BALL STATE UNIVERSITY Self-Study Report for Continuing Accreditation 2013

Higher Learning Commission of the North Central Association of Colleges and Schools

Criterion Two—Integrity: Ethical and Responsible Conduct The institution acts with integrity; its conduct is ethical and responsible.

Ball State University fosters a culture of ethical ideals and responsible behavior. All constituents are encouraged to promote an environment of accessible guidelines that are flexible, reliable, practical, and enforced. The university community is engaged in high professional standards and committed to an evolution of best practice. Academic integrity is a fundamental and core value in all expectations and practices, and it reinforces quality teaching and learning. Integrity is also emphasized throughout the university's administrative, service, and support operations.

Core Component 2.A.

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

Ball State University has numerous well-established ethical policies and processes that guide the day-to-day actions of its community members in all areas of the institution. They are implemented and enforced across the campus to ensure fairness and integrity in everything from employment, promotion, and tenure decisions to academic integrity, purchasing, auditing, alumni data handling, and public safety. The Office of University Compliance provides information, resources, and counsel on some of these policies.

The Office of Research Integrity advises on ethical and legal issues related to research and manages the significant financial conflict of interest and conflict of commitment programs for the entire university. The Office of Business Affairs also administers Ball State's conflict of interest program, which covers situations in which an employee has a monetary interest in a university contract or purchase.

Many of Ball State's fair and ethical policies, procedures, and regulations approved by the Board of Trustees, the president, and/or the University Senate are found in the university's Faculty and Professional Personnel Handbook, which is maintained by the Office of the Provost and Vice President for Academic Affairs. The 2012–13 handbook includes the following policies:

- Statement on Rights and Responsibilities
- Bill of Rights and Responsibilities
- University Council and Committee System
- Campus Council and Committees
- Faculty Council and Committees
- Equal Opportunity and Affirmative Action Policy
- AAUP Statement on Professional Ethics

- University Promotion and Tenure
- Policy on Conflict of Interest and Conflict of Commitment
- Policy for the Protection of Human Subjects in Research
- Institutional Review Board
- Policy for Animal Care and Use
- Policy for Research Involving Recombinant DNA Molecules and Research Involving Infectious Materials
- Student Bill of Rights and Responsibilities
- Student Code of Conduct
- Grade Appeals
- Student Academic Ethics Policy

Ball State's Handbook for Exempt Staff Personnel and Handbook for Temporary Full-Time Exempt Staff Personnel also address a number of ethical policies and processes to guide the actions of university employees. Specific policies in this handbook include:

- Equal Employment and Affirmative Action Policy
- Grievance Procedure
- Codes of Ethics Statement

These same policies are also included in the following employee handbooks, which are available online:

- Handbook for Nonexempt Staff Personnel
- Handbook for Service Personnel (Bargaining Unit)
- Handbook for Service Personnel (Non-Bargaining Unit) Affiliated with Staff Personnel
- Handbook for Regular Part-Time Service Personnel
- Handbook for Temporary Staff, Temporary Service, Casual, and Substitute Personnel

Examples of fair and ethical policies and processes can be found in different divisions of the university.

University Advancement

Each of the four interrelated areas in this division—Advancement Services, Alumni Association, Alumni Center, and University Development—has established ethical policies and processes to guide daily activities. For example, a series of policies has been developed to protect alumni data, including the E-mail List Policy and the Third Party Partnership Policy. In addition, each University Advancement professional must sign a confidentiality agreement to maintain the privacy of the data with which they work and to keep data secure and accessible only to those who have rights to this information.

Business Affairs

In this division, ethical guidelines have been developed for Purchasing Services, which adheres to the National Association for Education Procurement Code of Ethics. The internal auditing staff also follows the Internal Auditor's Code of Ethics in the performance of its responsibilities.

Student Affairs

The Division of Student Affairs works to foster a fair and ethical campus environment. The Student Rights and Community Standards website is a primary resource that includes the Code of Student Rights and Responsibilities, emergency policies and procedures, and information concerning conduct on and off campus. The Student Code outlines disciplinary procedures and the Student Academic Ethics Policy, which ensures all students adhere to the principles of academic integrity and honesty.

Student Affairs also provides up-to-date policies and procedures for the Housing and Residence Life, Student Legal Services, Counseling and Health Services, Disabled Student Development, and Public Safety offices for students and community members. Examples include:

- Counseling Center Confidentiality Policies
- Disabled Student Development Policies and Procedures
- Disabled Student Development Verification Process
- Health Center Mission and Values
- Housing and Residence Life Policies

Beneficence Pledge

Across the campus, the Beneficence Pledge is a broad statement of expectations that guides fair and ethical practice for all members of the Ball State community, who promise to "maintain high standards of scholarship and excellence," "practice academic honesty," "act in a socially responsible way," and "value the intrinsic worth of every member of the community" and Faculty and Professional Personnel Handbook. The pledge is a campuswide initiative. The Student Government Association first acted on it in fall 2006, and the University Senate passed it in February 2008. The following month, the pledge was unanimously endorsed by Ball State's Board of Trustees.

Summary: Core Component 2.A.

Ball State has many sound policies and processes in place to ensure integrity, fairness, and ethical practices in its financial, academic, personnel, and auxiliary functions, and these are communicated to members of the campus community through the university's website and in printed materials. These ethics policies and processes are reviewed periodically to confirm their relevance and accuracy.

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.

Ball State University's website is the most clear and comprehensive resource for presenting institutional information to students and the public. Details about the university's programs, requirements, faculty and staff, costs to students, institutional control, and accreditation

relationships may be obtained from numerous starting points. From the Ball State home page, specific audiences can find a collection of links to information tailored to them:

- Alumni
- Business Partners
- Current Students
- · Faculty and Staff
- Parents

Information about the university can also be easily accessed from the home page via content type:

- About Ball State
- Academics
- Admissions
- Athletics
- Calendar
- Campus Life
- News
- Giving

Specific information can also be found using the site's Google search engine, site map, and searchable directory of faculty, staff, and students, while the contact page links people to relevant areas of the website based on a set of described scenarios:

- Sitemap
- Contact Us
- Directory

A number of other areas within the Ball State website illustrate how the university presents information clearly and completely to students and the public. Below are some examples.

Academic Programs and Requirements

- Undergraduate Course Catalog
- Undergraduate Majors
- Undergraduate Minors
- Graduate Catalog 2012–2014
- Graduate Programs of Study
- Department of Modern Languages and Classics
- Department of Philosophy and Religious Studies
- Department of Social Work

Faculty and Staff

- Department of English
- Department of Biology
- University College

- Faculty and Professional Personnel Handbook
- Payroll and Employee Benefits
- Payroll and Employee Benefits—FAQs
- Scholarships and Financial Aid-Fee Remission

Costs to Students

- Bursar's Office
- Bursar FAQs
- Estimated Tuition and Fees for Undergraduate Students
- Graduate Tuition for Online and Distance Education Students
- Net Price Calculator
- Scholarships and Financial Aid
- Learning Center Free Resources
- Board of Trustees
- Office of the President

Accreditation Relationships

- Institutional Accreditation
- Department of Architecture
- Department of Art
- Department of Criminal Justice and Criminology
- Department of Landscape Architecture
- Department of Speech Pathology and Audiology
- Department of Urban Planning
- Miller College of Business
- School of Nursing

To facilitate access to information on Ball State's website, the university has created and promotes many marketing URLs that are simpler and more user friendly than the actual addresses of the site's pages. For example, the Net Price Calculator for estimating student costs and financial aid can be accessed by entering only bsu.edu/admissions/scholarshipsandfinancialaid/netpricecalculator. The university's website is also accessible to individuals with disabilities and provides a list of Ball State's text telephone (TTY) numbers), including a link from the home page, and information about adaptive technology resources.

While the Ball State website is the most comprehensive resource of information presented to students and the public, printed materials are also provided for certain uses, including admission and orientation information for new and prospective students.

Summary: Core Component 2.B.

Ball State's website is the most comprehensive source of institutional information for students and the public. The majority of information on the website is clear and complete, but not all of it is routinely updated. It is recommended that each unit (department, office, service) that provides and uploads content to the website implement a systematic process of annual/biannual review

to ensure the information remains current, clear, and complete.

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.

Ball State University is governed by its Board of Trustees, which consists of nine members appointed by the governor of Indiana. The board's members represent a wide range of constituencies. The Board of Trustees has executive and supervisory authority over all aspects of the institution, including the appointment of the university's president.

The board maintains autonomy from special interests within and around the university, and delegates day-to-day operations to the university's administration and duly selected university councils, committees, and officers. The primary mission of the board is to ensure the fiscal, physical, academic, and social well-being of the institution and its constituencies.

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

Ball State's Board of Trustees has the authority to govern all facets of the university's finances, personnel, and curricula and to approve initiatives in facilities planning, subject to limitations established by special law or through appropriation acts passed by the Indiana General Assembly. The board's deliberations routinely address issues that affect the reputation, well-being, and quality of the institution, as can be seen in the Board of Trustees minutes from 2004 to the present and in a template for the normal schedule of issues that come before the board each year.

Important actions taken by the Ball State Board of Trustees since 2004 include:

- Approval of Jo Ann Gora as the university's 14th president
- Construction of East (Park) Residence Hall/Renovation of Woodworth Dining, \$36 million
- Geothermal project and boiler replacement, \$48 million
- Renovation of Scheumann Stadium, \$15.6 million
- Construction of the Student Recreation and Wellness Center, \$39 million
- Renovation of L.A. Pittenger Student Center, \$22.9 million
- Construction of North (Kinghorn) Residence Hall, \$46.5 million
- Renovation of DeHority Complex, \$30 million
- Renovation of Ball Honors House, \$1.2 million
- Central Campus Academic Renovation and Utility Improvements Phase I, \$33 million
- Construction of Marilyn K. Glick Center for Glass, \$2 million
- Approval of doctorate in nursing practice and master of fine arts degrees
- Renovation of Studebaker East Residence Hall, \$24.1 million
- Approval of Strategic Plan 2012–2017, Education Redefined 2.0: Advancing Indiana

View photo galleries of these new or renovated academic buildings, nonacademic buildings,

<u>athletic facilities.</u> See videos about the <u>Geothermal Project</u>, <u>Student Recreation and Wellness Center</u>, and <u>Marilyn K. Glick Center for Glass</u>. Other examples of important board actions are provided under Subcomponent 2.C.2.

While the day-to-day management of the institution is delegated to Ball State's administrative team, the president and her cabinet keep the Board of Trustees informed of activities and issues of importance at the university, both during and between board meetings. A report of such issues is provided by the president and the chair of the University Senate at each meeting.

For the past couple of years, the president has also requested a special presentation by one of the university's colleges or another campus group at each board meeting. Originally these presentations were made at the end of the regular meeting. On a few occasions, the agenda ran long and left no time for the presentation. Because of this, the presentations are now made during lunch. Some of these have also resulted in tours of facilities, such as one given by the athletics department at the December 14, 2012, meeting. These presentations provide board members with more information about the university's programs.

A variety of other issues are also discussed as needed at Board of Trustees meetings, and board members are given thorough information about any action items on the agenda.

Subcomponent 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.

Ball State's Board of Trustees does not act alone when making decisions that will impact the university's internal and external constituencies. The board observes and values Indiana state statutes, the institution's strategic plan, cultural diversity, research, and recommendations before approving resolutions. The following examples illustrate this approach:

- In 2008, the board created the University Diversity Committee to review and
 recommend faculty employment policies concerning diversity issues, review faculty
 and administrative personnel complaints concerning diversity issues, make
 recommendations to promote and maintain cultural diversity among faculty members,
 and make recommendations to promote recruitment and retention of minority students.
- In 2008, the board was notified of Ball State's need for a new Intellectual Property Policy. The University Senate gathered information and drafted a proposed policy for the university's president and the Board of Trustees based on research, focus groups, and open forums of faculty, staff, and students. The revisions of the existing policy were proposed in 2009 and were approved based on advice from a task force assembled by the provost.
- Attentive to the quality of campus life, the board considered a fraternity's problems in
 obtaining a first mortgage for a house in 2010. Ball State's 2007–2012 strategic plan
 mentions Greek life as part of an overall objective to increase the vitality of the campus
 and its social and cultural life. Specifically, Goal 4, Objective F includes: "By 2007,
 complete a plan for redeveloping Riverside Avenue and strengthening Greek life." The
 fraternity's request for a loan guarantee was reviewed by business affairs and student

affairs personnel, who suggested assisting the group in order to enhance the goals of Greek housing. The board agreed to guarantee the loan on behalf of the fraternity.

Subcomponent 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.

Ball State's Board of Trustees includes members of the public and is sufficiently autonomous from the university's administration to ensure the integrity of the institution. The governor of Indiana appoints all nine members of the board: six are at-large members, two are selected from Ball State alumni, and one is chosen from the Ball State student body. Traditionally the board has always included a relative or descendent of the original five Ball brothers who provided the land for the university to the state of Indiana. Short biographies of current members of the Board of Trustees are available for review.

A strong conflict of interest clause that includes abstention, disclosure of interest, and determination of quorum is incorporated into the Board of Trustees bylaws, and each board member signs a conflict of interest disclosure statement, which is discussed by the university's attorney in the orientation of new board members. This is a relatively new practice. Ball State's accreditation self-study process revealed that board members generally had not signed conflict of interest disclosure statements. The board agreed that it was appropriate and immediately initiated the practice.

Subcomponent 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.

Ball State's Board of Trustees delegates the daily management and administration of the institution to the university's president, who is appointed by the board. Current President Jo Ann Gora was appointed in 2004 following a national search.

President's Cabinet

At Ball State, the President's Cabinet includes seven vice presidents, the director of intercollegiate athletics, and the associate vice president for governmental relations. The vice presidents are:

- provost and vice president for academic affairs
- vice president for business affairs and treasurer
- vice president for enrollment, marketing, and communications
- vice president for information technology
- vice president for student affairs
- vice president for university advancement
- vice president and general counsel

Organizational charts and descriptions of the vice presidents' areas of responsibility are available for review.

In providing day-to-day management, the university's president and administration refer to Ball State's strategic plan to inform decisions that need to be made about the direction of the institution. The strategic plan outlines the university's vision, mission, and values and details the strategies and objectives for attaining the plan's goals. The 2012–2017 strategic plan was developed by a campuswide task force representing faculty, staff, administrators, and students, and a draft was presented to the Board of Trustees on October 17, 2012. Titled *Education Redefined 2.0: Advancing Indiana*, the strategic plan was approved at the December 14, 2012, board meeting.

University Senate

Ball State's Board of Trustees cedes oversight of academic matters to the university's faculty. "The principal agent for the formulation of educational policy at Ball State University is the University Senate." The University Senate's constitution outlines the responsibilities of the senate and the various councils and committees under its purview. Specific responsibilities include determining the following:

- admission and retention standards
- requirements for the curriculum and instruction
- requirements for granting degrees
- standards regarding academic freedom and professional responsibilities

Three councils report to the University Senate: Faculty Council, University Council, and Campus Council. Two standing committees also report directly to the University Senate, and 34 committees report to one of the three councils. The duties, composition, and meeting schedule of these councils and committees are easily accessible on the University Senate's website.

The constitution of the University Senate is available in its entirety in the *Faculty and Professional Personnel Handbook*. The Board of Trustees adopted the current constitution on December 17, 2004.

Summary: Core Component 2.C.

Ball State's Board of Trustees carefully considered all of the recommendations of the Higher Learning Commission in its 2004 accreditation report. These included:

- more effective communication between the board and the university's president
- regular evaluation of the president's performance
- creation of a committee structure to make the board's work more efficient
- improved communication with campus constituencies, including community leaders, faculty, staff, and students

With the university's current leadership, the first two items are no longer deemed problematic, and the board makes considerable effort to be accessible to a wide range of campus constituencies. The recommendation for a formal committee structure was not adopted because the board is small, with only nine members, and regards its current procedures as

efficient and effective in carrying out its work and the business of the institution. The board members prefer to participate in all aspects of their work.

Core Component 2.D.

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

Ball State University's commitment to freedom of expression and the pursuit of truth in teaching and learning is evidenced by a variety of publicly accessible statements, policies, and practices, starting with the institutional strategic plans. The university's 2007–2012 vision of being "a national model of excellence for challenging, learner-centered academic communities that advance knowledge" and its mission to provide "extraordinary access to and collaboration with professors who create scholarship to advance knowledge, improve teaching, and transform learning" place the pursuit of truth at the very heart of Ball State's teaching and learning responsibilities.

The 2012–2017 strategic plan continues to foster these ideals as evidenced in its values statement: "We are committed to the traditional values of the academy: freedom of inquiry, imparting knowledge, and advancing the frontiers of knowledge, all for the purpose of bettering society and individuals."

Additional evidence of the university's commitment to freedom of expression is the Academic Freedom and Ethics Committee, a standing committee of the Faculty Council within the university governance system. Among the purposes of this committee are to "develop and review guidelines and policies for academic freedom and academic ethics issues" and to "receive any allegations regarding alleged interference with academic freedom and alleged breaches of academic ethics." The committee provides recommendations to the provost and vice president for academic affairs. Recommendations can include dismissal of a tenured faculty member if the circumstances warrant that level of action.

Numerous programs, offices, and committees at Ball State enable and enhance inquiry by faculty, staff, and students. Examples include:

- Bracken Library
- Center for Energy Research/Education/Service
- Copyright and Intellectual Property Office
- Graduate School
- Sponsored Programs Office
- Virginia B. Ball Center for Creative Inquiry

Graduate School

Ball State's Graduate School develops and monitors research requirements for graduate students, and these requirements aid in developing an environment where freedom of expression and the pursuit of truth in teaching and learning can be realized. Ball State

celebrates the distinguished achievements of its graduate students at the annual Graduate Student Recognition Reception, which honors those who have published papers, received grants, or presented at conferences. This event showcases research and teaching projects. Graduate Student Awards for Excellence in Research and Teaching are given annually, specifically for excellence in teaching and distinguished thesis and dissertation projects.

Sponsored Programs Office

The Sponsored Programs Office (SPO) provides research incentives to Ball State faculty that support their scholarly work and encourage them to pursue external funds for this work. SPO also assists faculty and graduate students in locating funding agencies to support their inquiry endeavors and provides guidance in the development of external funding.

Recognition programs and awards related to the scholarly work of students, staff, and faculty include the annual Student Symposium, which provides a forum for students to share their research and creative efforts. The efforts of faculty and professional personnel are showcased at the annual Benefacta Day, which is described as "the event for recognizing faculty and professional personnel active in submitting proposals and carrying out sponsored projects." The 22nd annual Benefacta Day celebration was held in fall 2012. The event highlights a number of significant projects that have obtained grant support and gained recognition for the quality of their outcomes.

Student Affairs

Ball State's Division of Student Affairs maintains statements, policies, and practices related to freedom of expression and the pursuit of truth in teaching and learning. Examples include:

Student Code—Ball State's Student Code, particularly Article 1, communicates the Bill of Rights and Responsibilities, which addresses various topics relating specifically to the university's commitment to freedom and the pursuit of truth in teaching and learning:

- Basic rights: speech, press, assembly, political, etc. (Section 1.2)
- Right to use campus facilities for political purposes (Section 1.4.7)
- Academic freedom (Section 1.5)
- Affirmation of academic freedom for students (Section 1.5.1)
- Specific rights for students (Section 1.5.2)
- Process for students raising concerns regarding academic freedom (Section 1.5.4)
- Free inquiry regarding research, publications, etc. (Section 1.6.1)
- Freedom to pursue normal activities and freedom of movement (Section 1.6.3)
- Obligation to not interfere with others on intellectual or public issues (Section 1.6.4)
- Right to hold public meetings and engage in peaceful demonstrations (Section 1.6.6)
- Use of Property for Expressive Activities Policy (Appendix N)

The complete Bill of Rights and Responsibilities and The Use of Property for Expressive Activities Policy are available online.

Student Organization Handbook—Specific policies guiding students—plus faculty and staff working with students—regarding demonstrations, marches, etc., both in university buildings and outdoors are provided in Ball State's *Student Organization Handbook*. This resource

addresses the processes that guide university actions to safeguard the institution's commitment to freedom of expression and the pursuit of truth as it applies to out-of-classroom activities. Specific sections demonstrating this commitment include:

- Expressive Activities Policy, taken from the Student Code, Appendix N (pages 13–16)
- Residence Hall Policy for Hall Solicitation/Posting/Lounge Usage, which explains housing policies for events in the campus residence halls (pages 22–23)
- Structures Policy (pages 23–24)

Distribution of Policies and Procedures to Students—While the Student Code and the *Student Organization Handbook* are available to everyone in the Ball State community via the university's website, they are also distributed to every student as a point of emphasis on the following schedule:

- Students receive an e-mail each semester with information about what the Student Code is and how they can access it on Ball State's website
- All new students attending an orientation program receive a handbook that includes information about the Student Code and its location on the university website
- Student groups receive a printed copy of the Student Organization Handbook, and
 it is also posted on the Office of Student Life website. In addition, student organization
 presidents and advisors are invited to attend training sessions each year in which
 policies and procedures are described in detail

Academic Affairs

Ball State's Division of Academic Affairs also maintains statements, policies, and practices related to freedom of expression and the pursuit of truth in teaching and learning. The *Faculty and Professional Personnel Handbook* includes in its Statement on Rights and Responsibilities: "A vital part of such education is the assurance of academic freedom on the campus. The trustees recognize and accept their responsibility to preserve the right of all members of the university community to examine critically the university and the society of which it is a part. The trustees further call upon the faculty, students, and administrative officials of the university to share the responsibility for maintaining an academic atmosphere on the campus which is conducive to the exploration of all issues in a rational manner as befits an institution of higher learning." Examples of other policies and procedures include:

Curriculum Revision and Assessment Processes—Overviews of instructions and forms are provided in the following locations:

- Curriculum Creation and Revision Forms
- University Core Curriculum (UCC-21) Submission Instructions
- University Core Curriculum (UCC-21) Assessment Instructions

Examples of college and unit-specific assessment instructions include:

- College of Sciences and Humanities
- Miller College of Business

- Teachers College
- Division of Online and Distance Education

Faculty and Staff Statements, Policies, and Practices—A possible hindrance to the pursuit of truth is conflicts of interest or conflicts of commitment, and the university has established policies and procedures to address these issues. The Office of Research Integrity's website states: "The Office of Research Integrity administers the significant financial conflicts of interest (SFCI) and conflicts of commitment program at Ball State University, the Conflict of Interest program is administered by the Office of Business Affairs." Until recently, administrative responsibility for the conflict of interest and conflict of commitment policies resided with the Office of University Compliance.

Guidance on these and other types of conflict of interest is available from specific offices:

- Research Integrity: Significant Financial Conflict of Interest Policy
- Research Integrity: Conflict of Commitment Policy
- Research Integrity: Conflict of Interest Policy
- Scholarships and Financial Aid: Conflict of Interest Policy and Code of Conduct
- Student Legal Services: Conflict of Interest Policy
- Miller College of Business: Conflict of Interest and Conflict of Commitment
- Charter Schools: Policy Regarding Conflicts of Interest
- Charter Schools: FAQs Regarding Conflict of Interest

Intellectual Property and Commercialization Activities—This is another area where examples of Ball State's commitment to freedom of expression and the pursuit of truth in teaching and learning can be found:

- Intellectual Property Policy and Disclosure Form
- Office of Commercialization: "As an entrepreneurial university, Ball State places a high priority on encouraging its faculty, staff, and students to develop innovative solutions, ideas, and products that can benefit society."
- Ball State Innovation Corporation (BSIC): "The success of an innovation isn't measured by how novel or extraordinary an idea is in itself; true success is measured by how that idea positively impacts people's lives. By providing Ball State University innovators with resources, business expertise, and guidance, we help them navigate through the commercialization process and ultimately impact society. We help innovators take ideas developed in classrooms and laboratories across the Ball State University campus and introduce them to families, workplaces, and institutions across the world."

Faculty, Professional Personnel, and Staff Development—Programming for university faculty, professional personnel, and staff is continually available to further enhance Ball State's commitment to freedom of expression and the pursuit of truth in teaching and learning. These programs are described in detail at the following web locations:

- Office of Educational Excellence
- Learning and Development Sessions
- Professional Enhancement Program

Summary: Core Component 2.D.

While numerous examples have been identified where Ball State has operationalized its commitment to freedom of expression and the pursuit of truth in teaching and learning. The following areas provide additional examples of ways Ball State is fulfilling this commitment:

Assessment Statements, Policies, and Practices—The university policies and procedures for assessment are discussed in Criterion 4.

Student Evaluations—The process for the evaluation of teaching, including the use of student evaluations, was approved at the March 21, 2013, meeting of the University Senate. Student evaluations are one of several measures outlined for the evaluation of teaching. The new policy establishes procedures for administering student course and faculty evaluations, and the new system uses Digital Measures as the online tool from which faculty can extract data. All student evaluations include university core questions. Departments can add a departmental core, and faculty can add their own additional questions. All courses must be evaluated by students each semester.

iLearn Initiative—Development and delivery of online courses are controlled by iLearn: Integrated Learning Institute. This centralized unit on campus provides faculty with resources to create assets for specifically online courses but also for blended and traditional face-to-face courses. In addition, all online courses are evaluated for quality using the Quality Matters rubric before they are delivered to students. The Miller College of Business has also established its own template for online courses. These courses are reviewed by the appropriate department chair for quality and design.

It is important to emphasize that Ball State continues to give high priority to involving students in the creation and evaluation of statements, policies, and practices related to freedom of expression and the pursuit of truth in teaching and learning.

Core Component 2.E.

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

Ball State University has gone to great lengths to ensure that knowledge and information are respected and are acquired, applied, and shared with responsibility. This commitment applies to all faculty, staff, and students. The Beneficence Pledge, which is provided to all members of the university community, includes the promise to "practice academic honesty" and to "model and uphold academic integrity, to honor their peers and earn the trust and respect from all members of the community."

Subcomponent 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.

Ball State's recently expanded Office of Research Integrity reflects the university's proactive stance to ensure alignment with the highest academic and ethical standards. This office's Responsible Conduct of Research webpage, which includes links to the university's Responsible Conduct of Research Plan and the Research Misconduct Policy, states: "Adherence to ethical standards of practice and behavior in institutional activities is expected of all members of the Ball State University community, whether they be faculty, students, or staff members." This office also provides training for students and faculty, including Institutional Review Board Network (IRBN) assistance for those planning research projects involving people and animals. Various IRB forms are available online.

Faculty and staff are also made aware of proper protocols by university administrators. For instance, the orientation program for new employees includes an introduction to the safeguards required to maintain confidentiality. Understanding the Family Educational Rights and Privacy Act (FERPA) and how to properly interact with parents is covered in the training using a video segment created specifically for faculty development.

Ball State's *Faculty and Professional Personnel Handbook* highlights the responsible uses of intellectual property, issues related to copyrights, and the privileges of technology users. For instance, the 2012–13 handbook includes seven sections (called "parts") exclusively about intellectual property and related issues.

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

All members of the Ball State community gain digital access to university resources and services through Ball State e-mail and password authentication. As students and employees are issued authentic credentials, they review information on privacy and responsibilities related to information technology use at Ball State.

Notices are routinely sent to all campus e-mail users urging them to protect passwords and to be aware of spyware, malware, and similar invasions of Ball State communications. E-mail messages from "Security@bsu.edu" also remind users to connect to the university system via the "bsusecure" wireless network when accessing academic information, rather than using the less-secure guest status. All university resources dealing with personal data are behind one or more password-protected walls. Ball State's intellectual archives and databases are also protected from outsiders. Two examples include:

- Digital access to Bracken Library resources involves a password-protected system
- As faculty and academic advisors log onto the BSU@Work system or the newer Banner student information system, a privacy warning and the policy for viewing grades appears on the initial screen

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

Ball State's policies addressing academic honesty and integrity are provided to members

of the university community in the *Faculty and Professional Personnel Handbook*, pages 350–358, and the Student Code, which includes the Student Academic Ethics Policy. The student policy states: "Honesty, trust, and personal responsibility are fundamental attributes of the university community. Academic dishonesty by a student will not be tolerated, for it threatens the foundation of an institution dedicated to the pursuit of knowledge. To maintain its credibility and reputation, and to equitably assign evaluations of scholastic and creative performance, Ball State University is committed to maintaining a climate that upholds and values the highest standards of academic integrity."

Students are informed of the university's academic ethical policies in a variety of ways, including the following:

- A standard clause appears in course syllabi outlining proper procedures and the impacts of dishonesty.
- American Psychological Association (APA) guidelines are used for many writing assignments and publications.
- Telecommunications majors sign a Student Academic Ethics Policy form at the beginning of each course in their major, as their class projects may be broadcast on campus or to audiences around the world.
- Most academic departments and programs rely on the Office of Research Integrity to help students learn about appropriate academic procedures for dealing with human subjects, animals, and areas involving conflicts of interest.

Stated policies in university communications address the enforcement aspects of dealing with knowledge as well. Both students and staff are aware of the ethical implications of their actions, including plagiarism and cheating. Individual instructors monitor classes and programs, while the *Faculty and Professional Personnel Handbook* specifies that a unit administrator has oversight when dealing with breaches of university policies. Serious matters may be reviewed by a University Senate committee assigned to academic freedom and issues involving ethics.

Summary: Core Component 2.E.

The Beneficence Pledge developed by students, additional FERPA training for faculty, the Academic Freedom and Ethics Committee, and the student Academic Ethics Committee include policies and procedures to ensure that faculty, students, and staff work and learn responsibly. The 2011 expansion of the Office of Research Integrity is another important aspect of this process and has resulted in dedicated attention for faculty in individual departments and programs. In addition to the sharing of information, this office also monitors the use of materials and other resources.