all checks written on the Cougar Club account.	Booster Club expenditures payments are issued through Business Office with only comptroller's signature on check.	08/01/06	Ongoing	X	College took control of checking account for Booster Club. All checks are now issued through normal College business process. Last reviewed 03/08
56. Require a "simple" reconciliation form to be completed for all events that is used as income to the Cougar Club resulting in net income of over \$1,000.	A reconciliation sheets will be completed for all Booster Club events generating income of over \$1000.	08/06	Following fundraising event	Ongoing Review	Last reviewed 08/07
57. Require the college auditor to develop a separate reporting of the results of the audit of the Cougar Club checking account.	The College auditor will prepare reports of the Cougar Club checking account separately from all other accounts.			Ongoing Review	