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| AGENDA/MINUTES | |
| Team Name | Academic Integrity Council Minutes |
| Date | October 8, 2020 |
| Time | 3:45-4:30p.m. |
| Location | Zoom |

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| Facilitator | | Lee Miller | | | | | Recorder | Sarah Riegel | | | |
| Team members | | | | | | | | | | Present X  Absent O | |
| o | Dr. Letitia Bergantz | | x | Kathy Boeger | o | Angela Campbell | | | x | | Janet Balk |
| x | Kristin Hathcock | | x | Deanna Heier | x | Dr. Kathy Kottas | | | x | | Karly Little |
| x | Stephanie Joiner | | o | Dr. Andrea Jones | x | Terri Mebane | | | o | | Elaine Simmons |
| o | Angie Maddy | | x | Claudia Mather | x | Brian Howe | | | x | | Peter Solie |
| x | Kurt Teal | |  |  |  |  | | |  | |  |
| Guests | | | | | | | | | | | |
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| Topics/Notes | | | | | | | | | | | Reporter |
| Council Charter   * Council name will remain the same * Membership reach outs – decision to remain (or not) with the council * Continued work on updating the charter with language about membership and the option to discontinue service. | | | | | | | | | | | Elaine |
| Academic Integrity Procedure  <https://docs.bartonccc.edu/procedures/2502-academicintegrity.pdf>   * Procedure & Flowchart Revisions Sent to HR – Elaine * Student Code of Conduct Modification (Designee) – Angie * Maxient Implementation – Stephanie/Sarah/Lee   + Need faculty communication/training on the new form (some of the language used is different)     - Plan to do during AI week     - Form is ready to use once faculty training is complete, then it will be posted to the web (Forms Center)   + Basic Violation Notification letter     - This letter would be sent on behalf of the VP of Instruction notifying the student of a basic violation     - Team is cautious to start using this letter     - Send out too early or too late and cause an early alert or unneeded concern on the student side     - Faculty handle it themselves and move on – it is an educational opportunity for the student     - It could escalate the basic violation for students and/or cause faculty to hesitate from reporting basic violations     - Table the letter for now * AI Research & Investigation Training - Brian/Lee * Faculty Awareness/Training (Center)   + Procedure with Updates   + Updated Academic Reporting Form   + Reporting Violations   + Level of Proof   + Working with Lee   + Integrity Tools Training   + Course Design * Student Awareness   + SAD Shell – Stephanie will put information in Oct. 19   + Messaging   + Syllabus statement – possible update (LICC)     - Keep the statement brief in the syllabus     - Do not restate the policy     - Team likes the idea of including the Honor Code     - Removing mission elements – adding Integrity Values/Pillars instead     - Stephanie will make final edits to her last comments and resend to the group for further discussion if needed     - Brian is working on putting an option together for how institutional changes need/want to be presented to LICC   + Sites not acceptable to use like Course Hero   + Tutoring definition – Promote free tutoring/resources * Integrity Blog – have different topics every month | | | | | | | | | | | All |
| KBOR State Contract   * KBOR wants a single vendor/tool for online proctoring and AI for all 2 year and 4 year schools * Don’t know yet if we’ll be required to use the chosen tool * Todd Mobray is on the committee | | | | | | | | | | | Elaine |
| Academic Integrity Chart & Icon Update     * Classrooms * BOL orientation unit online * Website – Deanna is working with Samantha   + House under About Barton   + There’s already AI information under Admissions, these can be linked together   + Anything from the SAD shell can be linked   + Have the AI wheel on the web page, make interactive and auditory * Email signature lines * Course shells * Faculty & classroom use * SAD shell * Deanna is working with Todd to see if they can create an interactive option in Adobe. If it works she may use this as your Instructional Academy project. | | | | | | | | | | | Deanna |
| Integrity Campaign  International Day Against Contract Cheating  Updated presentation:     * Year-round campaign * Highlights diverse students * Yearlong campaign: I Choose | | | | | | | | | | | Karly, Lee, Angela, Janet, Letitia, Stephanie, Deanna & Angie |
| 2020-2021 Themes & Activities   * Understanding Why Students Cheat * Contract Cheating * Policy Considerations * Impacting the Culture * Faculty Professional Development | | | | | | | | | | | Council |
| Council Goals (Review)   * + 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: November 17, 2020 | | | | | | | | | | |  |