

Compliance Report 2012

Concern	Solution/ Policy/Procedure	Frequency (if applicable)	Notes & Comments
Rules Education & Enforcement			
1. Compliance Communication with Barton Employees	KJCCC and NJCAA legislative info distributed to coaches and Athletic Staff	Annual Changes and Monthly Updates	Distribution of monthly newsletter now includes information section re compliance
	Each Head Coach receives a copy of the NJCAA Handbook & Policies	Annually	Upon hire and updated annually
	Compliance on agenda for regular athletic staff meetings	Monthly	
	PowerPoint presentation developed for use as an educational tool for campus employees regarding KJCCC and NJCAA legislation	As appropriate	Used especially with admissions and marketing staff
	Job descriptions of employees directly responsible for NJCAA or KJCCC compliance reflect expectations	Completed	
	President's Staff reviews updated Compliance Report	Monthly	Appears as monthly agenda item to note any changes
	Training required of all student employee supervisors prior to the individual being able to hire a student worker	Annually	The training provides information on all aspects of supervising students including information on completing the monthly timesheets requiring the supervisor to attest to the fact that the student worked during the clocked in hours
	Student eligibility information is institutionalized in official college Policy & Procedure	Reviewed Annually and Updated as Necessary	Student Athlete Code of Conduct is published as part of Procedure #2610 (related to Policy #1610)

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2. Compliance Communication with Student Athletes	Ensure student-athletes are informed regarding the work study program, eligibility and rules	Biannually	Director of Athletics biannually presents such information Student Athlete Handbook include in student planner provided annually at Orientation
	Ensure student Athletes receive orientation on NJCAA and KJCCC legislation	Biannually	Director of Athletics biannually presents such information and basic eligibility rules are distributed to all student athletes during Orientation.
	NCAA legislation PowerPoint provided to second year student-athletes to prepare for transfer	As appropriate	
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	A report is issued from the Enrollment Services Office notifying the Athletic Department each semester about GED/High School Diploma status, and in turn the Athletic Department notifies Enrollment Services of same
	NJCAA Online Eligibility submitted prior to the first competition date of each season	Prior to the first competition date of each season annually	Chuck Smart recommended '05 eligibility review of 10% of student athletes by enrollment services – NOTE: 100%
	Creation of Student Employment Group composed of Human Resources, Career Center, Financial Aid Office, and Athletics representatives	Monthly	Cross communication re student employment issues and spot-checking of student-athlete work study assignments. If a student is found abusing the campus employment program, they are immediately terminated without the ability to be rehired in another position.

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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 Procedure #2450 Employee Conduct and Discipline Procedure #2451 Ethical Behavior
	Coaching job descriptions revised to emphasize Learning and Instruction role	Reviewed prior to each search	
5. Administration of Instructional Delivery	Established grade reporting, cross-checking, and document handling process	Procedures are reviewed and updated as necessary and appropriate	Procedure #2511 Final grades will be entered into Banner by the Instructor or by Enrollment Services Staff only and cross-checked within the four instructional divisions
	Faculty and Course monitoring and evaluation	Annually	Procedure #2480 Performance Evaluation Faculty are evaluated on an established schedule following the Instructional Evaluation Process Instructional Dean (or designee) visit classrooms and/or online courses unannounced
	Established faculty responsibilities regarding attendance	Procedures are reviewed and updated as necessary and appropriate	Procedure #2511 Defines expectations for maintaining accurate attendance and grade records
	Establish training and instruction for online faculty	e-Certification process occurs each semester	Title III e-certifying online instructors

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6. Assurance of Academic Program Quality	Instructional Program Review	Three Year Cycle	LICC reviewed and approved overall College requirements for AGS, AA & AS degree completion.
	Solidified syllabi oversight by Learning, Instruction and Curriculum Committee (LICC)	Monthly	Procedure #2102 New and revised syllabi must be approved by LICC
	Curriculum Guides reviewed annually and approved by Instructional Deans	Annually - Spring	Reviewed and updated via Program Topics & Processes Committee and approved by Deans
7. Assurance of Student Academic Integrity	Statement of Academic Integrity	Each course enrollment	BOL students must complete embedded quiz before beginning each course
	ExamGuard established to monitor BOL student testing integrity	Available	ExamGuard is available to all instructors and is a component of the eCollege contract
	Established process for Independent Study/Arranged Courses requiring contract completion	As necessary to meet extenuating student circumstances	Procedure #2515 & 2602 Process and contract located in the Online Faculty Handbook: http://www.bartonccc.edu/administration/iss/faculty/index.html
	Established Exam Proctoring Procedure	Procedures are reviewed and updated as necessary and appropriate	Procedure #2510 & 2516 Proctored tests are completed in the Learning Resource Center / Assessment Center at GB or the Tutoring Center at FR. For DE courses requiring proctoring, both EduKan and BOL have policies in place
	Established Degree Revocation Procedure for cases of student academic integrity violation	Procedures are reviewed and updated as necessary and appropriate	Procedure #2506 Defines process for investigation and revocation of degree due to deceit, fraud, or misrepresentation
	Established procedure for Student Academic Integrity	Procedures are reviewed and updated as necessary and appropriate	Procedure #2502 Defines academic integrity, and associated expectations and sanctions

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Boosters /Booster Club & Camps			
8. Compliance Communication	Newsletter developed for Boosters and general audience re NJCAA and KJCCC rules	Monthly	Distributed to Boosters and posted on Athletic Department webpage
	Compliance is recurring item for Booster Club general meetings	Each meeting	
9. Athletic Camp Fiscal Tracking and Oversight	Coaches submit camp and summer league fees to Business Office for processing	Conclusion of each event	Standard business procedures are followed to pay employees
	Reconciliation sheet will be completed for all camps and summer leagues	Conclusion of each event	
	Booster Club expenditures are issued through Business Office with only comptroller's signature on check	With each 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 will be completed for all Booster Club events generating income of over \$1000	Conclusion of each event	
	The College auditor will prepare reports separately from other accounts all the results of the Cougar Club checking account	Annually	