

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 <i>Note: First publication distributed September 28, 2019</i> http://bartonsports.com/information/2019-20/Fall2019Sm.pdf
	Head Coaches receive a copy of the NJCAA Handbook & Policies.	Annually	Upon hire and updated annually. <i>Notes: Handbook is only available online (August 2018)</i>
	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). <i>Notes: All Barton Athletic Staff members required to take annual NJCAA Compliance Exam (August 2018)</i>
	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 https://docs.bartonccc.edu/procedures/2611-studentcodeofconduct.pdf
	Hosting and Supporting Students in Our Communities	Distributed to community members and group providing support and posted to website as appropriate and updated as necessary.	Target audience: General public via the web and individuals or members of a booster, social, religious, or philanthropic organization. https://bartonccc.edu/getinvolved/hosting <ul style="list-style-type: none"> • <i>January 2019 - Document provided to individuals associated with three groups who provided pot luck meals to students back from semester/holiday break prior to the opening of the cafeteria.</i>
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.
	The Director of Student Academic Development will provide information (pamphlet) to second year athletes preparing to transfer.	Annually	Notes: <ul style="list-style-type: none"> • <i>Session on Athletic Mentor activities was offered during the spring '18 professional development series. A follow-up session was sponsored by the Vice-President of Instruction Office mid-spring. Both sessions were offered to faculty across the institution including online faculty. (April 2018)</i> • <i>Eligibility Transfer Guides for both NCAA & NAIA have always been used in supporting transfer decisions of student athletes. The latest guides have been reviewed and will be the foundation for a pamphlet and/or checklist document still scheduled to be developed by Spring 2019.</i> • <i>Due to the intricacies and evolving nature of transfer guidelines, it became impossible to fit all necessary information into a pamphlet format. Instead, an academic plan worksheet has been created and is</i>

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			currently used in the Barton Playbook classes. Students work through the transfer information provided by the NCAA and the NAIA to better understand their eligibility. The worksheet has been shared with advisors. The implementation of the worksheet has occurred with the 2019-2020 school year and utilized with a limited number of freshman student athletes. Expansion is planned. (November 2019)
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. Timeclock Plus has taken the place of PHP Timeclock. Timeclock Plus uses the student's Banner schedule to prevent clocking in during class time. Supervisors are to ensure that the student clocks out prior to a class starting.

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			Minutes are taken and submitted to the Vice-President of Student Services and posted to Institutional Team website
	Host & Hospitality Guidelines	Annually (Athletic Department's quarterly magazine) and as warranted based on specific events and actions such as housing/meal arrangements	https://edu/getinvolved/hosting Finished document for distribution in pre-development (July 2019)
Academics			
4. Assurance of College-wide Integrity	College-wide Honor Code	Procedures are reviewed and updated as necessary and appropriate	Policy #2501 Academic Integrity, Quality, and Rigor http://docs.bartonccc.edu/procedures/2501-academicintegrity.pdf Procedure #2502 Academic Integrity https://docs.bartonccc.edu/procedures/2502-academicintegrity.pdf Notes: <ul style="list-style-type: none"> <i>Procedure #2502 was updated fall 2017. (April 2018)</i> 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

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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 https://docs.bartonccc.edu/procedures/2511-gradeandattendance.pdf Notes: <ul style="list-style-type: none"> • <u>Procedure #2511 is currently under review for updates. (April 2018)</u> • <u>Revised procedure #2511 approved June 2018</u>
	Employee performance reviews	Staff annually; faculty per 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 Notes: <ul style="list-style-type: none"> • <u>Workgroup will begin summer 2018 to consider changes to faculty and staff evaluation/appraisal systems. (April 2018)</u> • <u>Workgroup is evaluating two software packages for consideration. (July/August 2018)</u>

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			<ul style="list-style-type: none"> • <u>Agile Software package selected and temporary staff hired to start work on the project</u> • <u>Workgroup is working towards an evaluation pilot (fall 2019) for a defined group of faculty members.</u> • <u>Faculty evaluation pilot is occurring with nine members (October-November 2019)</u> • <u>Committee to launch staff appraisals via the Agile system established and working towards spring 2020 implementation.</u>
	Faculty Professional Development	Applicable to all faculty	Notes: <ul style="list-style-type: none"> • <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> • <i>The Center for Academic Innovation & Excellence was established in 2019 for the purpose of developing and implementing professional development to support teaching and learning regardless of location and delivery method.</i> • <i>The Office of Professional Development also supports faculty development opportunities.</i>
6. Assurance of Academic Program Quality	Instructional Reviews	Annually	All instructional areas are included in annual program reviews. Notes: <ul style="list-style-type: none"> • <i>Plans for a spring debriefing of current Instructional Review process; working towards enhanced templates suitable for both program and location reviews. Researching rubric system. (April 2018)</i> • <i>Review of current Instructional Review system will be target of Instructional Council summer retreat</i> • <i>Student Services conducting Program Reviews (2019)</i>
	Course Syllabi Management	Monthly	The Learning, Instruction & Curriculum Committee (LICC) oversees syllabi creation and updates. Notes:

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			<ul style="list-style-type: none"> • <i>New software system (Concourse) approved with FY 19 strategic plan; project and timeline for implementation forthcoming</i> • <i>A planning team was identified to lead implementation of the new software (November 2018)</i>
	Program Curriculum Guide Reviews	Annually – fall semester	Reviewed and updated via Program Topics & Processes Committee and Deans Notes: <ul style="list-style-type: none"> • <i>2018-2019 Curriculum Guides will extend into 2019-2020 with new 2020-2021 guides developed to support the new general education program effective fall 2021.</i>
7. Assurance of Student Academic Integrity	Academic Integrity	Instructional System	Notes: <ul style="list-style-type: none"> • <i>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)</i> • <i>New Academic Integrity Council named (June 2018)</i> • <i>College Membership with International Center for Academic Integrity (Fall 2018)</i> • <i>A Barton delegation attended the International Conference for Academic Integrity in March 2019.</i> • <i>Barton participated in 4th Annual International Day of Action Against Contract Cheating (October 2019)</i>
	Student Verification Processes	Ongoing	Student Authenticity Committee is evaluating multi-measures to verify student identification Notes: <ul style="list-style-type: none"> • <i>Examity Proctoring System purchased; pilot implementation with BOL Session #3 & #4 (Fall 2018)</i> • <i>Pilot group debriefed experience using Examity in preparation for 2019 roll-out with all faculty (November 2018)</i> • <i>Examity continues to be utilized; however, the College has added Respondus Monitor to the integrity tools for online coursework (spring 2019)</i>

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	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 <u>Notes:</u> <ul style="list-style-type: none"> • <u>Procedure #2516 was discontinued on March 4, 2019</u>
	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 <u>Notes:</u> <ul style="list-style-type: none"> • Registrar & Instructional Council #2505 procedure review (fall 2018) • Continued discussion with Registrar and Vice-President of Student Services – working towards procedure revision.
	Student Academic Integrity Procedure	As necessary to address academic integrity violations and required sanctions	Procedure #2502 https://docs.bartonccc.edu/procedures/2502-academicintegrity.pdf <u>Notes:</u> <ul style="list-style-type: none"> • <u>Procedure #2501 was updated fall 2017. (April 2018)</u>

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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 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"> • <i>Solution/Policy/Procedure language updated (April 2018)</i>
	A fundraising reconciliation sheet is completed for Booster Club events	Conclusion of each event	Reconciliation occurs for income of \$1,000
	Business Office maintains accounting of Cougar Booster Club	Annually	Reports are prepared as part of the College's financial audit

Updated 8/20/18; 9/21/18; 11/16/18; 1/22/19; 2/28/19; 3/4/19; 5/23/19; 7/15/19; 8/22/19; 10/25/19