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| AGENDA/MINUTES |
| Team Name | Academic Integrity Council  |
| Date | 11/30/2021 |
| Time | 3:30 – 4:30 pm |
| Location | Zoom <https://zoom.us/my/elainesimmons>  |

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| Facilitator | Elaine Simmons | Recorder | Sarah Riegel |
| Team members | Present XAbsent O |
| x | Amanda Alliband | x | Janet Balk | o | Angela Campbell | x | Deanna Heier |
| x | Kathy Kottas | x | Karly Little | x | Stephanie Joiner | x | Terri Mebane |
| x | Angie Maddy | x | Claudia Mather | x | Lee Miller | x | Kurt Teal |
| x | Andrea Thompson |  |  |  |  |  |  |
| Guests |
|  |  |  |  |  |  |  |  |
| Topics/Notes | Reporter |
| Academic Integrity Procedure<https://docs.bartonccc.edu/procedures/2502-academicintegrity.pdf> | All |
| AI Wheel – Student Obligations * Want to pull out the college obligations so it’s only student obligations for BOL orientation
* President’s Cabinet approved the removal of “academic” from the integrity values wheel and other associated promotions.
	+ Forthcoming announcement
	+ Impact on President’s Staff Integrity Matrix
	+ Core Priority & Strategic Goal Update
		- Optimize Barton Experience
		- 4. Promote a welcoming environment that recognizes and supports student and employee engagement, integrity, inclusivity, value, and growth.
	+ Identification of other areas to change – signature block, SAD shell, Academic Development Center, program handbooks, CEP faculty shell, etc.
 | Claudia/Deanna/All |
| Continued AI Awareness/PD Activities* New Faculty Boot Camp
	+ Swag that we decide on for new faculty/adjuncts could promote academic integrity
	+ The Center is reaching out to all new faculty to talk about course design, OER, compliance and Academic Integrity procedure/process
* AI and Center Webpages – have resources available on the webpage (e.g. poster or swag requests)
* SAD Shell – open to all Barton students
* Course Binder Project – AI Overview & Resources
* Swag
	+ Include integrity related quotes from recognizable people
	+ If we produce the items internally we could personalize the items for students
	+ Possible items: lanyards, click pens with highlighter, t-shirts, water bottles, notebooks, stickers of the AI wheel, pins of the AI wheel, magnets
	+ Email sent to instruction+ 8/14/21 asking for feedback
	+ Student success packets – could we collaborate with Student Services, Academic Development Center (Stephanie)
	+ Include swag with a textbook purchase (both in-person and online)
	+ Send swag to anyone nominated for AI ambassadors
* Cougar Tales – at least once a year have an AI presentation
* Continued Integrity Campaign Plans
* Is there a nomination process for new AI ambassadors? New ambassadors will be selected every 2 years (Fall 2022)
* Orientation Day – include AI ambassadors at academic integrity presentations
 | All |
| Updated Academic Integrity Statement – Effective in Course Syllabi Spring 2022Academic Integrity is scholarship based on honesty, trust, respect, responsibility, fairness, and courage. Barton Community College pledges to uphold these core values of integrity in all aspects of teaching and learning. Students are the authors of submitted work and shall give credit to outside sources and other’s work or ideas. In all aspects undertaken by students, faculty, staff, and all other stakeholders of Barton Community College, the following pledge applies: On my honor as a Cougar, I am acting with integrity in academics. I am acting per personal and institutional values and refraining from any form of academic dishonesty, and I will not tolerate the academic dishonesty of others. Acts of academic dishonesty, intended or unintended, are subject to Procedure 2502 [Academic Integrity](https://docs.bartonccc.edu/procedures/2502-academicintegrity.pdf) and may result in the grade of XF. Barton defines an XF grade as failure as a result of a violation of Academic Integrity.* VP Email Sent June 10th
* Concourse Update – Spring 2022
* AI Council Approvals (Full Statement) – have all this done by spring 2022:
	+ Enrollment Form (Lori)
	+ Enrollment Self-Serve (Lori)
	+ Portal (Claudia/Samantha)
	+ BOL Orientation (Claudia)
	+ Student Handbook (Angie) – this is done
	+ Student Orientation (Angie)
	+ Admissions Letter (Tana)
 | All |
| Academic Integrity Chart & Icon Update * Faculty Best Practices: Academic Integrity and Communication (still a work in progress)

* Classrooms
* BOL orientation unit online
* AI 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 |
| Plagiarism Academy and Contract Cheating Academy – wait until Fall 2022* These could be an optional sanction to prevent students from violating the AI policy again
* These would be offered online to include all student groups
* Need to consider budget
* This is two separate events/sanctions
* This is not a credit course, more if the student wants to continue they need to do this
 | Lee |
| International Center for Academic Integrity National Conference 2022* March 8-10, 2022 (11:00a.m.-3:00p.m. CST)
* Virtual
 | All |
| Review Data from AI Violation Reports* Look for trends
 | Stephanie |
| 2021-2022 Council Themes & GoalsThemes* Understanding Why Students Cheat
* Contract Cheating
* Policy Considerations
* Impacting the Culture
* Professional Development

Goals* + Promote a culture of respect, responsible conduct and integrity
	+ Support the institution’s positive reputation of academic integrity
	+ Identify ways to educate students on integrity values and academic expectations
	+ Provide professional development across the institution including 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
	+ Develop an academic integrity orientation module for students (F2F and online)
 | Elaine/Team |
| Next Meeting: To Be Scheduled |  |

**ENDS:**

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| ESSENTIAL SKILLS                              | “BARTON EXPERIENCE” |
| WORK PREPAREDNESS                     | REGIONAL WORKFORCE NEEDS                        |
| ACADEMIC ADVANCEMENT              | SERVICE REGIONS |
| PERSONAL ENRICHMENT                  | STRATEGIC PLANNING |
| CONTINGENCY PLANNING |  |

***Barton Core Priorities/Strategic Plan Goals***

***Drive Student Success***

1. Advance student entry, reentry, retention and completion strategies.

2. Commit to excellence in teaching and learning.

***Cultivate Community Engagement***

3. Expand partnerships across the institution.

4. Reinforce public recognition of Barton Community College.

5. Foster a climate of inclusivity so students, employees, and communities are welcomed, supported, and valued for their contributions.

***Emphasize Institutional Effectiveness***

6. Develop, enhance, and align business processes.

7. Manifest an environment that supports the mission of the college.

***Optimize Employee Experience***

8. Promote an environment that recognizes and supports employee engagement, innovation, collaboration, and growth.

9. Develop, enhance, and align business human resource processes.