

	Present	Excused	Absent
Anne Angstrom	X		
Karen Buonocore			X
Michael Chiacchiero			X
Marius Coman	X		
Camille Drake-Brassfield	X		
Ann Eastman	X		
William Kelvin	X		
Brenda Knight	X		
Jay Koepke			X
Qin Liu	X		
David Logan	X		
Karen Maguire	X		
Martin McClinton	X		
Thomas Mohundro			X
Mary Myers	X		
Yadab Paudel	X		
Jessica Slisher			X
Les Sutter			X
Melanie Ulrich	X		
Tejendrasinh Vala	X		
William Van Glabek	X		
Vera Verga	X		
Michele Yovanovich	X		
Valentin Zalessov	X		

Academic Standards Committee Meeting

All Campuses via Zoom

April 21, 2023

11 am – 12 pm

- Meeting called to order at 11:02 am by Vera Verga.
- Approval of February 20, 2023 meeting minutes. Motion to accept presented by Qin Liu, seconded by Teju Vala.
- Roz Jester attended as a guest.

Discussion Items

New Business

1. Committee member updates – none
2. Need a new volunteer to chair this committee – no one volunteered.
3. Academic Misconduct and college-wide standards/policy updates
 - a. Voted on Feb 17th during Faculty senate and was approved. The information was sent to Dr. Bilsky.

- b. Dr. Yovanovich addressed the committee today regarding the following:
 - i. Possible edits to form due to Senate bill and student code of conduct.
 1. House Bill 233 – 3 days for students to respond and Dr. Yovanovich and Dr. Bilsky are taking it to the attorney because Dr. Yovanovich believes it should be 7 business days.
 2. Joe Coleman is the attorney for FSW – this type of process could have some risk to it, so Dr. Yovanovich suggests General Counsel reviews this to be in any compliance – she hopes it will be ready for fall semester.
 3. Vera Verga asked if anything else needs to be revised and Dr. Yovanovich said some general language might need to be changed to match the Student Code of Conduct.
 - ii. Drafts of the Student Acceptance Form and Student Appeal Form
 1. Dr. Yovanovich shared these forms with the committee – she will send links for review of the drafts.
 - a. Bill Kelvin – faculty name and email should be two separate entry boxes on the resolution form (acceptance form).
 - b. Bill Kelvin – Due Process and Procedural Error are the same option on the appeal form – Dr. Yovanovich said they will separate them.
 - c. Bill Kelvin – what happens at the end of the semester?
 - i. Melanie Ulrich – enter the grade as penalized according to the syllabus policy; if an appeal overturns the violation, then a Change of Grade form will need to be submitted.
 - ii. Brenda Knight – once grades have rolled the only way to change it is a Change of Grade form.
 - iii. Martin McClinton – Registrar can change grade through a form submitted by the faculty.
 - iv. Brenda Knight – if it is a placeholder grade, then determinations for calculations into the student’s GPA would need to be decided.
 - v. Vera Verga – agrees with Melanie Ulrich; at the point a violation is submitted, it is usually rare for the appeal to be overturned.
 - vi. Bill Kelvin – no matter what, a Change of Grade form would need to be filed; Is the Professor’s decision usually upheld? Dr. Yovanovich said yes.
 - vii. Vera Verga – likes that fact that everything is online so it can be shared with the faculty member and all parties involved.
 - viii. Marius Coman – asked if submitting the form is a student privacy issue using Maxient?
 - iii. Moving form forward to General Counsel
4. Statement about academic integrity for the syllabus. – Roz Jester said this partners well with efforts planned for over the summer.

5. Continue to look at ChatGPT. Finalize a version to be shared with all faculty.
 - a. Suggest looking over the statement that Dr. Heather Olson prepared and has shared in Canvas Commons.
<https://lor.instructure.com/resources/40039c83f71f4e2aa5123cd24d6b8063?shared>
 - b. Roz Jester is in attendance today to help with any questions/ concerns.
 - i. Log into Canvas, click on Commons (accept terms if needed), then click on the link.
 - ii. Drafted by Heather Olson after an AI written and submitted assignment – has her students acknowledge and sign.
 - iii. Table can be updated by the faculty member.
 - iv. TurnItIn updated to include AI search on April 3, 2023 – this has led to a large number of academic integrity violations – draft statement to students that is clear and states that using these tools are an unauthorized aid that will result in an academic integrity violation.
 - v. Vera Verga shared the statement from last meeting’s minutes as a starting point.
 - vi. Bill vanGlabek said the University of Florida is using AI across the institution.
 - vii. Roz Jester said it can be a disservice, so how do we address it appropriately, so students learn the content they are supposed to learn?
 - viii. Marius Coman commented about letting ChatGPT grade the essays, too.
 - ix. Vera Verga – this committee has a role to set a standard for all faculty – we don’t just want to limit students, but also encourage them.
 - x. Roz Jester – brought up strategies to address why students cheat.
 - xi. Karen Maguire – hopes someone from the Academic Standards Committee can participate on Roz Jester’s committee so that information filters back and communication stays open – Mary Myers said that Bill vanGlabek has volunteered.

Old Business

1. The Faculty Handbook has been updated. Thanks to all volunteers who met on March 31st to review that all information was correct. Vera Verga is still waiting on a couple of issues and will send an updated version to the Document Manager. The section regarding academic misconduct will need to be updated when the new policy has been finalized.
2. Academic Standards Committee web address:
<https://www.fsw.edu/vpaa/academicstandardscommittee>
 - a. The member list has been updated and corrected. Please review that your information is correct.

Vera Verga addressed the need for a volunteer to chair the committee, again.

- No one is able to commit at this time.
- There was a discussion regarding what happens if no one volunteers.
- Melanie Ulrich asked if it was possible to have varying chairs per month? Karen Maguire said co-chairs would probably be acceptable, but likely not a different chair each month.

- Qin Liu – what is the deadline for a chair for the committee? Uncertain on that answer.
- Vera Verga said she would take care of any issues over the summer, but someone will need to step up for fall.
- Qin Liu said he will be the back-up chair if no one else volunteers.
- Karen Maguire – can a department chair also be a committee chair? Roz Jester said the determining factor is based on reassignment time and the maximum time is 6 hours. That would mean you could possibly be a department chair as well as a committee chair.
- Vera Verga will send out another request.

Motion to adjourn proposed by Qin Liu, Karen Maguire seconded. Meeting ended at 12:04pm.

Next meeting will be held in the fall 2023 semester.

DRAFT