

Integrity Matrix

| Concern | Solution/ Policy/Procedure | Frequency (if applicable) | Notes |
|---------|-------------------------------|------------------------------|-------|
|---------|-------------------------------|------------------------------|-------|

| Rules Education & Enforcement | | | |
|--|--|--|--|
|--|--|--|--|

| | | | |
|--|---|--|--|
| 1. Compliance Communication with Barton Employees | KJCCC and NJCAA legislative information distributed to Athletic Coaches and Staff | Quarterly Updates | Distribution of quarterly magazine with compliance section. Target audience: Boosters, Season Tickets Holders, Coaches and Service Area USDs. Implementation: Fall '17 |
| | Head Coaches receive a copy of the NJCAA Handbook & Policies | Annually | Upon hire and updated annually |
| | Compliance on agenda for athletic staff meetings | Monthly | Minutes taken and filed in AD Office NJCAA Compliance Assessment for Athletic Staff in planning stage (17-18 implementation) |
| | Athletic Orientation used as an educational tool for campus employees regarding KJCCC and NJCAA legislation | Annually | Target audience: athletic staff and representatives from instruction, students services and business operations |
| | Job descriptions directly responsible for NJCAA or KJCCC compliance reflect expectations | Institutionalized | Filed with HR |
| | Integrity review with President's Staff | Monthly | Appears as agenda item |
| | Student employee supervisor training prior to hiring student workers | Annually | The training provides information on all aspects of supervising students including information on completing monthly timesheets; supervisors are required to confirm students worked during the clocked in hours Student employees may not work during class time |
| | Student behavior expectations | Procedure is reviewed and updated as necessary and appropriate | Procedure #2611 - Student Code of Conduct https://docs.bartonccc.edu/procedures/2611-studentcodeofconduct.pdf |

Integrity Matrix

| Concern | Solution/ Policy/Procedure | Frequency (if applicable) | Notes |
|--|---|---|---|
| 2. Compliance Communication with Student Athletes | Ensure student-athletes are informed regarding work study program, eligibility and rules | Biannually | Director of Athletics presents information on eligibility and rules. Student employee supervisor meets with student athletes who have student employee positions. |
| | Athletic mentor provides information (pamphlet) to second year athletes preparing to transfer | Annually | This project is in the planning phase |
| 3. Compliance Assurance | Eligibility status of at least 10% of all student-athletes' on the NJCAA eligibility list to be reviewed and confirmed | Beginning of each semester | The Registrar completes and reviews 100% of the eligibility list |
| | Alert financial aid and athletic departments when conflicting information exists in Banner re student-athlete GED or high school diploma confirmation | Prior to online eligibility submission | The Athletic Department provides Enrollment Services with a student eligibility list per sport. Enrollment Services confirms required documentation, requests missing paperwork and completes student record processing as documentation becomes available. Any discrepancies with high school or GED information is reported and updated as applicable to individual student records. Once all documentation is in order, online eligibility is submitted. |
| | NJCAA Online Eligibility submitted prior to the first competition date of each season | Prior to the first competition date of each season annually | Chuck Smrt, College Attorney, recommended eligibility review of 10% of student athletes by Enrollment Services – Barton reviews 100% of student athletes |
| | Creation of Student Employment Group composed of Human Resources, Career Center, Financial Aid Office, Academics and Athletics representatives | Monthly | Group serves to provide cross communication re student employment issues and spot-checking of all student work study assignments. If a student is found in violation of student employment, they are immediately terminated without the ability to be rehired in another position. An internal report which monitors student check-in for work is utilized in addition to manage student employment. Minutes are taken and submitted to the Vice-President of Student Services and posted to Institutional Team website. |

Integrity Matrix

| Concern | Solution/ Policy/Procedure | Frequency (if applicable) | Notes |
|--|---|--|---|
| Academics | | | |
| 4. Assurance of College-wide Integrity | Establishment of College-wide Honor Code | Procedures are reviewed and updated as necessary and appropriate | Procedure #2501 Academic Integrity, Quality, and Rigor http://docs.bartonccc.edu/procedures/2501-academicintegrity.pdf Procedure #2450 Employee Conduct and Discipline https://docs.bartonccc.edu/procedures/2450-employeeconduct.pdf Procedure #2451 Ethical Behavior https://docs.bartonccc.edu/procedures/2451-ethicalbehavior.pdf |
| | Coaching job descriptions | Reviewed prior to each search | Emphasis on learning & instruction roll and requirements |
| 5. Administration of Instructional Delivery | Attendance & grade reporting, cross-checking, and document handling process | Procedures are reviewed and updated as necessary and appropriate | Procedure #2511 https://docs.bartonccc.edu/procedures/2511-gradeandattendance.pdf |
| | Faculty and course evaluation | Per faculty evaluation schedule | Procedure #2480 Performance Evaluation http://docs.bartonccc.edu/procedures/2480-performanceevaluation.pdf Procedure #2481 Faculty Evaluation Process https://docs.bartonccc.edu/procedures/2481-faculty_eval_process.pdf |

Integrity Matrix

| Concern | Solution/ Policy/Procedure | Frequency (if applicable) | Notes |
|---|---|--|--|
| | Training and instruction for online faculty | Per online instructor | e-Certification process that certifies online instructors |
| 6. Assurance of Academic Program Quality | Instructional Program Reviews | Annually | All instructional areas are included in annual program reviews. |
| | Course Syllabi Development and Management | Monthly | The Learning, Instruction & Curriculum Committee (LICC) oversees syllabi creation and updates. |
| | Program Curriculum Guide Reviews | Annually – fall semester | Reviewed and updated via Program Topics & Processes Committee and Deans |
| 7. Assurance of Student Academic Integrity | Statement of Academic Integrity | Per course enrollment | BOL students must complete embedded quiz before beginning each course |
| | Student Verification Processes | Ongoing | Multi-measures are utilized to verify student authenticity and academic integrity |
| | Arranged and Late Starting Class Procedure | As necessary to meet student circumstances | Procedure #2515 https://docs.bartonccc.edu/procedures/2515-arrangedclasses.pdf |
| | Exam Proctoring Procedures | As necessary to support face-to-face and online proctored examinations | Procedure #2510 https://docs.bartonccc.edu/procedures/2510-proctoredexaminations.pdf Procedure #2516 https://docs.bartonccc.edu/procedures/2516-alternativedelivery.pdf |

Integrity Matrix

| Concern | Solution/ Policy/Procedure | Frequency (if applicable) | Notes |
|---------|--------------------------------------|--|--|
| | Grade & Degree Revocation Procedures | As necessary to support student deceit, fraud and/or misrepresentation | Procedure #2505 https://docs.bartonccc.edu/procedures/2505-graderevocation.pdf Procedure #2506 https://docs.bartonccc.edu/procedures/2506-degreerevocation.pdf |
| | Student Academic Integrity Procedure | As necessary to address academic integrity violations and required sanctions | Procedure #2502 https://docs.bartonccc.edu/procedures/2502-academicintegrity.pdf |

| Boosters /Booster Club & Camps | | | |
|--|---|--------------------------|--|
| 8. Compliance Communication | Booster Club general meetings | As needed | Compliance agenda item |
| 9. Athletic Camp & Booster Club Fiscal Tracking and Oversight | Established Procedure for conducting Athletic Camps | Reviewed as necessary | Procedure #2140 https://docs.bartonccc.edu/procedures/2140-camps.pdf |
| | Booster Club expenditures are issued through Business Office with only comptroller's signature on check | Per expenditure | This eliminates the provision that a member of the Cougar Club must be one of two signatories on all checks written on the Cougar Club account |
| | A fundraising reconciliation sheet is completed for Booster Club events | Conclusion of each event | Reconciliation occurs for income of \$1,000 |

Integrity Matrix

| Concern | Solution/ Policy/Procedure | Frequency (if applicable) | Notes |
|---------|---|------------------------------|---|
| | Business Office maintains accounting of Cougar Booster Club | Annually | Reports are prepared as part of the College's financial audit |

DRAFT