

## Integrity Matrix

Concern	Solution/ Policy/Procedure	Frequency (if applicable)	Notes
<b>Rules Education &amp; Enforcement</b>			
<b>1. Compliance Communication with Barton Employees</b>	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  <i>Notes: Implementation has shifted to Fall '18 (April 2018)</i>
	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, student 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.

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	Student behavior expectations	Procedure is reviewed and updated as necessary and appropriate	Procedure #2611 - Student Code of Conduct <a href="https://docs.bartonccc.edu/procedures/2611-studentcodeofconduct.pdf">https://docs.bartonccc.edu/procedures/2611-studentcodeofconduct.pdf</a>
<b>2. Compliance Communication with Student Athletes</b>	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	Notes: <ul style="list-style-type: none"> <li>• Pamphlet implementation planned for spring 2019 (April 2018)</li> <li>• Session on Athletic Mentor activities was offered during the spring '18 professional development series. A follow-up session was sponsored by the Vice-President's Office mid-spring. Both sessions were offered to faculty across the institution including online faculty. (April 2018)</li> </ul>
<b>3. Compliance Assurance</b>	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.

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	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	<p>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.</p> <p>Minutes are taken and submitted to the Vice-President of Student Services and posted to Institutional Team website</p>
<b>Academics</b>			
4. Assurance of College-wide Integrity	College-wide Honor Code	Procedures are reviewed and updated as necessary and appropriate	<p>Procedure #2501 Academic Integrity, Quality, and Rigor <a href="http://docs.bartonccc.edu/procedures/2501-academicintegrity.pdf">http://docs.bartonccc.edu/procedures/2501-academicintegrity.pdf</a></p> <p><u>Notes:</u></p> <ul style="list-style-type: none"> <li>• <u>Procedure #2501 was updated fall 2017. (April 2018)</u></li> </ul> <p>Procedure #2450 Employee Conduct and Discipline <a href="https://docs.bartonccc.edu/procedures/2450-employeeconduct.pdf">https://docs.bartonccc.edu/procedures/2450-employeeconduct.pdf</a></p> <p>Procedure #2451 Ethical Behavior <a href="https://docs.bartonccc.edu/procedures/2451-ethicalbehavior.pdf">https://docs.bartonccc.edu/procedures/2451-ethicalbehavior.pdf</a></p>

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	Coaching job descriptions	Reviewed prior to each search	Learning & instruction emphasis is included.
5. Administration of Instructional Delivery	Attendance & grade reporting	Procedures are reviewed and updated as necessary and appropriate	Procedure #2511 <a href="https://docs.bartonccc.edu/procedures/2511-gradeandattendance.pdf">https://docs.bartonccc.edu/procedures/2511-gradeandattendance.pdf</a>  Notes: <ul style="list-style-type: none"> <li>• <i>Procedure #2511 is currently under review for updates. (April 2018)</i></li> </ul>
	Employee performance reviews	Staff annually; faculty per schedule	Procedure #2480 Performance Evaluation <a href="http://docs.bartonccc.edu/procedures/2480-performanceevaluation.pdf">http://docs.bartonccc.edu/procedures/2480-performanceevaluation.pdf</a>  Procedure #2481 Faculty Evaluation Process <a href="https://docs.bartonccc.edu/procedures/2481-faculty_eval_process.pdf">https://docs.bartonccc.edu/procedures/2481-faculty_eval_process.pdf</a>  Notes: <ul style="list-style-type: none"> <li>• <i>Workgroup will begin summer 2018 to consider changes to faculty and staff evaluation/appraisal systems. (April 2018)</i></li> </ul>
	Training for online faculty	Per online instructor	e-Certification process  Notes: <ul style="list-style-type: none"> <li>• <i>Dean's Council is working in conjunction with Associate Dean Mather and BOL committees to identify online faculty professional development needs beyond initial e-Certification. (April 2018)</i></li> </ul>
6. Assurance of Academic Program Quality	Instructional Program Reviews	Annually	All instructional areas are included in annual program reviews.

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			Notes: <ul style="list-style-type: none"> <li>Plans for a spring debriefing of current Program Review process; working towards enhanced templates suitable for both program and location reviews. Researching rubric system. (April 2018)</li> </ul>
	Course Syllabi 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
<b>7. Assurance of Student Academic Integrity</b>	Academic Integrity	Per course enrollment	Online & Fort Riley students complete embedded quiz before beginning each course  Notes: <ul style="list-style-type: none"> <li>Dean's Council will begin discussions this summer about the development of enhanced awareness/training for all students (all delivery venues) on cheating. (April 2018)</li> </ul>
	Student Verification Processes	Ongoing	Student Authenticity Committee is evaluating multi-measures to verify student identification
	Arranged and Late Starting Class Procedure	As necessary to meet student circumstances	Procedure #2515 <a href="https://docs.bartonccc.edu/procedures/2515-arrangedclasses.pdf">https://docs.bartonccc.edu/procedures/2515-arrangedclasses.pdf</a>
	Exam Proctoring Procedures	As necessary to support face-to-face and online proctored examinations	Procedure #2510 <a href="https://docs.bartonccc.edu/procedures/2510-proctoredexaminations.pdf">https://docs.bartonccc.edu/procedures/2510-proctoredexaminations.pdf</a>  Procedure #2516 <a href="https://docs.bartonccc.edu/procedures/2516-alternativedelivery.pdf">https://docs.bartonccc.edu/procedures/2516-alternativedelivery.pdf</a>

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	Grade & Degree Revocation Procedures	As necessary to support student deceit, fraud and/or misrepresentation	Procedure #2505 <a href="https://docs.bartonccc.edu/procedures/2505-graderevocation.pdf">https://docs.bartonccc.edu/procedures/2505-graderevocation.pdf</a>  Procedure #2506 <a href="https://docs.bartonccc.edu/procedures/2506-degreerevocation.pdf">https://docs.bartonccc.edu/procedures/2506-degreerevocation.pdf</a>
	Student Academic Integrity Procedure	As necessary to address academic integrity violations and required sanctions	Procedure #2502 <a href="https://docs.bartonccc.edu/procedures/2502-academicintegrity.pdf">https://docs.bartonccc.edu/procedures/2502-academicintegrity.pdf</a>  Notes: <ul style="list-style-type: none"> <li>• <u>Procedure #2501 was updated fall 2017. (April 2018)</u></li> </ul>

<b>Boosters /Booster Club &amp; Camps</b>			
<b>8. Compliance Communication</b>	Booster Club general meetings	As needed	Compliance agenda item
<b>9. Athletic Camp &amp; Booster Club Fiscal Tracking and Oversight</b>	Established procedure for conducting Athletic Camps	Reviewed as necessary	Procedure #2140 <a href="https://docs.bartonccc.edu/procedures/2140-camps.pdf">https://docs.bartonccc.edu/procedures/2140-camps.pdf</a>
	Booster Club expenditures are issued through Business Office via a 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  Notes: <ul style="list-style-type: none"> <li>• <i>Solution/Policy/Procedure language updated (April 2018)</i></li> </ul>
	A fundraising reconciliation sheet is completed for Booster Club events	Conclusion of each event	Reconciliation occurs for income of \$1,000

### Integrity Matrix

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	Business Office maintains accounting of Cougar Booster Club	Annually	Reports are prepared as part of the College's financial audit

Updated 3/18/18