

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

**Academic Standards Committee Meeting**

**All Campuses via Zoom**

**April 15, 2022**

**11 am – 12 pm**

- Meeting called to order at 11:05 am by Melanie Ulrich.
- Approve meeting minutes from 02/18/2022 – moved to approve by Bill Kelvin, seconded by Bill Van Glabek.

**Discussion Items**

**Old Business**

1. Academic Misconduct and college-wide standards/policy updates
  - a. Sub-committee updates with flowchart
    - i. Academic Misconduct Report Form and process:

- a. Melanie – Can Maxient send the form to the appropriate administrator automatically if the person clicks the proper school? The answer is yes
    - b. Flowchart was modified to be brought to the Academic Standards Committee for feedback (see end of minutes)
  - ii. Academic Integrity Board:
    - a. David – Are faculty on the committee from the same school as the student?
    - b. There will be designated faculty from each school who are trained and can serve
    - c. 3 faculty, minimum
    - d. What happens if a student doesn't show up?
      - i. Jacob said "It will be heard in their absence"
      - ii. Jacob said "As long as the student is provided options and it's documented throughout the process then it becomes their responsibility to engage"
  - iii. Jacob mentioned he will be gathering options this summer regarding educational sanctioning.
  - iv. A discussion ensued regarding what class days are and the thought is business days. The committee changed the flowchart to read class/business days where appropriate but will bring to full committee for discussion.
  - v. David – Will faculty be notified:
    - a. If a decision requires a grade change?
    - b. If there is not enough data to support the accusation?
    - c. Of the recommendation of the board?
- b. Committee discussion
  - i. Bill Kelvin suggested that instead of "agrees with the recommendation" from the board that they "consent to" the recommendation
  - ii. Discussion regarding the class/business days wording in the flowchart
    - a. Bill Kelvin said that "class/business" days is confusing. What about "FSW open school days" or something?
    - b. Ann Eastman suggested in lieu of class days that maybe weekdays would work.
    - c. Bill Kelvin said some weekdays are holidays.
  - iii. Bill Kelvin asked if requesting the prior history on a student's academic integrity violations is an obligatory action for the professor?
    - a. Maybe it can be worded that it is suggested the faculty request a prior history.
    - b. If contacting the Office of Community Standards for prior offenses is mandatory, it curtails faculty autonomy and creates extra work
    - c.
  - iv. Camille Drake-Brassfield suggested that the "impartial person" be a must to reduce instances of "you never said and I did not know"
  - v. Bill Kelvin asked what happens if not one wants to show up? Does that mean the meeting cannot take place?
  - vi. Bill Kelvin asked if the meeting with the student must be in person.

- vii. Bill Kelvin asked what happens if a student accepts the meeting but cannot schedule it within the time limit? If the meeting can be a phone call the timeline should not be an issue. Vera Verga said the student should want to have the meeting ASAP!
- viii. Bill Kelvin states that after the student meeting the professor may decide not to file the report.
- ix. Camille Drake-Brassfield said that on a 2<sup>nd</sup> instance of academic integrity misconduct they may up their game.
- x. Teju Vala stated that he would like to receive a flowchart draft to review.

The next meeting will be held Fall semester 2022.

Motion to adjourn was presented by Vera Verga and seconded by Michael Chiacchiero.

Meeting adjourned at 12:01 pm.

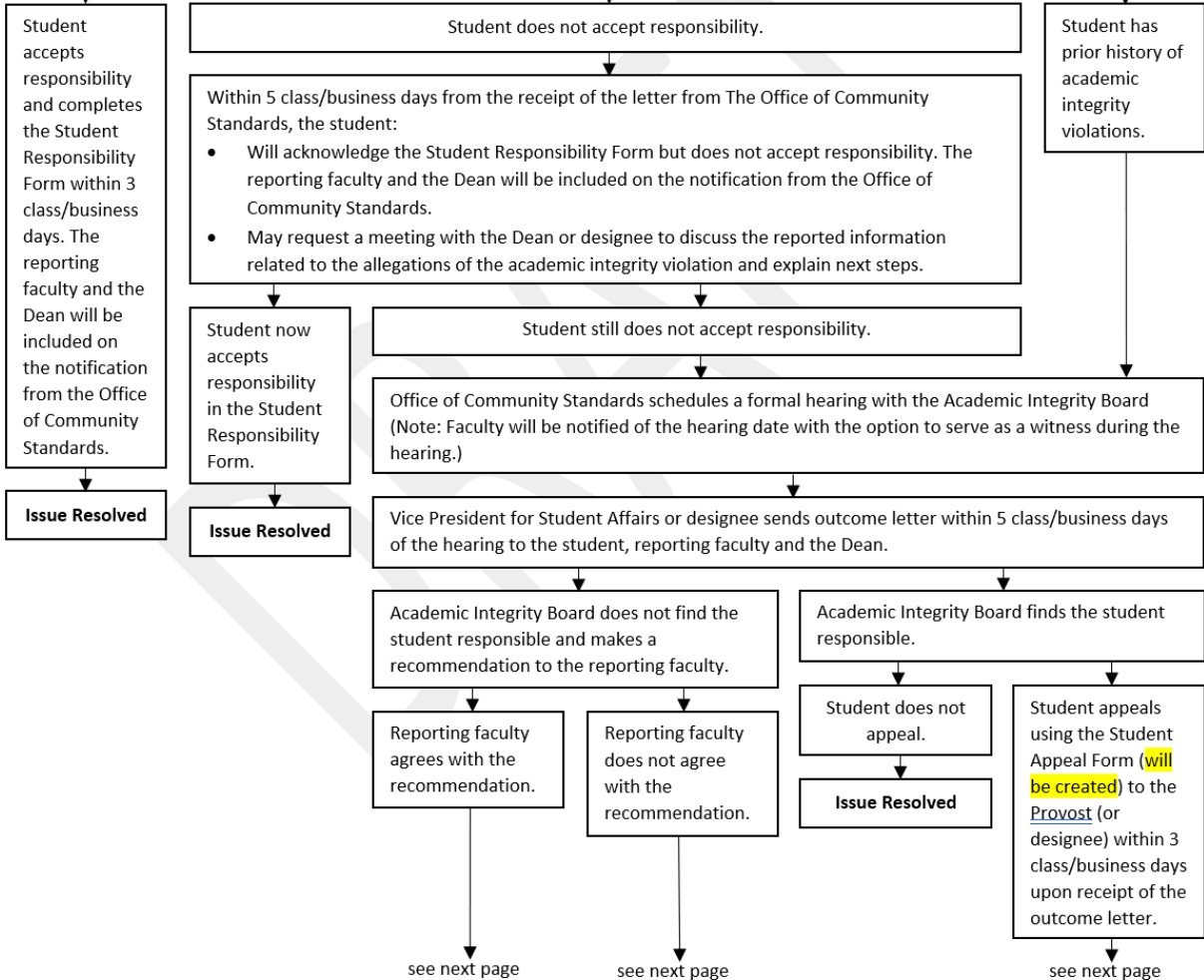
## Florida SouthWestern State College Academic Integrity Process

Faculty determines there is evidence that an academic integrity violation may have occurred.

⇒ Items for faculty to complete within 5 class/business days:

- Inform student and request a meeting with the student to discuss allegations of the academic integrity violation including a review of the charges, evidence gathered and proposed class sanction(s). The faculty may request an impartial person be present during this meeting. It is recommended to meet with the student before the Academic Misconduct Report is submitted, but circumstances may lead the need for the report to be submitted first.
- May contact Office of Community Standards for prior history
- Submit [Academic Misconduct Report](#) (Note: link also in the Canvas gradebook; be sure to check the box to send the report to the Dean)

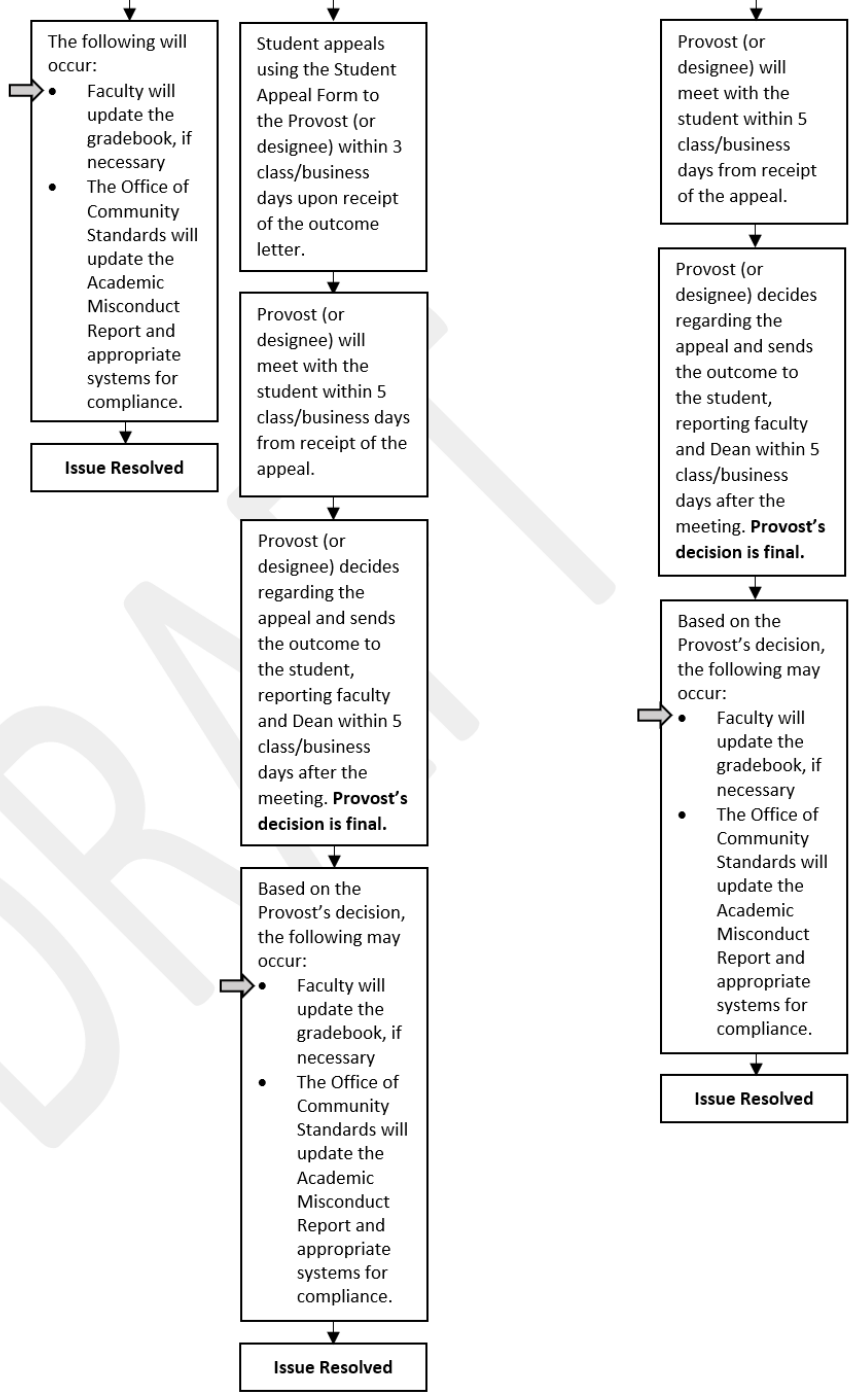
Office of Community Standards receives the Academic Misconduct Report from the reporting faculty and sends the notice with all case-related information from the Academic Misconduct Report as well as the Student Responsibility Form (**will be created**) to the student within 7 class/business days.



\*Extensions can be made per extenuating circumstances or college closings. Student will be notified in the event of an extension.

⇒ Indicates items for faculty to complete.

## Florida SouthWestern State College Academic Integrity Process



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