|  |  |  |  |
| --- | --- | --- | --- |
|  | Present | Excused | Absent |
| Tatiana Arzivian | X |  |  |
| Suzanne Bidenback |  |  | X |
| Mark Bukowski | X |  |  |
| Karen Buonocore | X |  |  |
| Michael Chiacchiero  | X |  |  |
| Marius Coman | X |  |  |
| Camille Drake-Brassfield | X |  |  |
| Christy Gilfert | X |  |  |
| Dale Hoover |  |  | X |
| Brenda Knight |  | X |  |
| Julia Kroeker | X |  |  |
| Qin Liu | X |  |  |
| Karen Maguire | X |  |  |
| Thomas Mohundro |  | X |  |
| Thomas Norman |  |  | X |
| Yadab Paudel | X |  |  |
| Melanie Ulrich | X |  |  |
| Tejendrasinh Vala | X |  |  |
| William Van Glabek | X |  |  |
| Vera Verga | X |  |  |
| Patricia Voelpel | X |  |  |

**Academic Standards Committee Meeting**

**All Campuses via Zoom**

**February 19, 2021**

**11 am – 12 pm**

* Meeting called to order at 11:03 am by Melanie Ulrich.
* Approve meeting minutes from 11/20/2020 – moved to approve Tatiana Arzivian, seconded by Camille Drake-Brassfield.

**Discussion Items**

**Old Business**

1. Academic Standards Committee Charge sheet
	1. Teju Vala suggested bullet number 3 be moved to the top of the list – see committee approved document below:

**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 standards and integrity.

MEMBERSHIP: Determined by the Faculty Senate

MEETING: Monthly

FUNCTION: The Academic Standards Committee will:

* Provide guidelines for academic standards as memorialized in the college catalog and [Faculty Handbook](https://www.fsw.edu/assets/pdf/provost/FacultyHandbook.pdf) to the VPAA and/or Faculty Senate at the committee’s discretion.
* 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)” as well as in the [Student Code of Conduct](https://www.fsw.edu/codeofconduct).
* Review and recommend the procedures for student academic and grade appeals.
* Conduct an annual review of [College Operating Procedures](https://www.fsw.edu/adminservices/cop) 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 Faculty Senate for review and then to the VPAA for approval.

1. Faculty Handbook updates
	1. Christy Gilfert sent the document to appropriate departments in the school for any updates and sent the corrected document to Melanie Ulrich
	2. Melanie Ulrich checked all links, updated as necessary and sent to the Provost and Assistant Vice Provost
2. Continued discussion regarding Academic Misconduct and college-wide standards/policy – initial review of flowchart draft occurred
	1. Melanie Ulrich presented an initial flowchart (see below) for committee review and suggestions



* 1. Committee suggestions:
		1. Mark Bukowski
			1. Will help with the process of when it is reported as misconduct
			2. What is considered multiple violations? One class, multiple classes, etc.?
			3. Lauren Harris – software ASCUE for monitoring? Budget can provide information
		2. Vera Verga
			1. Plagiarism quiz needs to be universal in every class
			2. Add a branch from inform students to accept responsibility, also
		3. Karen Maguire
			1. Plagiarism information and quiz is in Cornerstone classes, so all new students take the quiz
			2. They also use the Library’s Research Tutorial
			3. Dr. Teed directed that in the syllabus all have the Academic Misconduct wording and link to Academic Integrity – Marius Coman agreed about the link for Academic Integrity
			4. Move bar up from between “Submit Academic Misconduct Report…” and “Student submits a written appeal…” to between “Inform student of misconduct…” and “Submit Academic Misconduct…”
		4. Discussion adding wording regarding Academic Misconduct in the syllabus
			1. Vera Verga and Karen Maguire suggested it be sent forward to become a fixed part of the syllabus
			2. Yadab Paudel and Qin Liu agreed it should be policy in the syllabus template
		5. Discussion regarding timelines for the process in the flowchart
			1. Time for faculty to report after informing the student
				1. Vera Verga and Camille Drake-Brassfield felt 3 days was sufficient
				2. Julia Kroeker and Marius Coman felt 5 days would be needed
				3. Teju Vala brought up that there needs to be time to process the violation, but Karen Maguire stated the violation had already been determined at that point
			2. Patty Voelpel stated 5 days for the Dean to process their portions is enough because of the priority of the item
			3. Bill Van Glabek asked “what happens if the time limit is ignored”?
			4. Melanie Ulrich will send a survey to all committee members to get a better idea of preferences on times for processing at each step

**New Business**

1. None

The next meeting will be held April 16, 2021 from 11 am – 12 pm via Zoom (same link as recurring meeting has been set up for this committee).

Motion to adjourn was presented by Vera Verga and seconded by Karen Maguire.

Meeting adjourned at 12:02 pm.