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| AGENDA/MINUTES |
| Team Name | Academic Integrity Council  |
| Date | 4/2/2024 |
| Time | 3:15 – 4:15 pm  |
| Location | Zoom <https://zoom.us/my/elainesimmons>  |

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| Facilitator | Elaine Simmons | Recorder | Sarah Riegel |
| Team members | Present XAbsent O |
| x | Amanda Alliband | x | Nolan Esfeld | x | Sam Kline-Martin | x | Lee Miller |
| x | Paulia Bailey | x | Deanna Heier | x | Kathy Kottas | x | Angie Reed |
| x | Janet Balk | x | Darren Ivey | x | Karly Little | x | Megan Schiffelbein |
| x | Jenn Bernatis | x | Erika Jenkins-Moss | x | Angie Maddy | x | Andrea Thompson |
| o | Angela Campbell | o | Stephanie Joiner | x | Claudia Mather | x | Josh Winkler |
| x | Colvin Hooser (guest) |  |  |  |  |  |  |
| Topics/Notes | Reporter |
| **Charter Review*** Send Elaine feedback by February 29; no feedback was received
* This remains on the agenda until we come to an agreement on the 2024-2025 goals
 | All |
| **2024-2025 Council Goals*** Promote an institutional culture and reputation of respect, responsible conduct, and integrity
* ~~Support and sustain the institution’s positive integrity reputation~~
* ~~Familiarize students with the College’s integrity values and academic expectations~~
* Sponsor professional development activities and communication mechanisms across the institution to create awareness, exchange information, convey academic expectations, and identify best practices to support 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~~
* Research, develop, and communicate a college-wide statement pertinent to the use of Artificial Intelligence ~~in the classroom~~
	+ Consider a different word instead of statement: best practices, philosophy or position
* Address policy/procedures considerations and develop and/or modify as applicable
 | All |
| **Rename Committee to Differentiate from Artificial Intelligence (AI)*** Consider Institutional Integrity Council or Integrity Council
* **Question – do you want to be the integrity council for the institution or the integrity council for instruction?**
* There will be no change to the committee name at this time
 | All |
| **Outstanding Topics*** Integrity Tools Inventory/Usage Definitions & Guidelines – Claudia
	+ Publisher Proctoring in Conjunction with Access Codes
	+ Artificial Intelligence Detector – Official Position?
* Turnitin Instructor Guide (English Department) – Stephanie
* General Instructor Guide (AI) – Darren & Lee
* Academic Integrity Professional Development Plan
	+ Needs Assessment
	+ Training
	+ Resources
	+ Course Design
* Artificial Intelligence Sessions for Students – Academic Development Center (Nolan)
* Faculty Forums – Shared Experiences/Best Practices
* Integrity Website – <https://www.bartonccc.edu/integrity>
* Integrity Portal Card – Claudia (visit with Ronnie)
* Updating Academic Integrity language – There is a slightly different reading in the two statements below and I propose to utilize a rephrasing of the clearer language from the IP policy and replace it in what is currently stated in the syllabus:
	+ Intellectual property
		- “Students, by enrollment in the College, give the institution permission and a nonexclusive royalty-free license to mark on, modify, submit to instructional vendor, retain the work as may be required by the process of instruction, or otherwise handle the work as set out in the College’s Intellectual Property Procedure or in the course syllabus. These methods include but are not limited to grading, certifying, and assessing student submissions for authenticity, and these should not be seen as a violation of the student’s intellectual property rights.”
	+ Syllabus – Academic integrity
		- 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 expected to be the authors of submitted coursework and shall give credit to outside sources in addition to work or ideas generated by other writers. Students should be cautious in their use of technology resources that assist them in the creation of academic work. Some resources may be unauthorized; thus, students should check with their instructor(s) before using them. Faculty members will grade, certify, and assess student submissions for authenticity and may do so with the use of electronic integrity tools without infringing on student privacy. College procedure #2470 [Intellectual Property](https://docs.bartonccc.edu/procedures/2470-intellectualproperty.pdf) outlines the College’s right to address coursework in this manner.

In all aspects undertaken by students, faculty, staff, and all other stakeholders of Barton Community College, the following pledge applies: On my honor, 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.* + Lee’s proposal for change for the syllabus statement:
		- Students, by enrollment in Barton Community College, give the institution permission to retain and process submitted coursework as may be required by the process of instruction which may include but is not limited to grading, certifying, or assessing student submissions for authenticity by means of third-party vendors which may include but not limited to digital instructional and integrity tools. These methods should not be seen as a violation nor infringing on student privacy or student rights.
 | AllConsider a change from without infringing to with limited infringement  |
| **Artificial Intelligence Philosophy*** Subcommittee to develop an AI philosophy by Christmas break
* Stephanie, Lee, Paulia, Erika, Jenn, Karly, Darren, Josh, Deanna
* What is our tolerance, hard no’s, what do we want to teach students about AI, what do faculty need to help support students, etc.
* Have a draft statement by June 4 meeting
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| **Communications with Dr. Garstecki…** | Elaine |
| **Next Meeting: April 29, 2024** |  |