|  |  |  |
| --- | --- | --- |
|  | Present | Absent |
| Anne Angstrom  | X |  |
| Tatiana Arzivian | X |  |
| Karen Buonocore  | X |  |
| Cindy M. Campbell | X |  |
| Michael A. Chiacchiero  | X |  |
| Marius Coman |  | X |
| Jacquelyn Davis |  | X |
| Cynthia Enslen | X |  |
| Christy Gilfert |  | X |
| Dale Hoover |  | 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 |  |
| Denis Wright |  | X |

**Academic Standards Committee Meeting**

**Lee – AA-177; Charlotte – E-105; Collier – G-109; Hendry/Glades – A-106**

**April 19, 2019**

**11 am – 12 pm**

* Meeting called to order at 11:03 am by Cindy Campbell.
* Approve meeting minutes from 2/15/2019 – no corrections; Thomas Mohundro moved to approve, seconded by Cynthia Enslen.

**Discussion Items**

**Old Business**

1. Update on video of the Academic Dishonesty Tracker – Cindy Campbell
	1. Video was viewed by the committee and the consensus was that it seemed self-explanatory.
	2. Deborah Selman on Collier said to show the video during Professional Development days in the fall.
	3. Karen Maguire suggested to put a link near the Student of Concern link on the website.
	4. In the handbook, the committee suggested we place this information under Academic Integrity with a Student of Concern link for Student Misconduct.
	5. Melanie Ulrich showed a dropdown in the actual form does not work – under “Involved Parties”, the “Select Role”. This will not drop down anything even when all fields are populated or “Add Another” button is selected for more individuals.
2. Updating Faculty Handbook
	1. Christy Gilfert had several changes and updated the Testing Center information in the handbook.
	2. Melissa Rizzuto had a few suggestions
		1. Accreditation information can be minimized and linked to the website.
		2. Melissa had a few Suggested changes to Academic Testing, but the committee agreed the changes suggested by Christy Gilfert will be sent forward.
		3. Scholarly writing – committee agreed to keep the current formatting.
		4. All other suggestions were reviewed, discussed and changed by the committee as agreed.
	3. Thomas Mohundro suggested “advised” instead of “referred” to take the Understanding Plagiarism Tutorial.
	4. Cindy Campbell suggested we remove the organizational chart from the handbook until a new one is updated. The committee agreed.
	5. Melanie Ulrich suggested instructions for faculty to access their Student Opinion Surveys should be included – faculty should log in to their Portal Account, click on the College Resources tab and the link is under the Office of Academic Affairs area.
	6. Qin Liu suggesting condensing the written content and provide links to the information posted by the college.

**New Business** – new chair needed for next year since Cindy Campbell is retiring

1. Qin Liu suggested Melanie Ulrich, no other suggestions. Melanie accepted.

The next meeting will be in the Fall.

Motion to adjourn was presented by Melanie Ulrich and seconded by Qin Liu.

Meeting adjourned at 11:58 AM.