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| AGENDA/MINUTES | |
| Team Name | Academic Integrity Council Minutes |
| Date | August 31, 2020 |
| Time | 2:30-3:30p.m. |
| Location | Zoom |

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| Facilitator | | Elaine Simmons | | | | | Recorder | Sarah Riegel | | | |
| Team members | | | | | | | | | | Present X  Absent O | |
| x | Dr. Letitia Bergantz | | x | Kathy Boeger | o | Kim Bradney | | | o | | Angela Campbell |
| x | Janet Balk | | x | Kristin Hathcock | x | Deanna Heier | | | o | | Dr. Kathy Kottas |
| x | Karly Little | | x | Stephanie Joiner | o | Dr. Andrea Jones | | | x | | Terri Mebane |
| x | Lee Miller | | x | Angie Maddy | x | Claudia Mather | | | x | | Brian Howe |
|  |  | | x | Peter Solie | x | Kurt Teal | | |  | |  |
| Guests | | | | | | | | | | | |
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| Topics/Notes | | | | | | | | | | | Reporter |
| Council Charter     * Possible name change – team agreed not to change the name * Update membership * Length of service – add language giving people the option of coming off the committee if they choose | | | | | | | | | | | All |
| Academic Integrity Procedure  <https://docs.bartonccc.edu/procedures/2502-academicintegrity.pdf>   * Academic Integrity Procedure/Process   + Slight Modification (Definition) – Stephanie’s Email      * + - Use “integrity values” instead of “personal integrity”   + Flowchart Update – Stephanie’s Email     - Added under Student Code of Conduct “returned to faculty for sanctions”   + Student Code of Conduct Modification (Designee) – Angie is working on updates since Lee is working towards leadership role with AI   + Maxient Implementation – Stephanie/Sarah/Lee met   + Brian/Lee Training * Faculty Awareness/Training   + Procedure   + Guidance & Support (Article Reference)     - Need to determine faculty’s comfort level with reporting violations     - Give faculty guidance on the level of proof for cheating – level of proof is not without a reasonable doubt but more likely than not     - Need training on the AI Violation Reporting form – what happens when faculty fill it out/where does it go     - Need training on our software – Turn It In   + Course Design PD   + Faculty Council – Lee is doing a presentation of the yearlong campaign at the Sept. 16 meeting   + The Center – sponsor sessions on procedure and process in Oct/Nov * Student Awareness   + SAD Shell – currently developing these   + Messaging – Onset of Learning Terms   + Syllabus Statement – possibly update (LICC)   + Course (Article Reference)   + Give students information on sites not acceptable to use like Course Hero   + Define tutoring for students – promote our free tutoring/resources * Reporting Forms (Basic Violation/XF Award) – the AI form will be handled with Maxient * AI Blog – have different topics every month | | | | | | | | | | | All |
| KBOR State Contract   * KBOR wants a single vendor/tool for online proctoring and AI for all 2 year and 4 year schools * Don’t know yet if we’ll be required to use the chosen tool * Todd Mobray is at the top of the list to participate in this selection committee | | | | | | | | | | | Elaine |
| Academic Integrity Chart & Icon Update     * 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     * Year-round campaign – highlight in the fall (October) and spring * Highlights diverse students * Yearlong campaign: I Choose * Possibly in the future use: It’s My/Your Future * Let Lee know if you have any student names – 7 students chosen * Consider changing the name of this committee to Integrity Council – council decided not to change the name | | | | | | | | | | | Karly, Lee, Angela, Janet, Letitia, Stephanie, Deanna & Angie |
| 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: October 8, 2020 | | | | | | | | | | |  |