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| AGENDA/MINUTES | |
| Team Name | Academic Integrity Council |
| Date | 10/27/2021 |
| Time | 3:30 – 4:30 pm |
| Location | Zoom <https://zoom.us/my/elainesimmons> |

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| Facilitator | | Elaine Simmons | | | | | Recorder | Sarah Riegel | | | |
| Team members | | | | | | | | | | Present X  Absent O | |
| x | Amanda Alliband | | o | Janet Balk | o | Angela Campbell | | | x | | Deanna Heier |
| x | Kathy Kottas | | x | Karly Little | x | Stephanie Joiner | | | o | | Terri Mebane |
| x | Angie Maddy | | x | Claudia Mather | x | Lee Miller | | | x | | Kurt Teal |
| x | Andrea Thompson | |  |  |  |  | | |  | |  |
| Guests | | | | | | | | | | | |
|  |  | |  |  |  |  | | |  | |  |
| Topics/Notes | | | | | | | | | | | Reporter |
| Academic Integrity Procedure  <https://docs.bartonccc.edu/procedures/2502-academicintegrity.pdf> | | | | | | | | | | | All |
| AI Student Seminars  <https://use.vg/hfSLK1>   * Held during AI week – Oct 18-22 * 35 students attended * Most student cheat due to emotional reasons * Students don’t have a deep understanding of authorized vs. unauthorized sources and collaboration vs. collusion * Possibly offer pop-up AI seminars for instructors | | | | | | | | | | | Stephanie |
| AI Wheel – Student Obligations   * Want to pull out the college obligations so it’s only student obligations for BOL orientation | | | | | | | | | | | Claudia |
| Academic Integrity Week (Fair) Debrief   * 35 people participated in the fair – couldn’t track the number unless they filled out the survey * Karly is going to send it out again * Elaine will talk about it at the USD meeting next week * Those that completed the survey will receive a swag packet * Karly sent out poster survey – 12 people requested posters | | | | | | | | | | |  |
| Continued AI Awareness/PD Activities   * ~~Cougar TALEs observation – there are still questions/confusion about the difference between the basic academic integrity form and the XF form~~ * What is available to new hires to orient them to our Academic Integrity values, procedure and processes? Can something bet packaged that could be sent to new hires on behalf of the Council? (Boot Camp – new faculty AI presence)   + Swag that we decide on for new faculty/adjuncts could promote academic integrity   + ~~New hires receive a welcome letter with the hope of adding something that will alert them to Academic Integrity~~ * ~~Ongoing Resources: Videos, PD Sessions Recordings, PD Opportunities, Other?~~ * AI and Center Webpages – have resources available on the webpage (e.g. poster or swag requests) * SAD Shell – open to all Barton students * ~~CEP Orientation Shell – open to all CEP instructors, includes an AI component~~ * ~~AI Shell – open to Karly’s middle school and high school contacts and Barton faculty~~ * ~~Instructional Technology Fair – includes an AI component~~ * Course Binder Project * The Center is reaching out to all new employees, talk to faculty about course design, talk to Lee about OER, compliance and can also include Academic Integrity procedure/process (Boot Camp concept) * Promotional Project – Swag   + Include integrity related quotes from recognizable people   + If we produce the items internally we could personalize the items for students   + Possible items: lanyards, click pens with highlighter, t-shirts, water bottles, notebooks, stickers of the AI wheel, pins of the AI wheel, magnets   + Ask instructors what their students have on their person to determine what students would actually use…lanyards, key chains, water bottles     - Email sent to instruction+ 8/14/21 asking for feedback   + How would we distribute it? The challenge would be distribution to online students   + Student success packets – could we collaborate with Student Services, Center for Academic Development (Stephanie) * ~~Project to create AI awareness to students, faculty and staff~~    + ~~Combine the promotional items for students with the professional development for faculty and staff into one project~~   + ~~Possible roll out in spring~~ * Cougar Tales – at least once a year have an AI presentation * Continued Integrity Campaign Plans * ~~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~~ * Is there a nomination process for new AI ambassadors? New ambassadors will be selected every 2 years * ~~Talk about Karly’s posters and athletics posters and their use – there is a poster Connie created that we can use~~ * ~~Student Presentations~~ | | | | | | | | | | |  |
| Updated Academic Integrity Statement – Effective in Course Syllabi Spring 2022  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 all aspects undertaken 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.   * VP Email Sent June 10th * Concourse Update – Spring 2022 * AI Council Approvals (Full Statement) – have all this done by spring 2022:   + Enrollment Form (Lori)   + Enrollment Self-Serve (Lori)   + Portal (Claudia/Samantha)   + BOL Orientation (Claudia)   + Student Handbook (Angie) – this is done   + Student Orientation (Angie)   + Admissions Letter (Tana) | | | | | | | | | | | All |
| Academic Integrity Chart & Icon Update   * Interactive Academic Integrity Wheel – Final Draft /Released During Cougar TALEs and email to instruction 8/14/21 (include on the Center’s website as a resource) – Done      * Interactive Academic Integrity Scenarios – Deanna sent out updated document on 9/27 – Done      * Faculty Best Practices: Academic Integrity and Communication (still a work in progress)      * Classrooms * BOL orientation unit online * AI 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 |
| Plagiarism Academy and Contract Cheating Academy – wait until Fall 2022   * These could be an optional sanction to prevent students from violating the AI policy again * These would be offered online to include all student groups * Need to consider budget * This is two separate events/sanctions * This is not a credit course, more if the student wants to continue they need to do this | | | | | | | | | | | Lee |
| 2021-2022 Council Themes & Goals  Themes   * Understanding Why Students Cheat * Contract Cheating * Policy Considerations * Impacting the Culture * Professional Development   Goals   * + Promote a culture of respect, responsible conduct and integrity   + Support the institution’s positive reputation of academic integrity   + Identify ways to educate students on integrity values and academic expectations   + Provide professional development across the institution including faculty, staff and students   + Identify course design, teaching practices, and assessment systems to deter cheating   + Utilize collaborative strategies to create awareness, exchange information and identify best practices across the instructional system   + Develop an academic integrity orientation module for students (F2F and online) | | | | | | | | | | | Elaine/Team |
| Next Meeting: November 30, 2021 | | | | | | | | | | |  |

**ENDS:**

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| ESSENTIAL SKILLS | “BARTON EXPERIENCE” |
| WORK PREPAREDNESS | REGIONAL WORKFORCE NEEDS |
| ACADEMIC ADVANCEMENT | SERVICE REGIONS |
| PERSONAL ENRICHMENT | STRATEGIC PLANNING |
| CONTINGENCY PLANNING |  |

***Barton Core Priorities/Strategic Plan Goals***

***Drive Student Success***

1. Advance student entry, reentry, retention and completion strategies.

2. Commit to excellence in teaching and learning.

***Cultivate Community Engagement***

3. Expand partnerships across the institution.

4. Reinforce public recognition of Barton Community College.

5. Foster a climate of inclusivity so students, employees, and communities are welcomed, supported, and valued for their contributions.

***Emphasize Institutional Effectiveness***

6. Develop, enhance, and align business processes.

7. Manifest an environment that supports the mission of the college.

***Optimize Employee Experience***

8. Promote an environment that recognizes and supports employee engagement, innovation, collaboration, and growth.

9. Develop, enhance, and align business human resource processes.