

	Present	Excused	Absent
Anne Angstrom	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	
April Palmer	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

January 21, 2022

11 am – 12 pm

- Meeting called to order at 11:03 am by Melanie Ulrich.
- Approve meeting minutes from 11/19/2021 – moved to approve by Camille Drake-Brassfield, seconded by Bill Van Glabek.

Discussion Items

New Business

1. Updates
 - a. TLC Brunch & Learn – Dedicate to Graduate with Integrity facilitated by Jacob McAbee, Associate Director of Community Standards and Residence Education

- i. Pt. I... X Marks the Spot: Reporting Academic Misconduct; January 24, 2022 from 11:30am - 12:30pm
 - ii. Pt. II... The Compass of Conversation: Crucial Conversations Regarding Academic Misconduct; February 21, 2022 from 11:30am - 12:30pm
 - iii. Pt. III... Setting Sails: Maintaining Rapport with Students after Academic Misconduct Violations; March 21, 2022 from 11:30am - 12:30pm
- b. "Becoming a Learner" added to eReserves – 2 copies available
- c. Academic Misconduct Report link in Canvas – added next to the Early Alert Form link at the top of the Canvas gradebook
- d. New Portal version – this is supposed to be more user-friendly so no changes as far as links to the Academic Misconduct Report have been made at this time

Old Business

1. Academic Misconduct and college-wide standards/policy updates
 - a. Sub-committee meeting updates
 - i. Explanation on the new structure of Student Affairs and introduction of Dr. April Palmer
 - a. The new model has moved away from the Dean of Students and that position became what Dr. Palmer has filled now
 - i. Dr. Palmer oversees student conduct, academic integrity, ADAptive Services, CARE and housing
 - ii. Dr. Yovanovich oversees Student Services, Enrollment Services and Athletics
 - iii. Dr. Yovanovich reports directly to Dr. Allbritten and serves as a partner with Academic Affairs
 - b. Dr. Palmer
 - i. Brings experience
 - ii. Goal – impact student retention overall, but right now is going to look, listen and learn through engagement in the campus and with faculty
 - iii. Believes faculty are an important part pf academic integrity
 - ii. **Action item:** Ask Jacob McAbee to add Online as a campus option in the Academic Misconduct Report
 - iii. Information related to the Academic Misconduct Report and process
 - a. A link has been added to the Canvas Gradebook next to the Early Alert Form at the top
 - b. The Office of Student Affairs will contact the Professor regarding the report
 - c. Professors can request a simple yes or no answer from Student Affairs to determine if an incident is the student's first offense or not to accurately populate the report
 - d. The report will go to the following people:
 - i. Associate Director for Community Standards and Residence Education (currently Jacob McAbee)
 - ii. Assistant Vice President, Student Success (currently Dr. Palmer)
 - iii. Academic Dean (if checked in the form)

- e. The Dean is key for the appeal process as that is the path the suspected academic integrity violation will follow if initiated by the student
 - f. **Action item:** Melanie Ulrich will review the House Bill and explain it briefly to the Academic Standards Committee – Dr. Yovanovich and Dr. Palmer are extremely familiar with the requirements so will ensure our policy complies
 - g. Melanie Ulrich suggested the sub-committee decide what happens with a student grade if the academic integrity violation occurs at the end of the semester
 - i. There won't be time to go through the process fully before a grade needs to be entered into Portal
 - ii. Inputting an F or I are options. Both can be changed using the Grade Change form. The F could be reverted to the original calculated grade if the student was successful in their appeal. An I could be changed the same way to reflect the final grade
 - iii. Dr. Yovanovich suggested an option of something like PC standing for Pending Conduct
 - h. If a review board will be put into the policy, that make-up needs to be defined
 - i. Students on the board would be trained
 - a. If students are at FSW longer it would be better, but it is not necessary
 - b. Could certainly reach into the Bachelor's degree students
 - c. Potentially through the Honors program
 - ii. Faculty would be trained
 - a. Campus representation would be beneficial
 - b. A pool of faculty who are willing to serve and trained would help resolve the issue of faculty potentially not feeling comfortable making decisions outside their discipline
 - iii. Student Affairs representative would serve as the facilitator only
 - iv. Dr. Palmer is willing to help in any way with re-writing the policy based on her past experience and familiarity with the requirements in the House Bill
 - v. **Key focus:** Update and finalize flowchart related to academic misconduct
 - vi. Next meeting: February 4th at 9:30 am
- b. Committee discussion
- i. Teju Vala – academic misconduct
 - a. What is Jacob going to present? Dr. Yovanovich stated he will talk about the current report process, the code of conduct and communication with Student Affairs
 - b. Can faculty follow-up on cases?
 - i. Dr. Yovanovich said the outcome of the case is part of that student's record, which is private, so it can't be shared without the student's permission; Student Affairs will send a copy of the outcome letter based on the board's decision to the reporting faculty
 - ii. Dr. Palmer stated the student can sign a third-party release
 - ii. Vera Verga asked if the student can take your class again? Dr. Yovanovich and Dr. McClinton said yes, there is no restriction for registration

- iii. Camille Drake-Brassfield
 - a. Same question as Vera above because there is a psychological stress on faculty to have that same student again, although it may seem like a little issue
 - i. Dr. Yovanovich said they don't think it's a little issue and the student may also feel uncomfortable
 - ii. Dr. McClinton said Vera's point is well recognized and that if you get to that serious of a point the student may not want to sign up with the same Professor
 - b. There is also a concern because it would be in the faculty's interest to know not what grade a student got, but a simple notification that we know a student has had academic misconduct
- iv. Teju Vala – in the Academic Misconduct form, you can select the penalty, but other teachers need to know that there was an academic misconduct from that student
 - a. Dr. Yovanovich said we could consider stopping a withdrawal, but FSW does not support that option at this time
 - b. The Professor can call Student Affairs to ask if a student had a previous occurrence (we need to add that wording into the process overall so we can do that without question) and the faculty would get a yes or no answer
 - i. If yes, then it would be seen as a second offense and could go in front of a hearing board
 - ii. Ensure the student can't use the grievance process to come back and grieve that grade – firm up wording for grievance
 - iii. Make sure all faculty report incidents, regardless – Teju Vala and Patti Voelpel both said we need to have the paper trail, otherwise it is student's word against faculty at that point
- v. Bill Kelvin – So does that mean that the outcomes in the class (e.g., grade for assignment/course) is not related to the outcome at the college level?
 - a. What if I say this is cheating and give an F and then it gets overturned? The answer seems to be that the decision on the appeal falls on the Dean and if the academic misconduct violation is overturned the grade will need to be changed for the assignment or course, as appropriate
 - b. The outcome letter following the appeal process will let the faculty know either way
- vi. Teju asked if the advisor would know about a student's academic misconduct record and the answer is no
- vii. Dr. Gilfert posed: The Academic Grievance Procedure in the College Catalog currently says: "When a student feels that an error has been made in the assignment of a course grade, it is the responsibility of the student to first meet with the faculty member to try to resolve the issue. The Academic Dean or designee in the appropriate school may be consulted if necessary. Grades are assigned solely by the faculty member of record. This assignment of grades is not subject to change through the Formal Academic Grievance Process. The decision of the faculty member is binding, except in cases where a grade can be shown to have been arbitrary, capricious, and/or retaliatory in nature."

- viii. Dr. McClinton – the Dean does have final say regarding the appeal, but often the Dean will talk to the faculty member if there is uncertain evidence
- ix. How does a faculty member deal with assignments related to an appeal that favors the student? Bill Kelvin suggested maybe we just excuse the assignment

The next meeting will be held February 18, 2022 at 11:00 am.

Motion to adjourn was presented by Patti Voelpel and seconded by Vera Verga.

Meeting adjourned at 11:59 am.