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| AGENDA/MINUTES | |
| Team Name | Academic Integrity Council Agenda |
| Date | March 16, 2021 |
| Time | 3:00-4:00 p.m. |
| Location | Zoom |

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| Facilitator | | Elaine Simmons | | | | | Recorder | Sarah Riegel | | | |
| Team members | | | | | | | | | | Present X  Absent O | |
| x | Kathy Boeger | | x | Janet Balk | o | Angela Campbell | | | x | | Deanna Heier |
| x | Kathy Kottas | | x | Karly Little | x | Stephanie Joiner | | | x | | Terri Mebane |
| o | Angie Maddy | | x | Claudia Mather | x | Lee Miller | | | o | | Peter Solie |
| x | Kurt Teal | |  |  |  |  | | |  | |  |
| Guests | | | | | | | | | | | |
| x | Chris Baker | | x | Tanner Marston | x | Andrea Thompson | | |  | |  |
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| Topics/Notes | | | | | | | | | | | Reporter |
| Council Charter – Updated   * Need to update Elaine, Stephanie and KathyK titles | | | | | | | | | | | Elaine |
| Integrity Conferences   * Mid-Atlantic Conference Debriefing – Lee, Janet, Kathy, Terri and Karly   + Karly’s comments     - Students were involved in every panel she attended and they were very well spoken     - A lot of complaining about proctoring, mainly ProctorU     - Authentic assessment – students need to understand the purpose behind assignments   + KathyK’s comments     - Many schools have a student run honor council     - Need to teach students the social cost of AI violations and how it can follow them beyond college   + Lee’s comments     - Chegg will work with institutions to help identify which students are cheating * AI Town Hall – Elaine      * ICAI Webinar – Janet, Stephanie, Terri, Lee, Karly and Cherishhttps://dim.mcusercontent.com/cs/0eae271f08b8625a24f726521/images/30006af7-1a86-4403-8a7a-cc09bf1051db.jpg?w=564&dpr=2      * + Lee’s take-aways     - Pedagogy – how it can help with academic integrity     - Assumption that faculty and students know our policy   + Janet’s take-aways     - Is there a formalized process for faculty and staff integrity?   + Karly’s take-aways     - Write the syllabus to be more approachable     - At some schools the library works with students on academic integrity * National Conference – Elaine, Lee and Karly   + <https://www.academicintegrity.org/2021-annual-conference-icai/> | | | | | | | | | | |  |
| Academic Integrity Procedure (Faculty & Student Topics)  <https://docs.bartonccc.edu/procedures/2502-academicintegrity.pdf>   * Procedure Updated and Shared * Maxient Implementation – Stephanie/Sarah/Lee   + Discuss Amended Processes     - Lee’s Role     - Stephanie’s Role     - New Form     - Investigation Letters     - Notification Letters – Responsible/Not Responsible     - Student Code of Conduct/Student Problem Resolution     - In April Lee/Stephanie/Sarah/KathyB will present a AI Forum for faculty – Elaine would like another AI council meeting prior to this forum for a run through of the forum * Faculty Awareness/Training   + Procedure with Updates   + Reporting Violations     - How do we identify the difference between educational mistake and blatant cheating/violation?       * Deanna fills out the AIVR form after speaking with the student to find out the student’s intent.       * Lee would like more communication between faculty and supervisor or herself as a sounding board.       * Stephanie sees some faculty are hesitant to fill out the form because they don’t want it on the student’s permanent record.     - When do we use the AIVR form for basic violations? How do we interpret and apply our policy? (See Faculty Rights and Responsibilities.)     - When do we use the AIVR form for capital or potential capital violations?     - What do we do as an institution and as an individual faculty member to share with students the submission and collection of AIVR forms?       * KathyB tells her students she is completing the form.   + Level of Proof   + Updated Academic Reporting Form     - Video - <https://use.vg/NAc25X>   + Working with Lee & Stephanie   + Integrity Tools Training   + Course Design * Student Awareness   + SAD Shell   + Messaging   + Draft Updated Statement for Course Syllabi (final version for committee approval)     - * ***Academic 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 everything attempted 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.***   + Sites not acceptable to use like Course Hero   + Tutoring definition – Promote free tutoring/resources   + Integrity Blog – have different topics every month (could be for faculty too) | | | | | | | | | | | All  Stephanie |
| KBOR State Contract   * KBOR has signed statewide contracts: Examity and Honorlock | | | | | | | | | | | Elaine |
| Academic Integrity Chart & Icon Update   * Interactive Academic Integrity Wheel      * Interactive Academic Integrity Scenarios      * Faculty Best Practices: Academic Integrity and Communication (still a work in progress)      * Classrooms * BOL orientation unit online * 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 |
| Integrity Campaign  International Day Against Contract Cheating  Updated presentation:     * Year-round campaign * Highlights diverse students   Plan to extend the campaign   * Videos of the integrity pillars are published to the SAD shell * Want to get in front of middle school and high school students * Include Deanna’s interactive pieces | | | | | | | | | | | Karly, Lee, Angela, Janet, Letitia, Stephanie, Deanna & Angie, Julie & Connie |
| New Discussions   * Discussion about the context in which the person doing the cheating is represented in the policy/sanction * Notation of integrity violation somewhere on the transcript? * Adding an institutional level recognition that uploading course content on cheating websites would be seen as a violation. (Course Hero/Chegg ex. – their honor code or integrity policy) | | | | | | | | | | | Lee |
| 2020-2021 Themes & Activities   * Understanding Why Students Cheat * Contract Cheating * Policy Considerations * Impacting the Culture * Faculty Professional Development | | | | | | | | | | | Council |
| Council Goals (Review)   * + Identify ways to educate students (early) on integrity expectations   + Provide professional development across the institution including faculty, staff and students   + Deliver coursework in a manner that deters cheating   + Promote a climate of academic respect and responsible conduct; culture of integrity   + Utilize collaborative strategies to exchange information, best practices, etc. across the instructional system   + Ensure the institution’s positive reputation – #1 goal   + Develop an academic integrity module for students   + Update integrity procedure to appropriately manage integrity violations   + Inventory – what is happening with Academic Integrity; Metrics for Measurement | | | | | | | | | | | Elaine/Team |
| Next Meeting: April 20, 2021 | | | | | | | | | | |  |