|  |  |  |  |
| --- | --- | --- | --- |
|  | Present | Excused | Absent |
| Tatiana Arzivian | X |  |  |
| Karen Buonocore | X |  |  |
| Suzanne Bidenback |  |  | X |
| Michael A. Chiacchiero | X |  |  |
| Marius Coman | X |  |  |
| Camille E. Drake-Brassfield | X |  |  |
| Christy Gilfert | X |  |  |
| Dale Hoover |  |  | X |
| Julia Kroeker |  | X |  |
| Qin Liu | X |  |  |
| Karen N. Maguire | X |  |  |
| Thomas S. Mohundro |  |  | X |
| Yadab K. Paudel | X |  |  |
| Deborah H. Selman |  |  | X |
| Melanie Ulrich | X |  |  |
| Tejendrasinh Vala | X |  |  |
| William VanGlabek | X |  |  |

**Academic Standards Committee Meeting**

**All Campuses via Zoom**

**April 17, 2020**

**11 am – 12 pm**

* Meeting called to order at 11:11 am by Melanie Ulrich (Note: meeting start delayed due to the conflict with President Allbritten’s State of the College Address).
* Approve meeting minutes from 02/21/2020 – Qin Liu moved to approve, seconded by Camille Drake-Brassfield.

**Discussion Items**

**Old Business**

1. Updating Academic Standards Committee Charge sheet
   1. Committee made changes (see the yellow highlights below) during the 02/21/2020 meeting with some remaining questions. Melanie Ulrich sent the following documents to the committee for review of relevant information regarding our role in maintaining a code of ethics for faculty and students: Student Code of Conduct and Personnel Code of Ethics. The changes/additions highlighted in blue below were made by the committee during this meeting (04/17/2020).
   2. Melanie Ulrich sent the Academic Grievance procedure to the committee for review of relevant information regarding our role in student academic and grade appeals. The changes/additions highlighted in blue below were made by the committee during this meeting (04/17/2020).

**ACADEMIC STANDARDS COMMITTEE CHARGE**

GOAL: The Academic Standards Committee of Florida SouthWestern State College is charged with the formulation and application of college policies relating to academic integrity.

MEMBERSHIP: Determined by the Faculty Senate

MEETING: Monthly

FUNCTION: The Academic Standards Committee will:

• Identify and maintain a code of ethics for faculty and students as stated in The Board of Trustees Policy “[Employee Code of Ethics and Professional Responsibility](https://www.fsw.edu/assets/pdf/board/5-03_Personnel_Employee%20Code%20Of%20Ethics%20And%20Professional%20Responsibilities.pdf)” (expand this statement to be sure it is clearly explained in the student handbook – is there an acceptable standard across the college? Thomas Mohundro). Melanie will send the relevant information for the committee to read in order to appropriately word this item.

• Serve ~~as an arbitrator~~ to review the procedure for student academic and grade appeals (committee asks what our role is because we seem to just sign documents). Question on why the faculty is signing the document if there is no input, but Dr. DeLuca stated it is just to verify the last date of attendance and grade. Let’s add this topic to the discussion for the meeting with Dr. Bukowski and Michael Messina during the Fall 2020 semester.

• Provide guidelines for academic standards as memorialized in the college catalog and Faculty Handbook to the VPAA and/or Faculty Senate at the committee’s discretion.

• Conduct an annual review of College Operating Procedures related to academic standards.

REPORTING: Meet with VPAA, deans and faculty leadership as required.

Meeting minutes must be posted to the Document Manager within 3-5 weeks of each committee meeting.

ACTION: Committee recommendations are forwarded in writing to the VPAA for approval.

1. Faculty teaching family draft – the committee revised the initial draft document (see below). Melanie Ulrich sent out a version with no edit marks for one final review by the committee, but circumstances related to the pandemic prohibited further action. The committee reviewed the draft document during this meeting (04/17/2020) and no changes were suggested. This version will be brought to Dr. DeLuca for further review.

This statement focuses on potential conflict of interest situations that faculty of Florida SouthWestern State College (FSW) may encounter related to familial student relationships. Instructors should not teach their own children or other relatives in a course for credit. Where alternative courses exist that are reasonable and appropriate to the student's program, the student should utilize those alternatives. In the rare instances in which such enrollment is unavoidable, including when the family member is the only faculty teaching a course required for the student’s major, the family member should discuss the situation with the administrative head in advance of the course to ensure a fair and unbiased mechanism of evaluation is put in place. Subjective material should be graded by another suitably qualified faculty member in coordination with the faculty member responsible for the class to evaluate the work and decide upon the grade. All major papers, projects and exams that make up more than 10% of the final grade should be graded by another qualified faculty member.

1. Conduct related to travel abroad
   1. Mark Bukowski and Michael Messina will be invited to a committee meeting during Fall 2020 semester.
   2. Melanie Ulrich will send the committee any appropriate documents for review before that meeting.
2. The committee agreed to review several College Catalog and COPs each meeting to maintain the annual review process as stated in the committee charge document.

The next meeting will be held during Fall 2020 semester (details to follow).

Motion to adjourn was presented by Yadab Paudel and seconded by Karen Maguire.

Meeting adjourned at 11:57 AM