|  |  |  |  |
| --- | --- | --- | --- |
|  | 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**

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

**February 21, 2020**

**11 am – 12 pm**

* Meeting called to order at 11:05 am by Melanie Ulrich.
* Approve meeting minutes from 01/17/2020 – Julia Kroeker moved to approve, seconded by Tejendrasinh Vala.

**Discussion Items**

**Old Business**

1. Updating Academic Standards Committee Charge sheet
   1. Committee made changes (see below) with some remaining questions.
   2. Melanie Ulrich will send 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
   3. Melanie Ulrich will send the Academic Grievance procedure to the committee for review of relevant information regarding our role in student academic and grade appeals.

**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 (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 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 next month with Dr. Bukowski and Michael Messina.

• 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 will send out a version with no edit marks for one final review by the committee before forwarding to the VPAA for 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 the next committee meeting on March 20, 2020
   2. Melanie Ulrich will send the committee the Study Abroad Student Code of Conduct statement for the committee to review before the next meeting.

The next meeting will be on 3/20/2020 at 11 AM.

Motion to adjourn was presented by Thomas Mohundro and seconded by Qin Liu.

Meeting adjourned at 11:55 AM