

Criterion 2 Integrity: Ethical and Responsible Conduct

Core Component 2. A

The institution operates with integrity in its financial, academic, personnel, and auxiliary functions; it establishes and follows policies and processes for fair and ethical behavior on the part of its governing board, administration, faculty, and staff.

As a regional campus of Indiana University, some policies that guide institutional procedures, functioning, and decision making are developed within IU Kokomo and are implemented locally, while other policies are developed centrally and implemented across all IU campuses. Regardless, the administrative and academic processes are open and transparent with governing documents being publicly accessible for review by any interested party.

The financial statements of Indiana University are subject to the annual external audit by the Indiana State Board of Accounts. The State Board of Accounts audits the financial statements of all governmental units within the State of Indiana, including cities, towns, schools, and state colleges and universities. The agency, as part of the audit process, renders opinions on the fairness of presentation of the various units' financial statements in accordance with the same professional auditing standards required of all independent audit organizations. Investigatory audits are also performed to reveal fraud or noncompliance with local, state, and federal statutes. State Board of Accounts audits and reports are accepted by the federal government as the financial and compliance audit of the entity examined and of the federal funds received. Additionally, Indiana University policy FIN-ACC-I-510 requires that all personnel serving as fiscal unit leaders or officers complete an annual sub-certification. This assists in validating the accuracy and transparency of institutional financial statements on a consistent basis.

The Indiana University Board of Trustees is charged with general oversight of the entire university system. The Board is granted broad responsibilities which apply to the academic, administrative, and financial aspects of the university's operation. The website includes relevant documents that describe the functions of this group to ensure transparency, including bylaws, committee assignments, and processes for election and/or appointment of all members.

Indiana University has a university-wide compliance mission, coordinated by the Chief Compliance Office in the Office of the Vice President and General Counsel. (PUT IN PDF OF IU COMPLIANCE WEBSITE) Indiana University adheres to a Statement of Principles of Ethical Conduct, approved by the Board of Trustees in December 2013, and applicable to members of the Board of Trustees, any university employee, any individual using university resources or facilities, and volunteers and others speaking or acting on behalf of Indiana University (PUT IN PDF OF PRINCIPLES FROM WEBSITE)

Indiana University has an Office of Research Compliance which administers research compliance protocols, including Animal Care & Use, Biosafety, Conflict of Interest, Conflict of Commitment, Quality Improvement, Export Controls, Radiation Safety, Human Subjects/IRB and Research Integrity (PDF OF WEBSITE)

At the IU Kokomo campus level, the chancellor employs several approaches to best ensure accountability and transparency. Vice chancellors and Directors compose the Chancellor's Cabinet, which meets weekly to share and discuss information, concerns and new ideas. Administrative Council is a larger group that includes the Cabinet, Associate Vice Chancellors, Deans, and other campus administrators. (PDF OF ADMINISTRATIVE COUNCIL MEMBERS) Administrative Council meets bi-monthly during the academic year and serves as an advisory body to the chancellor as well as a means of disseminating information. The IU Kokomo chancellor also co-chairs (along with the Dean of the Library) the campus strategic planning team, which is composed of faculty, staff, students, and external community members with memberships that rotate over time. This body serves to direct the efforts of the campus as it relates to the 2015-2020 campus strategic plan. (WEB SITE FOR STRATEGIC PLANNING)

The Faculty Senate operates according to a shared governance model and includes all full-time faculty members. The student body President also holds a voting seat in the Senate. The Faculty Senate Constitution and Bylaws (PDFs OF CONSTITUTION AND BYLAWS) serve as a framework to guide senate activities. The Senate has a number of standing committees, each entrusted to carry out a specific set of duties. The website of Faculty and Student Policies (PDF OF WEBSITE) contains faculty policies concerning academic responsibilities, promotion and tenure, and due process. Policies and procedures pertaining to professional, clerical, support and hourly staff are made available through the staff policy website (PDF OF WEBSITE OF STAFF policies).

Issues of Affirmative Action, including those involving sexual harassment and violations of the Americans with Disabilities Act, are addressed by the Affirmative Action Officer. Indiana University maintains a list of affirmative action policies and procedures that address disabilities, equal opportunity, sexual misconduct, domestic partner benefits, religious observance accommodations, diversity, and consensual relationships. IU Kokomo maintains compliance with university policy, while at the same time remaining sensitive to the unique needs of our service region. Indiana University has a central Title IX compliance office, led by the university's Chief Student Welfare Title IX Officer. Each campus, including IU Kokomo, has a Deputy Title IX coordinator, who works closely with the Chief Student Welfare Title IX officer. (PDF OF TITLE IX COORDINATOR WEB SITE).

Administrators, all administrators, and key faculty are trained on compliance issues on a regular basis including: ADA, EEO, Affirmative Action, Sexual Harassment and

the University's Sexual Misconduct Policy. All Responsible Employees and Campus Security Authorities under Title IX must also complete annual on-line training.

The IU Kokomo Registrar informs and enforces policies as they relate to Family Educational Rights and Privacy Act of 1974 (FERPA). The protection of student privacy is taken very seriously throughout the campus and every new employee completes a mandatory tutorial on FERPA. The Office of the Registrar or the Vice Chancellor for Enrollment Management notifies every student annually to apprise them of their rights as students. The Office of Public Safety and Institutional Assurance website (PDF OF WEBSITE) provides information and support to assist with protecting sensitive student data.

The Indiana University Code of Student Rights, Responsibilities, and Conduct contains policy and procedural information pertinent to individual students at IU Kokomo (i.e. freedom from harassment, discrimination, due process, etc.) and the expectations of the university (i.e. academic misconduct, personal misconduct, etc.) regarding student conduct and procedures associated with Code violations. Each campus has developed procedural guidelines for upholding the Code (PDF OF IUK PROCEDURES) (PDF OF STUDENT HANDBOOK)

The staff at IU Kokomo play an integral role in fulfilling the mission of the campus. Staff in offices such as Admissions, Financial Aid and Scholarships, Student Success and Advising, and others work together to ensure that the needs of new and continuing students are met. Numerous university committees include staff representation, ensuring a diversity of input and viewpoints.

IU Kokomo has two active staff organizations: Professional Staff Council for those employees appointed as professional staff and the Staff Council for support staff. Both councils have by-laws (PDFs OF BYLAWS AND PERHAPS OTHER IMPORTANT DOCUMENTS). The councils meet regularly, and members serve on various campus committees including search committees and the Strategic Planning Team. The councils may also develop proposals for campus consideration and implementation.

Core Component 2. B

The institution presents itself clearly and completely to its students and to the public with regard to its programs, requirements, faculty and staff, costs to students, control, and accreditation relationships.

IU Kokomo presents itself clearly and effectively to its stakeholders, constituents, and students in a variety of ways. The institutional website ([THIS ONE CAN BE A LINK](#)) serves as the information portal for all interested parties on campus and in the community, conveying both curricular and co-curricular information. Notably, to complement traditional forms of communication and outreach, IU Kokomo has increased its social media presence as a means of connecting with students and the

public, including Facebook, YouTube, Instagram, Flickr, and faculty blogs, among others.

The university utilizes a variety of documents and electronic platforms to highlight academic program information. The academic catalog is the primary repository for academic policies and program requirements for students. This document is reviewed and updated annually to ensure accuracy and reflect the additions and modifications of academic programs and policies. [\(ANOTHER LIVE LINK\)](#) The websites of each academic school provide easily accessible links that connect students to degree programs, curricula, faculty, staff, learning outcome, and other pertinent information. [\(SAMPLE PDFS OF WEB SITES\)](#) Most schools (and many offices) maintain Facebook pages, publishing relevant information regarding their academic programs. [\(School of Business – PDF OF A SAMPLE NEWSLETTER\)](#) Each semester the Office of Student Life and Diversity publishes providing programmatic information and available student services.

As a part of our ongoing commitment to student engagement and transparency, Indiana University developed the One.IU app. This software is utilized by faculty, staff, and students, and allows mobile access to important information. For students, One.IU grants access to every aspect of the student's academic programming including advising, financial aid, FERPA information, grades, and numerous other areas. Staff and faculty can access payroll information, benefits, courses etc. This tool ensures that all members of Indiana University have access to important information related to academics, employment and many other areas of interest.

The Office of the Registrar has nearly completed its transition to a paperless workflow. All policies and forms relevant to registrar services can now be found on their website. This includes the required FERPA tutorial, relevant student forms including the application for graduation, transcripts, information about general education, and faculty and student resources including academic policies.

The Office of Financial Aid and Scholarships and the Office of the Bursar work together to provide timely and accurate information to students regarding a variety of financial issues. A significant percentage of students (79.2%) at IU Kokomo receive some form of financial aid so it is critical that the Office of Financial Aid and Scholarships maintains all information relevant to types of aid available for undergraduate and graduate students including scholarships, loans, and grants as well as policies guiding the eligibility and disbursement of each. Guidelines addressing applying for aid and the application deadlines are listed in a series of drop down menus where relevant information is categorized together. The website for the Office of the Student Accounts maintains information pertaining to the tuition and fees for each program on campus, methods for students to provide payments, etc.

As part of our ongoing outreach to the community and prospective students, the admissions office has developed a Viewbook. This free resource provides

prospective students with relevant information about the application process, financial aid, cost of attendance, academic programs, and other information relevant to prospective students.

Indiana University maintains a centralized Institutional Research and Reporting unit, which provides extensive data all the campuses (PDF OF CENTRAL IU DATA WEBSITE). In addition, IU Kokomo has an Institutional Research office housed within the Office of Academic Affairs (PDF OF IR WEBSITE). The IU Kokomo office works closely with the central IR office, and responds quickly to data requests on the campus. IU Kokomo regularly provides the public and other stakeholders with information about student progress and completion (additional details in Criterion 4). Students, faculty, staff, Board of Advisors members, or other interested parties can access important information through easily navigated drop down menus.

The website of the Office of Academic Affairs provides faculty and others with information about policies, procedures, available grants and research opportunities and other important information. (PDF OF WEBSITE) The Center for Teaching, Learning and Assessment (CTLA) also includes resources for faculty in the form of professional development events/opportunities, assessment procedures, online learning resources, Scholarship of Teaching and Learning information, and Technology consultations and trainings.

IU Kokomo provides information about Higher Learning Commission (HLC) accreditation, including our 2008 Self-Study and Campus Visit Reports, on our website (PDF OF WEBSITE AND WE NEED TO MAKE SURE THESE DOCUMENTS ARE UP THERE – SUE IS OKAY WITH OUR PAST SELF STUDY AND HLC REPORTS TO US _ UP ON WEBSITE) Accreditation and licensure information related to particular programs is available on the relevant school websites, including the School of Education with CAEP accreditation (PDF OF CAEP STANDARDS) , the School of Business with AACSB accreditation (PDF OF AACSB STANDARDS), the School of Nursing with Indiana State Board of Nursing and ACEN accreditation on the undergraduate level and ___ on the graduation level (PDF OF THOSE STANDARDS), and the Division of Allied Health with JCERT accreditation (PDF OF JCERT STANDARDS).

Core Component 2. C

The governing board of the institution is sufficiently autonomous to make decisions in the best interest of the institution and to assure its integrity.

1. The governing board's deliberations reflect priorities to preserve and enhance the institution.
2. The governing board reviews and considers the reasonable and relevant interests of the institution's internal and external constituencies during its decision-making deliberations.

3. The governing board preserves its independence from undue influence on the part of the donors, elected officials, ownership interests or other external parties when such influence would not be in the best interest of the institution.
4. The governing board delegates day-to-day management of the institution to the administration and expects the faculty to oversee academic matters.

The Board of Trustees for Indiana University (PDF OF WEBSITE OF BOT) serves as the governing board for seven Indiana University campuses. It serves as the legal owner and final authority for the university by presiding over the university's financial, physical, human resource assets, and operations. The Board of Trustees has the authority to set tuition and fees, award financial aid, write bylaws, invest university funds, acquire property, approve projects, and engage in other university-related business. The Indiana Code (DO I NEED THIS?) serves as the guide for membership, terms of office, and election procedures for each board member, enabling the board to be effective in its charges.

The Board of Trustees further delegates responsibility, depending on the specific issue(s) through several subcommittees. The committees present information back to the entire Board for further discussion or action.

Board of Trustee subcommittees include:

- Executive Committee
- Academic Affairs Committee
- University Relations Committee-External, Student and Human Resources
- Facilities and Auxiliaries Committee
- Finance, Audit, and Strategic Planning Committee
- Health Affairs Committee
- Nominating Committee
- Special Committees

Minutes are recorded for each meeting and are archived on the Board of Trustees website; these records date back to 1924. Additionally, the website has a searchable feature for all archived entries so interested parties can access relevant information and observe trends over time.

Board members regularly interact with internal and external constituencies. The Board holds six meetings throughout the academic year, and the location of these meetings rotates among the campuses. Except for Executive Sessions, meetings are open to the public in accordance with Indiana law, allowing the Trustees to interact and discuss matters relevant to the larger university or regional campuses. The Board can hear from any administrator, faculty, staff, or student as it considers a particular issue, information item or voting item. Additionally, Trustees regularly

attend university and community-sponsored events where they engage with the general public. One of the Trustees also serves on the IU Kokomo Board of Advisors. the IU Kokomo Chancellor also attends all Board of Trustees meetings, and addresses the board as needed in the case of agenda items related to IU Kokomo.

Delegation of day-to-day management and operations of the institutions is administered to the President of Indiana University as described by the Board of Trustees bylaws (approved Sept 11, 1987). The Board charges the president to act on its behalf in order to administer the larger IU network "*in accordance with the policies and resolutions adopted by the Board and all applicable laws and keep the Board appropriately advised.*" (DO I NEED A PDF OF THIS?)

The Chancellor serves as the chief executive officer at IU Kokomo and is responsible for the daily operations of the campus. All full-time faculty regardless of rank are members of the Faculty Senate, and as such, they are responsible for the oversight of the academic mission of the university including degree conferral as specified in the Faculty Senate Constitution Section (NEED PDF)

Criterion 2 D

The institution is committed to freedom of expression and the pursuit of truth in teaching and learning.

Considerable value is placed on the freedom of expression and the pursuit of truth through teaching and research at IU Kokomo. This value is codified through IU Academic Freedom policy ACA-32 (PDF OF POLICY) which asserts that scholars are free to pursue professional lines of inquiry free of institutional impairment. ADD STUDENT CODE STUFF HERE.

Symposia and other professional meetings of a collaborative nature are regularly held on campus to facilitate an active exchange of highly effective teaching or research strategies. Faculty members use these opportunities to share the results of a research project, the research behind their research award, or a sabbatical leave. (PDF OF EXAMPLES HERE).

The Center for Teaching, Learning, and Assessment (CTLA) regularly disseminates training and other professional development opportunities via emails and presentations. (PDF OF CTLA WEBSITE). Through this resource, faculty maintain access to latest instructional trends and tools for teaching the online student. CTLA provides professional development for faculty and adjuncts to earn a Basic and Advanced Online Instruction Developers certificate training participants on the development of and instruction in online courses. Quality of those courses are measured by voluntary reviews of the courses using the Quality Matters rubric. Additional information on teaching resources is available in Criterion 3.

IU Kokomo maintains an active agenda for inviting speakers to visit campus. Through these speakers, the university seeks to bring insights to campus that will

benefit faculty, staff, students, and the community. In the past few years, there have been numerous authors, speakers, and events come to campus to address a variety of topics including education, oral histories, global water issues, and other timely topics. Recent examples include Student Success Speaker for Faculty and Adjuncts: Sara Rose Cavanagh, author of *The Spark of Learning: Energizing the College Classroom with the Science of Emotion*.

Each of these events unites faculty and students from various disciplines in meaningful discussions and thoughtful ways to incorporate new ideas and perspectives into their classes. This has resulted in the richest possible exchange of information and experiences.

Select schools and offices on campus distribute newsletters to faculty, students, and alumni (Example: Business – [NEED PDF OF AN EXAMPLE](#)). Within these newsletters, recent activities and/or accomplishments are often highlighted so that the successes and accomplishments in teaching, research and service are shared among our constituents. Additionally, the student newspaper, “The Correspondent,” serves the function of disseminating news to campus. This includes course and program activities addressing events and the successes of students.

Forming the lens through which the teaching process is framed, faculty have all the standards and expectations of the university going into any teaching appointment. All faculty, regardless of rank, submit a faculty annual report (now submitted electronically through Digital Measures) which serves as a record of accomplishments in teaching, service and scholarship. Each faculty member meets with their chair or dean to discuss improvements needed in the upcoming year along with a review of the faculty member’s long-range plan.

Probationary faculty may produce a dossier (departmental requirements) for a third-year review which includes teaching evaluations, annual reports, and self-reflections about progress toward tenure or towards long term contracts. These dossiers are reviewed by a panel of colleagues within the school, optimally by senior faculty within the discipline. The third-year review allow the probationary faculty to improve through evaluation, reflection, mentoring, and annual review.

At the beginning of their sixth year, tenure-eligible faculty and lecturers produce a dossier to be reviewed for probation and/or tenure. The guidelines clearly define the expectations and the process by which the review will occur. ([PDF OF TENURE GUIDELINES_BOTH IUK AND UNIVERSITY](#)). There are three areas of evaluation: teaching, research/scholarly activity and service. A tenure eligible candidate for Tenure and Promotion must achieve excellence in either teaching or research and must achieve a rating of no less than satisfactory in the other two categories. A lecturer candidate for promotion to Senior Lecturer must show excellence in teaching and at least satisfactory in service.

Criterion 2. E

The institution ensures that faculty, students, and staff acquire, discover, and apply knowledge responsibly.

1. The institution provides effective oversight and support services to ensure the integrity of research and scholarly practice conducted by its faculty, staff, and students.
2. Students are offered guidance in the ethical use of information resources.
3. The institution has and enforces policies on academic honesty and integrity.

IU Kokomo supports faculty and student research and creative activities across all disciplines. All schools are provided with a total of \$1250 per faculty to support a variety of professional development opportunities. Additional resources in the Grant-In-Aid are provided to purchase equipment needed for faculty/student research and other scholarly activities; these applications are evaluated by a faculty committee. Selected recent examples are below and additional discussion of these resources is in Category 3

Recently funded Grant-In-Aid research projects

Classroom Gamification
Towards Data-Driven Decision Making: Data Cleaning Methods in Cyber Situational Awareness
The Effect of A 12-Week Theory Based Intervention on Physical Activity Level, Sedentary Time, and Cardiovascular Disease Risks
Building Healthy Eating and Physical Activity Programs for Youth with School-Communities
Autobiographical Work and Sensory Processing Disorder
Profiles in Public Service: Nongovernmental Organization Public-sector Succession Planning in Cuba

Students are encouraged to participate in a wide range of research and creative activities. Faculty welcome students to collaborate with them on their own projects, and some students choose to participate in credit-bearing independent study opportunities. Students design and implement a research project and are mentored by a faculty member. Students present the results of their work at the Annual Student Research Day. Both the Student Research Expense Fund and the Applied Learning fund provide additional funding for student research supplies, conference travel, etc.

Recently funded student research projects

Effects of Single Session Progressive Muscle Relaxation Training on Test Anxiety and Performance in Nursing Students
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Do Injuries among High School Athletes Influence Physical Activity During College?
Photoelectro chemical Studies on Inorganic/organic Interfaces (IOI) Assemblies on Conducting Fabric Substrate (CFS) in Aqueous and Solid Electrolytes: Possible Applications in Solar Energy Capture and Storage Cells
Constructing a Large Format XY Robotic Plotter
Preparation and Characterization of Photoactive Assemblies for Hydrogen Production and CO2 Reduction
Biodegradation of Nylon 11 by Combination of Bacteria and Red Earthworm

The Institutional Review Board (IRB) of Indiana University provides oversight of faculty research involving human subjects. The central office provides all relevant guidelines pertaining to the submission process as well as one-on-one consultations with faculty. (PDF OF WEB SITE) Any faculty or student planning to participate in a project requiring IRB approval must complete and pass the Collaborative Institutional Training Initiative (CITI) test prior to the submission of the research proposal. These online modules inform researchers of the laws and ethical guidelines surrounding social and/or biological research. A certificate of completion is submitted along with the IRB proposal.

The oversight of research with animals is also standardized. IU Kokomo maintains its own Institutional Animal Care and Use Committee (IACUC _ PDF OF BYLAW) Section 2.A further describes the compliance programs of Indiana University.

The IU Kokomo library is very engaged in providing guidance and training related to the ethical use of information resources. Librarians have worked with faculty to develop a series of tutorials for incoming students and these are used by a variety of general education classes. These guides lead students through the effective evaluation of resources that are typically encountered during the research process, helping students to understand the various sources of information and how and where each is appropriately used.

The Indiana University Code of Student Rights, Responsibilities, and Conduct serves as a resource for students as it relates to a broad range of university expectations including academic and personal misconduct. IU Kokomo has established procedures necessary for addressing violations of the Code, including procedures for appealing a sanction. (PDF OF WEBSITES ON THIS)

IU Kokomo faculty address academic integrity by providing information in their syllabi cautioning students about academic misconduct, including cheating, plagiarism, etc. Turnitin is a plagiarism detection service that is used by faculty to ensure that written material is the student's own work.

IU Kokomo upholds academic integrity through its hiring practices. Proof of eligibility for employment and background checks are required prior to hiring for

any position on campus. Candidates for faculty positions must submit official transcripts prior to receiving their initial contract. These documents are housed in the faculty files which are maintained by the academic units. Background checks are done when someone is hired and if they are involved in a program involving children.

2. The institution acts with integrity; its conduct is ethical and responsible

Summary

Indiana University Kokomo has met or exceeded all of the core components of Criterion 2. This campus operates within the laws of the State of Indiana and follows the policies and processes established by the Indiana University Board of Trustees. The Board of Trustees is the governing board of Indiana University and is entrusted with making decisions that are in the best interests of all campuses. The chancellor is the chief executive officer of IU Kokomo and is entrusted with the daily operations of the campus.

IU Kokomo's financial, academic, personnel and fiscal responsibility is approached with honesty and transparency. A well-defined audit process ensures integrity of the fiscal resources, and a robust compliance system ensures the integrity of faculty, staff and administrators.

IU Kokomo provides significant resources to support all forms of research and creative activities, and collaborations between students and faculty are encouraged. Faculty and students are free to pursue truth in teaching, learning and scholarship, and all are expected to operate with integrity. We work to ensure that the development and application of knowledge occurs responsibly in a supportive environment.

We have presented evidence in this section that documents our ongoing efforts and accomplishments related to academic integrity. IU Kokomo is accountable to our constituencies and we operate in a positive and supportive environment, supported by our governing body. IU Kokomo continues efforts to ensure integrity, honesty and ethical behavior at all levels of the institution.