

	Present	Excused	Absent
Anne Angstrom	X		
Tatiana Arzivian	X		
Suzanne Biedenbach			X
Karen Buonocore	X		
Michael Chiacchiero	X		
Marius Coman	X		
Camille Drake-Brassfield	X		
Ann Eastman	X		
Christy Gilfert	X		
William Kelvin	X		
Brenda Knight	X		
Qin Liu		X	
David Logan	X		
Karen Maguire	X		
Jacob McAbee	X		
Martin McClinton	X		
Thomas Mohundro	X		
Yadab Paudel	X		
Jessica Slisher	X		
Les Sutter	X		
Melanie Ulrich	X		
Tejendrasinh Vala	X		
William Van Glabek	X		
Vera Verga	X		
Patricia Voelpel		X	
Michele Yovanovich	X		
Valentin Zalessov	X		

Academic Standards Committee Meeting

All Campuses via Zoom

October 15, 2021

11 am – 12 pm

- Meeting called to order at 11:04 am by Melanie Ulrich.
- Approve meeting minutes from 09/17/2021 – moved to approve by Jacob McAbee, seconded by Thomas Mohundro.

Discussion Items

New Business

1. “Renewing the Legitimacy of Learning: A Symposium on Academic Integrity” (will be held virtually from October 21 – 22, 11:00 am – 5:30 pm each day) attendees:
 - a. Camille Drake-Brassfield

- b. Karen Maguire
 - c. Jacob McAbee
 - d. Melanie Ulrich
 - e. Vera Verga
2. Next steps for the committee regarding ethics recommendations:
 - a. TLC Module – all full-time faculty (continuing and new) and adjuncts
 - b. Include in the New Faculty Seminar
 - c. Students – Jacob McAbee and Michele Yovanovich
 - i. Propose some ideas to the sub-committee first
 - ii. Bring forward agreed upon steps forward to the committee for discussion

Old Business

1. Academic Misconduct and college-wide standards/policy updates
 - a. Sub-committee members:
 - i. Anne Angstrom, David Logan, Karen Maguire, Jacob McAbee, Martin McClinton, Melanie Ulrich, Vera Verga and Michele Yovanovich
 - b. Met this morning for the first time and had the following updates to share:
 - i. Discussion:
 1. Flowchart updates:
 - a. 2nd box – link to college policy page
 - b. 3rd box
 - i. Link to Academic Misconduct Form
 - ii. Add wording “to Academic Dean and Dean of Students”
 - c. Student accepts and acknowledges the form has been sent to both the Academic Dean and the Dean of Students
 - d. Separating into a faculty and student pathway
 - e. Need input on the Dean of Students side – we are at a standstill there
 2. Academic Misconduct Reporting
 - a. No link directly in the Portal like the Early Alert (have to click on Canvas Helpful Links to get to a list of other links)
 - b. Would like a link in Canvas just like the Early Alert link (can get to the link under Faculty Resources)
 3. Would like to see:
 - a. A TLC module
 - b. Wording in the college-wide syllabus as a standard
 4. Question – How much information does a student get? Is it the whole report or just a notification?
 - ii. Next steps:
 1. Melanie Ulrich will reach out to Jacob McAbee and Michele Yovanovich
 2. Sub-committee will work on the following in order:
 - a. Flow chart
 - b. Report form
 - c. Wording in the policy

3. Sub-committee will present suggestions on all 3 fully aligned with each other
- c. Next meeting scheduled for Friday, November 5, 2021
2. Academic Standards Committee discussion regarding academic misconduct:
 - a. Academic Misconduct Report
 - i. Teju Vala – link under Faculty Academics in the Portal
 - ii. Karen Maguire
 1. Executive Committee worked on that to add to the Portal
 2. Will go back to Martin Tawil (Martin McClinton wants an update because he thought that was done already)
 - iii. Vera Verga – suggests a button in gradebook on Canvas like we have for Early Alert
 - iv. Question about how to answer first offense or repeat offense:
 1. Michele Yovanovich stated faculty can send a quick e-mail to the Student Conduct Office to get feedback on the number of student reports previously submitted so we can answer correctly
 2. Jacob McAbee made a change in the form to increase the options under the dropdown for Nature of this report to include First Offense, Repeated Misconduct for Your Course, Multiple Offenses in Multiple Courses, and Unknown.
 3. Add a link for who to contact regarding student offense number to the flowchart
 - v. What happens with the reports?
 1. Jacob McAbee reaches out to the Professor and gives 3 business days to get information and a recommendation
 2. Jacob McAbee sends a letter stating what happened according to the Professor, what the student is aware of up to that point according to the Professor and what sanctions were enforced (tracking been updated so it's not so obscure)
 3. Jacob McAbee lets students know about the appeal process
 4. This process gives a voice for the Professors, too, so both students and faculty know what is going on with the process
 - vi. How long is allowed for a student to respond to Professor? Jacob McAbee says 3 days before the Professor reports
 - vii. Vera Verga and Melanie Ulrich expressed the desire for an impartial third party as a witness to the discussion – Jacob McAbee said he is willing to help with that
 - b. Camille Drake-Brassfield brought up the need for classification of what is academic misconduct
 - i. It keeps changing, especially in online classes
 1. Ex. 2 students had a discussion in canvas and they had the exact same response; Camille checked the timestamps and asked both students to meet with her; the first one contacted her very concerned and the second one never reached out; Vera Verga stated in the chat: "To avoid that you can check the box that they cannot see others post before they post."

2. Maybe have a repository of types of things classified under academic misconduct so it takes the subjectivity out of things
 3. Michele Yovanovich said as a college we need to continually update the Code of Conduct
 4. Martin McClinton said it also can be a Faculty discussion during Department meetings – what is the latest? SmartWatches, etc.
- ii. Bill Kelvin stated in the chat: “I had a student give a speech with AirPods in”
- c. Teju Vala asked “Isn’t all information in the Faculty Handbook including links and policies?” We need to keep advertising the Faculty Handbook more often
- d. Ann Eastman
- i. Asked with regard to the flowchart if we have ruled out a regular telephone call? It is just stated as communication, so that is up to the Professor
 - ii. Some academic dishonesty situations are more complicated:
 1. If you don’t know who to go to first with a group of cheaters
 2. If you accuse incorrectly, what about it backfiring?
 - a. The process includes the right of appeal for students
 - b. Martin McClinton said it needs to be specific regarding the misconduct issue and to make sure the student knows about the appeal process and that it can go to the Dean
- e. Les Sutter stated tracking is very important and can help with situations such as a student using the same paper twice
- i. Jacob McAbee stated in the chat: “I think a lot of professors aren't reporting on the 1st occurrence.”
 - ii. Vera Verga stated in the chat: “That is why we all need to report”
- f. Anne Angstrom stated in the chat: “Once the language across documents and forms is in alignment, our next step should be to discuss messaging to both faculty and students - faculty PD days, Canvas module, Cornerstone, etc.”
- g. Academic misconduct goes through the Vice Provost of Student Affairs, Michele Yovanovich (we no longer have a Dean of Students position)
- i. Karen Maguire asked how we know when changes like this happen – sue stated it needs to be updated in the directory immediately
 - ii. Anne Angstrom suggested it is possible in the newsletter from the Provost
 - iii. Bill Kelvin asked in the chat: “If for any reason there is no Dean of Students, does our documentation stipulate who to send the report to?”
 1. Karen Maguire stated in the chat: “There is an Acting Dean of Students”
 2. Michele Yovanovich stated in the chat: “We have the associate director for community standards (Jacob McAbee). We'll need to change the title there from Dean of Students since that position has been eliminated.”
 3. Karen Maguire asked in the chat: “So Dr. Campbell is no longer the Acting Dean of Students?”
 4. Michele Yovanovich responded in the chat: “That is correct- as you know we are hiring an AVP for Student Success who will over see conduct etc. Dr. Campbell has been promoted to Director of Student Engagement and Retention Initiatives. :)”

5.

- h. Vera Verga stated in the chat, related to the Academic Misconduct Report: “Jacob can you also add for location to be online as well”; Michele Yovanovich responded in the chat: “yes we will add online as a location”
- i. Martin McClinton posted in the chat: <https://www.youtube.com/watch?v=LL-zer6-Rs0> “How to use the same essay in a British Public School”
- j. Anne Angstrom stated it might be helpful to have a student focus group to provide feedback on the process (flow chart) before it goes to Faculty Senate; Bill Kelvin stated in the chat: “Great idea Anne. Students' opinions may often be overlooked.”
- k. Christy Gilfert asked in the chat: “Is there a module on academic integrity and our policies and procedures in SLS1515?”
 - i. Karen Maguire said it is not a specific module
 - ii. If we want to add something to a course it needs to be brought to Dr. Ring, the Chair of Academic Success
 - iii. Group recommended the curriculum be adjusted
 - iv. Christy Gilfert stated in the chat: “There may also be a place to put an academic integrity module as a jewel in the New Student Online Orientation.”
 - v. Ann Eastman stated in the chat: “I was just thinking about that, Christy. And the students have to take a quiz to start the class? or similar”
 - vi. Christy Gilfert stated in the chat: “The students do take quizzes along the way in order to complete the online orientation.”
- l. Anne Angstrom stated in the chat: “I think the question we/subcommittee needs to address is where we might make the policies and expectations most visible to everyone involved.”
 - i. Ann Eastman stated in the chat: “If the module was in all Canvas online classes.”
 - ii. Michele Yovanovich stated in the chat: “I like that idea Ann!”
 - iii. Ann Eastman stated in the chat: “could be part of attendance verification”
 - iv. Karen Maguire stated also during orientation

The next meeting will be held Friday, November 19, 2021.

Motion to adjourn was presented by Michael Chiacchiero and seconded by Bill Van Glabek.

Meeting adjourned at 12:02 pm.