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| AGENDA/MINUTES | |
| Team Name | Academic Integrity Council |
| Date | 6/17/2019 |
| Time | 10:30 – 11:30 am |
| Location | S137/Zoom |

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| Facilitator | | Elaine Simmons | | | | | Recorder | Sarah Riegel | | | |
| Team members | | | | | | | | | | Present X  Absent O | |
| x | Ashley Anderson | | o | Dr. Letitia Bergantz | x | Kathy Boeger | | | x | | Kim Bradney |
| o | Angela Campbell | | x | Coleen Cape | o | Kristin Hathcock | | | x | | Deanna Heier |
| x | Jane Howard | | x | Stephanie Joiner | o | Dr. Andrea Jones | | | x | | Dr. Kathy Kottas |
| o | Karly Little | | x | Angie Maddy | x | Claudia Mather | | | x | | Terri Mebane |
| x | Lee Miller | | x | Peter Solie | x | Kurt Teal | | |  | |  |
| Guests | | | | | | | | | | | |
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| Topics/Notes | | | | | | | | | | | Reporter |
| Academic Integrity Procedure Update – Review documents Stephanie sent out    Chart on pg. 1   * Lee – The layout seems to indicate it’s us vs. them (college vs. students). * Stephanie – That’s not the intent of the chart. We want to show that the college has responsibility too. * Deanna – Possibly organize the information from the chart into a pie chart. * The pie chart or any chart may not be an option. We need to keep everything ADA compliant. Claudia will check with Rita, Penny and Samantha on our ADA compliant options.   Definition of Trust on pg. 1   * Lee – Reword the definition of Trust for students to align with the institutions definition.   Self-Plagiarism on pg. 2   * Lee – Do we want to accept a student’s previous work? * Group – Yes, we went to keep this vague on the procedure to account for all the different scenarios. * Elaine – We need training for faculty and students.   Use of Hidden Note Sheets on pg. 2   * Update the wording to include “or other resources”.   Use of Tutoring Services not endorsed by the College on pg. 2   * Insert a link to our tutoring web page in this bullet.   Remediation on pg. 2 (assignment of educational activity or programming)   * Add this to the Capital Violations Sanctions on pg. 3.   Sanctions on pgs. 2 & 3   * Reword the introduction paragraph so students don’t think the sanctions occur in a specific order.   Faculty Rights and Responsibilities on pg. 4   * A confidentiality statement needs added.   Student Rights on pg. 4   * Change the header to Student Rights and Responsibilities. * Add a FERPA statement to this section.   Non-Toleration Clause   * This refers to not only the students own integrity, but also students reporting others cheating. * Add a sentence expanding on the Honor Code to include a non-tolerance clause.   Timeline for Resolution Process   * Need to create a clearer timeline for resolutions. * There is a flow chart within the current procedure to expand upon.   The sub-group will work on the edits and bring the draft to the next meeting. | | | | | | | | | | | Karly, Claudia, Andrea, Angela & Stephanie |
| Academic Integrity Student Seminar Proposal (Abel)    This seminar could be used for the following:   * TRIO workshops – this is currently for the GB campus but the workshops could be recorded for other locations * Professional development * Student Services orientation in the fall   Discussion items:   * Consider the length of the seminar – 30-45 minutes may be a better option. * The seminar should address the positives along with the negatives of academic integrity. * Elaine will reach out to Jaime Abel to see if she wants to join this committee. | | | | | | | | | | | All |
| Center for Academic Innovation & Excellence   * Academic Integrity Role * Faculty Development * Faculty Support on Course Design and Assessment | | | | | | | | | | | Claudia, Lee & Elaine |
| Professional Development | | | | | | | | | | | All |
| Update on Integrity Tools | | | | | | | | | | |  |
| Brainstorm Ways to Enhance Student’s Awareness of “What is Cheating” | | | | | | | | | | | All |
| Council Goals   * + Identify ways to educate students (early) on integrity expectations   + Provide professional development across the institution including faculty, staff and students   + Deliver coursework in a manner that deters cheating   + Promote a climate of academic respect and responsible conduct; culture of integrity   + Utilize collaborative strategies to exchange information, best practices, etc. across the instructional system   + Ensure the institution’s positive reputation – #1 goal   + Develop an academic integrity module for students   + Update integrity procedure to appropriately manage integrity violations   + Inventory – what is happening with Academic Integrity; Metrics for Measurement | | | | | | | | | | | Elaine/Team |
| Next Meeting: July 24, 2019 | | | | | | | | | | |  |