

## **Criterion Two: Integrity: Ethical and Responsible Conduct**

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

### **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.**

Acting ethically and responsibly is a deep and full-time commitment. The promise of transparency must be a core value, not implemented sporadically. Acting appropriately in all situations must be part of the culture that begins at the top and permeates the entire organization. It includes not only the occasional sensational situations – which are obvious and, therefore, relatively clear – but also the multitude of individual decisions that occur daily and tend to be more subtle and, thus, more difficult:

- What is fair use for copyright?
- In what situations should you footnote or otherwise give attribution/credit?
- Where does collaboration end and cheating begin?
- What constitutes inappropriate behavior and how should a colleague intervene?
- Can there be two equally defensible ethical positions on the same issue?
- How can honesty and integrity be appropriately guaranteed on online courses?

The timeless description of being ethical is “doing the right thing when no one is watching.” Living up to that expectation takes diligence and courage, and even in the best of circumstances, there are sure to be challenges along the way.

Missouri State University understands goal and complexity of acting ethically and with integrity. That is why the University has worked to create a culture where ethical and responsible behavior is expected and celebrated. It is central to the University’s Declaration of University Community

Principles, fundamental to the public affairs mission, and highlighted in the long-range plan. Simply stated, acting ethically and responsibly is expected of all who are associated with Missouri State.

Institutional policies provide a basis for ensuring that the institution operates with integrity. Missouri State has effective procedures for the approval and promulgation of both governing and operating policies through a comprehensive online policy library. Governing policies must be submitted to and approved by the Board of Governors; operating policies must be approved by the President in consultation with Administrative Council. The Office of the General Counsel is responsible for maintaining the policy library and the Office of Web and New Media is responsible for maintaining the policies on the web in a format that can be easily accessed by the University community and the public.

The policy library includes the Board of Governors By-Laws, Faculty Handbook, and Employee Handbook. Several of the policies, including the fiscal responsibility policy, specifically address financial integrity. Missouri's Open Meetings, Open Records Law (Sunshine Law) ensures transparency for the public in the decision-making process.

A review of the policy library reveals that there are many other policies designed to ensure that the institution operates with integrity, and follows fair and ethical practices. These include policies on conflict of interest, hiring, equal opportunity and affirmative action, prohibition of discrimination and harassment, faculty workload, research, and computer usage. The policies are inclusive and apply to the Board of Governors, administrators, faculty, staff and students.

Unlike many institutions and organizations, Missouri State has had and benefited from an Internal Auditor for more than 40 years. The policy library makes it clear that the Director of Internal Audit and Compliance and the Office of Internal Audit and Compliance operate with appropriate autonomy: "To achieve the highest degree of independence, the Internal Auditing Department reports to the Board of Governors. In carrying out its duties and responsibilities, the Internal Auditing Department shall have unrestricted and timely access to all organizational activities, records, property, and personnel. All internal auditing endeavors are to be conducted in compliance with University policies as well as the Code of Ethics and the Standards for the Professional Practice of Internal Auditing which are promulgated by the Institute of Internal Auditors, Inc." Besides the President, the Director of Internal Audit and Compliance is the only other employee who reports directly to the Board of Governors.

Another way in which the University ensures its behavior is ethical is through complying with all federal and state reporting requirements. There are many reports that cover a range of topics, from research compliance to the recently revised Title IX policy. The Director of Internal Audit and Compliance leads a campus-wide group to ensure the reports are completed and submitted by the deadline. The Office of Internal Audit and Compliance also provides support as needed for the completion of the reports.

The Ethics Hotline (“Whistleblower”) Policy provides an avenue for individuals to report perceived unethical practices, including violations of University policy, issues of integrity. Reports to the Ethics Hotline are monitored by the Internal Audit Office, which ensures they are confidential and appropriately addressed in a timely manner. Since 2007, there have been 76 separate reports to the hotline. Each report is analyzed and distributed to the proper administrator for review. The individual who made the claim also receives a report.

Yet another policy outlines the grievance procedure to address complaints and disputes between employees and the University over working relationships, working conditions, employment practices, or differences in interpretation of policies.

As a test of the integrity of its financial proceedings, the University is audited annually by an independent external accounting firm. For more than 25 years, Missouri State has received an “unqualified opinion” on that external audit. Another example of the institution’s culture of integrity is that Missouri State has not had any NCAA violations that have resulted in sanctions.

Each auxiliary has established its own procedures to ensure integrity in its operations. For example, Taylor Health and Wellness Center’s accreditation with the Accreditation Association for Ambulatory Health Care demonstrates the quality of the Center’s operation with respect to the rights of patients, governance, administration, and the quality of care provided.

The University also has an information security policy within the policy library. Per the policy, the Information Security Unit of the Computer Services Department provides guidance and oversight of all information-security related activities. A full-time Information Security Officer chairs the Information Security Executive Committee with campus-wide representation.

The high-profile Missouri State Bookstore theft was initially uncovered and investigated by the University’s Office of Internal Audit. The incident was handled professionally, first internally in fairness to the employee, before promptly being made public. The University then cooperated with law enforcement officials, which filed federal charges and ultimately gained a guilty plea agreement in what local and federal authorities described as “record time.” Since the occurrence, new procedures have been established and a cash collection audit has been completed. Even a year later, the University continues to receive high praise for the forthright way in which it handled this situation.

A key ingredient in ethical and responsible behavior is clear, complete and timely information. Missouri State benefits from its robust website that includes appropriate documents: financial documents (including salaries of all employees), internal audit reports, comprehensive policy library, agendas and minutes of most meetings, and more. In addition, both the President and Provost have regular communications that provide updates as well as links to additional documents on the topics.

**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.**

Missouri State spends considerable time and effort to communicate frequently, clearly and completely with its students, faculty and staff, and the general public.

The University's robust website contains clear and complete information about Missouri State programs and requirements, all of which is available to the public, faculty, staff, and students. Two examples are the graduate and undergraduate catalogs. The long-range plan is the result of an 18-month campus-wide process that included a large steering committee, expanded working subcommittees, postings of multiple drafts on the website, open forums, and individual comments and recommendations. As is the University's practice, students, as well as faculty, staff and administrators, were included on all of the long-range plan committees and work groups.

Missouri State presents clearly its purpose of "developing educated persons." The University, from the Board of Governors to the faculty and staff, is focused on students' learning outcomes and their commitment to lifelong learning. The University strives to keep the best interests of students at the forefront of all decisions. Toward that end, Missouri State prides itself on providing information openly and transparently, especially on the University's website. The policy library, Board of Governors agendas and minutes, financial documents, and comprehensive calendars of events are posted on the website for all to see. Information is provided in a straightforward, uncomplicated form, all easily located with a well-structured and comprehensive search engine.

In the "Net Price Calculator," students have a nationally-normed tool to calculate the cost of their education. Even though Missouri State has taken steps over the years to simplify the calculation of fees, it can, admittedly, be complicated. Partially in response to reduced state funding and partially in response to the market, several academic colleges at Missouri State have instituted program fees in recent years. In addition, online courses typically incur a slightly higher fee. However, with the ever-increasing costs of traveling to and from campus, most students do not complain about this additional charge.

Since programs and requirements for graduation change, Missouri State treats these as "living documents" by regularly reviewing, evaluating, and revising as appropriate. It is all part of the goal of providing clear and accurate information to students, faculty, staff, and the public.

**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.**

**2.C.1. The governing board's deliberations reflect priorities to preserve and enhance the institution.**

Missouri State's Board of Governors is actively involved in setting the agenda for the University, especially through the long-range plan. For the current plan covering 2011-16, the Board reviewed various key elements and then two full drafts of the plan, provided input, and ultimately unanimously approved it. The Board's priorities and involvement in establishing the agenda are not only articulated in the long-range plan, but also the President's highlights and the Board of Governor's official minutes. The priorities are organized in four sections in the plan: Access to Success, Public Affairs Integration, Engaged Inquiry, and Partners for Progress.

"Access to Success" expands access to educational opportunities and prepares students for successful citizenship and careers in a globally competitive world. One initiative includes increasing enrollment in targeted fields of study such as science, technology, engineering and math (STEM), as well as health fields. Several programs support this initiative: a new master's degree program in Occupational Therapy, a new Associate of Applied Science in Allied Health-Certified Nursing Assistant program on the West Plains campus, and the Doctor of Nursing Practice degree. Three new facilities also reinforce Access to Success: Bill R. Foster and Family Recreation Center, McQueary Family Health Sciences Hall, and the Science Scholars' Laboratory at Greenwood Lab School.

Increasing diversity is an emphasis of Access to Success. In 2011, the first Vice President for Diversity and Inclusion was hired. The Division of Diversity and Inclusion exists to promote, achieve, advance and sustain Missouri State's commitment to diversity, equity and inclusion by enhancing employee capabilities and competencies through diversity research, professional development, collaboration, and integrative activities and practices. The annual Statewide Collaborative Diversity Conference, initiated in 2013, has been a resounding success and further put the University as the forefront of the diversity conversation.

"Integrating the Public Affairs Mission" more deeply into the academic experience of the students, from the curriculum to research, equips and inspires graduates to engage in global policy issues and creatively apply their educations to identify solutions to pressing worldwide challenges. The 2013 Public Affairs Conference, with its theme of "Inclusive Excellence," attracted more than 3,000 participants. The conference explored the relationship between public affairs and diversity and inclusion.

"Engaged Inquiry" – the pursuit of research and scholarly activities – enriches the learning experience of students and is responsive to the needs of the region and state. These initiatives continue to develop. For example, researchers at the Center for Grapevine Biotechnology in the William H. Darr School of Agriculture announced two major breakthroughs that will impact grape and wine industries in Missouri and the Midwest. The College of Humanities and Public Affairs (CHPA) was awarded a five-year, \$2.5 million contract from the U. S. Department of Defense (DOD). And a new publication, *Mind's Eye*, and its companion website highlight research, service and scholarly activities by faculty members.

“Partners for Progress” expresses Missouri State’s commitment to serve as a catalyst for positive change in improving the quality of life for Missourians and enhancing the economic vitality of the region and state.

IDEA Commons is a major element of Missouri State University's commitment to community development and the building of a social infrastructure necessary to support a high quality of life for Springfield residents. IDEA Commons brings together Innovation, Design, Entrepreneurship, and the Arts in an urban innovation center. It is an example of how the University continues to be engaged in promoting the community’s livability and economic success. Other partner initiatives include the Roy Blunt Jordan Valley Innovation Center; Robert W. Plaster Center for Free Enterprise and Business Development, including The eFactory business incubator; the cooperative Doctor of Pharmacy degree with the University of Missouri-Kansas City; and the development of Brick City as the home of the Art and Design Department.

Based on the foundation established by the long-range plan, the Board uses its five regular meetings and two retreats to focus on specific aspects of these four areas.

The Board has two committees, Finance and Facilities, and Programs and Planning, which meet in conjunction with the full Board meetings. In 75-90 minutes, both committees work through an agenda that is published in advance. The Programs and Planning Committee always includes an in-depth discussion of a topic, which has ranged from the Study Away Program to individual academic colleges and schools.

Beginning in December 2012, the Board of Governors reinvented its agenda to make the Board’s time more substantive. The major addition was scheduling an in-depth discussion as part of its regular meetings. Board members have found this a more meaningful use of their time, and the administration has benefited from the Board’s input and the open dialogue. Some of the topics have included: Diversity in the Student Body, First Generation Students, HLC Accreditation (for both the West Plains and Springfield campuses), and Partnership Opportunities Among Missouri State’s Campuses.

**2.C.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.**

Missouri State officials often tell people that “the University’s middle name is ‘Partner.’”

For more than two decades, the University has sought meaningful partnerships to better serve its students, broaden its services, and expand research opportunities. These partnerships have come at the local, state, regional, national and international levels. The Board of Governors approves many of the agreements and is informed of all of them in accordance with University policy. A few examples include:

- **Local** – Missouri State has positive and productive relationships with the City of Springfield, City Utilities, Greene County, Ozarks Technical College (OTC), Drury University, Evangel University, Southwest Baptist University, the Community Foundation of the Ozarks, the Springfield Area Chamber of Commerce, Urban Districts Alliance, and other local agencies and organizations. These have helped pave the way for several collaborative projects, the major one of which is IDEA Commons and its component parts: the Roy Blunt Jordan Valley Innovation Center, Brick City, and the Robert W. Plaster Center for Free Enterprise and Business Development, which includes The eFactory. Other non-university entities located in IDEA Commons include the Missouri Crime Lab, the Jordan Valley Community Health Center, the Taylor-Martin Companies, the Marlin Company, and several residential structures. Another example of collaboration is the new campus entrance on National Avenue, the renaming of Monroe Street to “Bear Boulevard,” and the improvement of the intersection at National Avenue and Bear Boulevard. Missouri State has enjoyed a strong partnership with OTC since it opened in 1991. The two institutions have articulation agreements; dually enroll students and manage their financial aid across both campus; and even provide a special residence hall experience for OTC students on the Missouri State campus. Missouri State offers accelerated master’s degree programs with the other four-year institutions in the area, and all of the higher education institutions partner in the Foreign Language Institute hosted by Missouri State. The Board approved all of these initiatives as they were developed.
- **State** – Missouri State has developed partnerships with many higher education institutions across Missouri. The University has co-located in the OTC Education Center in Lebanon, has a presence at Crowder Community College in Neosho, and offers graduate programs in Joplin, home of Missouri Southern State University. Missouri State has joint degree programs with three of the four University of Missouri campuses: Ed.D. in Educational Leadership with the University of Missouri-Columbia, cooperative Engineering degree with the Missouri University of Science and Technology, and, starting in fall of 2014, the cooperative Doctor of Pharmacy degree with the University of Missouri-Kansas City. Missouri State has an extensive and growing Dual Credit program with high schools located in southwest Missouri and around the state. Several University-sponsored programs involve other Missouri institutions, both two-year and four-year. In addition, many Missouri State researchers collaborate with colleagues at other Missouri institutions. The Board of Governors has encouraged these partnerships, is aware of all, and has approved many.
- **Regional** – One of the most recent regional partnerships is with the University of Arkansas-Pine Bluff, a Historically Black Colleges and Universities (HBCU) member. The partnership is designed to increase diversity experiences for students on both campuses. The Board of Governors approved this agreement.
- **National** – Missouri State’s Defense and Strategic Studies (DDS) Program is located in the Washington, D.C., area for greater accessibility to professionals who seek a graduate degree in this area. The DSS program is recognized as one of the premier programs of its kind in the

country. The Board of Governors decided to locate the program there and approves such things as leases and tuition. The University also has partnerships with the National Park Service.

- **International** – Over the past 20 years, Missouri State has developed academic and research partnerships internationally. Missouri State has 52 agreements with 17 countries: Australia, Belgium, Brazil, Bulgaria, Chile, China, Colombia, Czech Republic, England, France, India, Japan, Mexico, Mongolia, Slovenia, South Korea, and Turkey. The greatest concentration are in China with 15 agreements in nine cities/provinces. The Board is made aware of all agreements and approves most since there is a financial commitment involved.

### **2.C.3. The governing board preserves its independence from undue influence on the part of donors, elected officials, ownership interests, or other external parties when such influence would not be in the best interest of the institution.**

Missouri State University is governed by a nine-member statewide Board of Governors, with at least one, but no more than two, from each of Missouri's eight congressional districts. All members are appointed by the Governor of the State, with the advice and consent of the State Senate, to serve six-year terms. Once appointed by the Governor and approved by the Senate, Board members are sworn to act in the best interests of the University.

The Board of Governors Bylaws, first enacted in 1936, have gone through numerous amendments. The latest major revision was completed in 2009, although amendments have been since then and are still made periodically. The Bylaws cover, among other policies, selection and removal of members, conflict of interests, board organization and committees, board authority and functioning.

The Board of Governors' regular meetings, meetings of the two committees (Finance and Facilities and Programs and Planning), and the monthly Executive Committee meetings (conducted by conference call) are open to the public. Agendas for all meetings are posted to the web in advance, as are minutes and major actions of the meetings. Audio recordings of the regular meetings are made and maintained. The minutes of all open meetings are public record and available under the Missouri Open Meetings, Open Records Law (Sunshine Law). Some portions of the minutes from closed sessions of the Board are protected for certain periods of time or permanently under the Sunshine Law.

A review of the By-Laws, Sunshine Law, the policy library, and other University and procedural information is included in a day-long orientation conducted for all new Board members after they have been appointed and before they attend their first meeting.

These policies, practices and orientation all help promote and safeguard the Board of Governors' ability to be an independent decision-making body that serves in the best interest of the University and is immune from inappropriate influences.



#### **2.C.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 Governors By-Laws are an important part of Missouri State's administrative policies. The By-Laws state in Article II, Section 3.a, that "Governors shall avoid involvements in the administration of the University except in an emergency or when exceptional circumstances occur," and in Article X, Section 2, that "the President of the University is delegated the general authority to act for and on behalf of the Board of Governors of the University, as its agent, to administer the University's affairs pursuant to policies established by the Board."

The Board of Governors had a special challenge in the summer of 2011 to which it responded appropriately, effectively, and in a timely manner. Within a two-month period, both the Provost and 11-month President resigned and returned to the faculty. The Board named an Interim President who identified the Interim Provost within hours. The changes were accomplished quickly and seamlessly, and then made public in a timely manner, thus avoiding the chaos that is possible in such situations.

The Board of Governors has a strong record of valuing the principle of shared governance with the faculty and fostering the faculty's right to academic freedom. As a result, the University has benefitted from active and enthusiastic faculty participation and involvement in academic matters, and the University, therefore, has a comprehensive and time-tested body of academic policies. The Provost is the chief academic officer of the University and the Faculty Senate oversees all the curricular matters. The President and Provost both emphasize and support the concept of shared governance and the faculty's responsibility for curriculum during the orientation for new Board members.

As is the case in many situations, communication and collaboration are key. This was never more apparent than at the June 2014 Board of Governors meeting where revisions to the Faculty Handbook were proposed by the Faculty Senate. Thanks to the leadership of Faculty Senate and the Provost, and the communication among all parties, the Faculty Senate recommendations were supported by the Provost and President and unanimously approved by the Board without any amendments.

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

The Missouri State University Faculty Handbook states: "A great university is first and foremost a human community. It is a place where people express their sense of commitment, their passion for learning and discovery, their dedication to service over self-interest, and do it all through the completion of those various daily tasks and challenges that mark the institution's steady heartbeat. A great university is a community of dedicated people bound together by shared responsibilities, mutual obligations, and a dependence on each other both to accomplish things of true value and to

make a future.” This statement is consistent with the beliefs and goals of the American Association of University Professors (AAUP) and codifies the extent to which Missouri State University values freedom of expression and the pursuit of truth in teaching and learning.

Over the years, the University has embraced these values as part of its mission. This commitment is specifically expressed in the Declaration of University Community Principles, which was approved by the Faculty Senate, Staff Senate, and the Student Government Association. The Declaration expresses the belief that educated persons will accept responsibility to act in accordance with the following principles: 1) Being open-minded to embrace the benefits and richness that diversity and inclusiveness bring to the community of scholars and to recognize them as catalysts for educational excellence; 2) Practicing personal and academic integrity. Being a full participant in the educational process, and respecting the right of all to contribute to the "Marketplace of Ideas"; and 3) Treating all persons with civility, while understanding that tolerating an idea is not the same as supporting it. Being a steward of the shared resources of the community of scholars.

Choosing to accept these principles suggests that each participant of the community refrains from and discourages behavior that threatens the freedom and respect each member deserves.

Indeed, the University is committed not only to developing educated persons, but also to embracing ethical conduct in teaching and learning on a daily basis. Examples of such emphases include:

- Expressive Activity Policy
- Prohibition of Discrimination and Harassment Policy
- Student Policy Handbook for ELI
- Grade appeal and Academic Grievances Policy

Additionally, several programs have their own set of academic policies that govern freedom of expression and pursuit of truth.

## **2.E. The institution’s policies and procedures call for responsible acquisition, discovery and application of knowledge by its faculty, students, and staff.**

### **2.E.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.**

Missouri State ensures – through appropriate support, training, and policies – that faculty, staff, and students acquire, discover, and apply knowledge responsibly. The Faculty Handbook provides guidance for faculty regarding scholarship, research, and creative activity; responsibilities and ethics; academic freedom; regulatory guidelines for research; and conflict of interest.

Responsible scholarship is specifically supported through the University’s Office of Research Administration (ORA). The ORA provides coordination, oversight, and education in the areas of animal care and use, biosafety, conflict of interest, export control, human subject research, intellectual property, radiation safety, responsible conduct of research, and technology transfer. Appropriate policies and procedures exist related to academic freedom, intellectual property that emerge from scholarship, sponsored research (grants), misconduct in science, and whistleblower protections. ORA also supports faculty and staff in the acquisition, performance and administration of projects and programs funded from sources outside the University.

The Graduate College provides grants and other resources to help faculty and graduate students acquire, discover, and apply knowledge responsibly.

The annual Interdisciplinary Forum provides an outlet for student scholarship, practical experience in preparation for professional research outlets, and an opportunity to honor excellence through research awards.

The Provost’s Office supports scholarly activity through faculty research grants, summer research fellowships, equipment matches, graduate student theses funding and graduate student travel awards. (See table below for support from 2004-present) Furthermore, faculty gain clear, updated guidance regarding scholarship expectations per the Provost’s periodic review of department reappointment, tenure, and promotion plans.

Academic Year	Faculty Research Grant Awards		Summer Fellowship Awards		Research Grant (Equipment) Matches		Graduate Student Thesis Funding		Graduate Student Travel Awards	
	Number	Total \$	Number	Total \$	Number	Total \$	Number	Total \$	Number	Total \$
2013-14	22	126,480	10	60,000			71	33,500	111	21,220
2012-13	21	132,689	7	42,000			74	35,488	86	20,650
2011-12	26	148,193	17	102,000			67	32,550	71	14,330
2010-11	17	107,619	16	96,000			74	37,100	64	18,670
2009-10	18	113,265	20	120,000	1	3,000	73	33,855	61	11,290
2008-09	22	132,027		none awarded	2	86,500	42	21,630	64	15,545
2007-08	24	134,552	20	120,000	4	122,000	75	38,310	68	14,880
2006-07	22	125,124	25	125,000	7	133,095	80	38,950	61	14,955

2005-06	21	125,337	23	115,000	5	88,555	67	32,266	62	14,695
2004-05	22	108,141	23	115,000	7	102,350	84	39,595	42	9,740

Even with strong support and clear guidance in place and even though the University just set a record with nearly \$22 million in sponsored programs, the University recognizes that it must remain diligent to meet its goals in all areas of scholarship. While specific metrics will naturally ebb and flow annually, continuous long-term improvement remains the goal. Expansion of the professional staff in the ORA should be a positive step, and the publication of *Mind's Eye* raises the profile of research and applauds creative efforts. Missouri State's publication of the *eJournal of Public Affairs* is further evidence of the institution's robust efforts to support and promote research.

## **2.E.2 Students are offered guidance in the ethical use of information resources.**

Missouri State University provides students with timely, effective guidance regarding the ethical use of information resources. The first pillar of the University's public affairs mission is "Ethical Leadership" – a shared commitment that permeates the University's learning community. The annual Public Affairs Conference features campus events that educate and inspire. The Code of Student Rights and Responsibilities and the Student Academic Integrity Policies and Procedures establish clear expectations and provide guidance for students. Even so, the University proactively seeks to deliver the guidance in a variety of settings.

- Through orientation, new students encounter information regarding their rights and responsibilities.
- In every course, standards of academic integrity are expected to be salient on the syllabus.
- The first required course for first-time, first-year students is GEP101, and one of the first subjects is tied to information literacy, academic integrity, and ethical behavior.
- Ethical behavior and responsibility are topics included in the orientation sessions specifically targeted to entering freshmen, transfer students, non-traditional students, international students, and graduate students.
- The University avails faculty of plagiarism-detection/integrity-promoting software – Safeassign.
- The Bear CLAW (Center for Learning and Writing) provides individualized assistance for students at all stages of information use and project development.
- The Academic Integrity Tutorial is available online to enrich students' understanding and guide their choices.

With the opportunities technology creates come special challenges, and Missouri State University arms the entire learning community with firm principles and recommendations for responsible, ethical and safe computer usage. Students at Missouri State are active partners in promoting ethical use of information resources. Students organized the campus Society of Academic Integrity Leaders (SAIL) which has now evolved into a campus Academic Integrity Matters Student Organization (AIMSO). Each year, Academic Integrity Days features presentations and workshops for students, student organizations, and faculty.

Like other colleges and universities, Missouri State continues to identify best approaches to promoting academic integrity in online courses. Missouri State is now developing new standards which should be ready to implement no later than fall of 2015. Until then and up to now, the Provost's Outreach Office has provided guidance for faculty through the University's innovative training program and Digital Professor Academy. Missouri State remains vigilant in seeking opportunities to ensure academic integrity in distance education.

### **2.E.3 The institution has and enforces policies on academic honesty and integrity.**

Missouri State University firmly and fairly enforces policies on academic honesty and integrity, guided by the Student Academic Integrity Policies and Procedures. Those policies and procedures were revised in 2014, partly to enhance readability (i.e., maximize student access to this guidance).

By administering an Academic Integrity Survey to faculty and students, the Academic Integrity Council maintains awareness of the scope and nature of challenges to integrity. As noted in describing compliance with 2.E.2, standards of academic integrity are expected to be included in the syllabus of every course at Missouri State.

The University's Test Proctoring Center is augmented by an agreement with Ozarks Technical College that provides online students even more options for taking tests in secure environments.

Expectations, policies, and resources are made salient for members of the learning community, and the Academic Integrity Council (AIC) – which includes student members and faculty members in equal measure – adjudicates concerns in a manner consistent with those expectations and policies.

## **Summary**

With its public affairs mission, Declaration of University Community Principles, online policy library, and Office of Internal Audit and Compliance, Missouri State possesses the ingredients to meet the criterion on ethical and responsible conduct. Expectations for behavior are clearly outlined

for all members of the campus community: Board of Governors, faculty, staff, administrators, and students.

Beyond that, the University has demonstrated its commitment to these ideals, most notably in the Bookstore theft that received national attention and for which the University continues to receive accolades from media and others. Even so, Missouri State is well aware that it must be ever diligent in maintaining the high standard it has set.

The University has a strong commitment to shared governance and includes all constituents, including students, in developing the long-range plan and other important documents and reaching strategic decisions.

Missouri State also serves its constituents by its continuing commitment to partnerships. For more than 20 years, the University's long-term philosophy has been to focus on the needs of the citizenry, rather than sole ownership and credit. It has worked to the benefit of all.

## **Strengths**

1. The combination of the policy library, the Office of Internal Audit and Compliance, the information security officer, and the annual external financial audit help set Missouri State apart from many institutions.
2. The public affairs mission provides a strong philosophical foundation for ethical and responsible behavior, including the celebration of freedom of thought and speech, and the initiatives to expand diversity among students and employees.
3. Codes of conduct are clear for all members of the campus community, from the Board of Governors, to faculty and staff, to administrators, to students.
4. Missouri State remains an honest broker and strong partner with many institutions, organizations and other entities.

## **Weaknesses**

1. Given the importance of cost to its students, Missouri State must continue to find the clearest ways in which to list the price of education.
2. The University must remain diligent in its goal of increasing all forms of scholarly activity.
3. Building on its current policies and practices, the University must address new challenges as they arise, including honesty and integrity with online courses.

## Evidence List

### 2A

- ✓ Declaration of University Community Principles
- ✓ Public Affairs Mission
- ✓ Long-Range Plan (current)
- ✓ Policy Manual - The policy manual will be the primary reference for this section. We will be able to link to specifically referred policies as they are mentioned in the document.  
<http://www.missouristate.edu/policy/>
  - BOG bylaws
  - Faculty Handbook
  - Employee Handbook
  - Fiscal responsibility policy
  - Conflict of interest
  - Hiring policies
  - Equal opportunity and affirmative action policies
  - Prohibition of discrimination and harassment policy
  - Faculty workload policy
  - Research policies
  - Computer usage policies
  - References to Office of Internal Audit and Compliance
  - Revised Title IX Policy
  - Ethics Hotline Policy
- ✓ Missouri's Sunshine Law
- ✓ Evidence of external audit. We should have financial audit reports from the last 10 years but will only post the last two years.
- ✓ Evidence from NCAA that we have had no violations
- ✓ Attach latest letter that shows that Taylor Health and Wellness is currently accredited.
- ✓ Audit reports – <http://www.missouristate.edu/internalaudit/Audit-Reports.htm>

### 2B

- ✓ Undergraduate catalog
- ✓ Graduate catalog
- ✓ Need evidence of students on committees – committee handbook
- ✓ BOG Agendas/Minutes (may just need a screen shot of the webpage)
- ✓ Financial documents available on the website
- ✓ Fees
- ✓ Comprehensive Calendars of Events (academic calendar, a typical week of events)

### 2C

- ✓ Long range plan
- ✓ Presidential highlights - <http://www.missouristate.edu/president/highlights.asp>

- ✓ BOG evidence - [http://www.missouristate.edu/bog/minutes/March\\_7-8\\_2013.htm](http://www.missouristate.edu/bog/minutes/March_7-8_2013.htm);  
[http://www.missouristate.edu/bog/minutes/May\\_16\\_2013.htm](http://www.missouristate.edu/bog/minutes/May_16_2013.htm);  
[http://www.missouristate.edu/bog/minutes/May\\_16\\_2013.htm](http://www.missouristate.edu/bog/minutes/May_16_2013.htm)
- ✓ VP of Diversity – see notes, include annual reports
- ✓ Statewide Diversity Conference – schedule for past two years
- ✓ Public Affairs Mission – We can use evidence from 1
- ✓ Engaged Inquiry – Mind’s Eye - <http://blogs.missouristate.edu/mindseye/>
- ✓ Partners in Progress – Use the IDEA Commons evidence from 1.
- ✓ BOG meeting agendas and minutes for the past two years
- ✓ Articulation agreements with OTC and others
- ✓ International agreements (or a list) in one place.
- ✓ Agreements with S&T (engineering) and UMKC (pharmacy)
- ✓ Regional partnership with Pine Bluff
- ✓ Evidence/information about DSS.
- ✓ BOG bylaws (in the policy manual)
- ✓ BOG agendas and minutes
- ✓ BOG orientation
- ✓ BOG make-up - <http://www.moga.mo.gov/statutes/chapters/chap174.htm> -- Section 174.450
- ✓ Faculty Senate meeting agendas and meetings in 2014 showing work on the Faculty Handbook
- ✓ June 2014 BOG meeting where they approved the Faculty Handbook

## 2D

- ✓ Faculty Handbook
- ✓ Policy Manual
  - Expressive Activity Policy
  - Prohibition of Discrimination and Harassment Policy
  - Student Policy Handbook for ELI - [http://international.missouristate.edu/assets/eli/CURRENT\\_Student\\_Policy\\_Handbook.pdf](http://international.missouristate.edu/assets/eli/CURRENT_Student_Policy_Handbook.pdf)
  - Grade appeal policy
  - Academic Grievance Policy

## 2E

- ✓ Faculty Handbook
- ✓ Office of Research
- ✓ Need a report on training that ORA has actually done over the past year or so.
- ✓ Policy Manual
- ✓ Faculty Grants, summer fellowships, graduate student research funding – all from graduate college.



- ✓ Report from the provost's office on faculty grant and summer fellowship award winners for the past 10 years.
- ✓ Report from the provost's office on sabbaticals awarded for each of the past 10 years.
- ✓ Report on major equipment funds dispersed from the provost's office from the last 10 years.
- ✓ Graduate College IDF - <http://graduate.missouristate.edu/currentstudents/IDF.htm>
- ✓ Research data – [http://ora.missouristate.edu/SRP\\_Reports.asp](http://ora.missouristate.edu/SRP_Reports.asp)
- ✓ Research data – faculty publications are in the KPI
- ✓ Public Affairs mission (have this)
- ✓ Required policy statements - <http://www.missouristate.edu/provost/syllabi.htm>
- ✓ Code of Student Rights and Responsibilities - <http://www.missouristate.edu/studentconduct/12331.htm>
- ✓ Policy Manual – Academic Integrity Policy
- ✓ Need GEP101 syllabus showing topics.
- ✓ Something specific from SOAR that is evidence that we talk about ethical behavior and responsibility. (maybe the SOAR packet from Criterion 1)
- ✓ Usage data for Safeassign.
- ✓ BearClaw from criterion 1
- ✓ Academic Integrity Tutorial is under construction. <http://www.missouristate.edu/academicintegrity/148011.htm>
- ✓ AIMS0 - <https://missouristate.collegiatelink.net/organization/aimso>
- ✓ Academic Integrity Days Activities for the last two years.
- ✓ Academic integrity in online education - <http://www.missouristate.edu/fctl/DPA.htm> and <http://www.missouristate.edu/provost/DistanceEducation/>
- ✓ Student Academic Integrity policy is dated 2014 so I think the revision must be done. - [http://www.missouristate.edu/assets/policy/Op3\\_01\\_Academic-Integrity-Policies-and-Procedures-07-28-2014.pdf](http://www.missouristate.edu/assets/policy/Op3_01_Academic-Integrity-Policies-and-Procedures-07-28-2014.pdf)
- ✓ We need the results of the academic integrity survey is we are going to mention it in the text.
- ✓ Test proctoring keeps evolving – hopefully everything is at this website - <http://outreach.missouristate.edu/testproctoringcenter.htm>