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| --- | --- | --- | --- |
|  | Present | Excused | Absent |
| Anne Angstrom | X |  |  |
| Karen Buonocore | x |  |  |
| Marius Coman | X |  |  |
| Camille Drake-Brassfield | X |  |  |
| Ann Eastman | x |  |  |
| Susan Holland | X |  |  |
| William Kelvin | X |  |  |
| Brenda Knight | x |  |  |
| Jay Koepke |  | x |  |
| Qin Liu | x |  |  |
| David Logan | X |  |  |
| Karen Maguire | X |  |  |
| Martin McClinton |  | X |  |
| Tommy Mann | X |  |  |
| Thomas Mohundro | X |  |  |
| Kristi Moran | x |  |  |
| Mary Myers | x |  |  |
| April Palmer | x |  |  |
| Yadab Paudel | X |  |  |
| Jessica Slisher | x |  |  |
| Melanie Ulrich | x |  |  |
| Tejendrasinh Vala |  |  | X |
| William Van Glabek | X |  |  |
| Vera Sullivan | X |  |  |
| Valentin Zalessov | X |  |  |

**Academic Standards Committee Meeting**

**All Campuses via Zoom**

**September 6, 2024**

**2:00 – 3:30 pm**

Meeting called to order at 2:03 pm by Bill Van Glabek.

**Meeting Summary for FSW Academic Standards Meeting**

Sep 06, 2024 10:54 AM Pacific Time (US and Canada) ID: 846 9452 9217

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**Quick recap**

The team led by William Van discussed the need to update various documents, including the common course syllabus and the student honesty policy, and agreed on the use of Google Drive for editing and review. They also discussed the challenges of creating syllabi for courses that may not run due to changes or cancellations and agreed on the publication of syllabi two weeks before registration opens and one week after classes start. The team also reviewed the definitions and classifications of various academic misconducts, discussed the issue of low attendance and the process for removing inactive members, and considered the organization and management of their documents and minutes.

**Next steps**

William Van to update the common course syllabus COP with input from Roschester and Stephen.

William Van to put the updated student honesty policy in Google Docs for committee review.

William Van to update the Academic Standards Committee website, including adding his picture and reorganizing the meeting minutes folders.

William Van to review past year's attendance and contact inactive members about continuing on the committee.

William Van to put other COPs on Google Docs for committee review.

Committee members to review the updated COPs and provide feedback before the next meeting.

William Van to prepare the updated student honesty policy for presentation at the next Faculty Senate meeting.

**Summary**

**Updating Documents and Committee Representation**

William Van led a discussion about the need to update certain documents, including the common course syllabus and the student honesty policy. He expressed dissatisfaction with the graphics on the academic standards webpage, which has been updated to include meeting minutes and committee members. William Van also discussed the need to review and edit several other documents, referred to as "COPS," and asked the group where he should store these documents for editing and review, with the majority agreeing on Google Drive. The group also agreed on representation from their academic standards committee on the writing committee for the Hlc, with Dr. McClinton, Dr. Ulrich, and Dr. Ehrlick being mentioned as representatives. William Van also mentioned that Tim Bishop and Buckley had sent something, but needed a moment to pull up the relevant information.

**Updating College Operating Procedures and Syllabus Policy**

William Van discussed the current state of the college operating procedures, specifically the common course syllabus, which he noted was outdated and not aligned with the current simple syllabus system. He also mentioned that the simple syllabus system now requires syllabi to be published ahead of time, which places a burden on department chairs. Mary and Karen suggested that the committee should provide input on the timing of syllabus publication, as the current one-day-before-classes policy might be too tight. They proposed consulting with Roschester and Stephen Bianco for the actual language of the process. The committee agreed to update the policy based on their recommendations.

**Discussing Syllabi Challenges and Publication Timing**

The team discussed the challenges of creating syllabi for courses that may not run due to changes or cancellations. Kristi shared her experience of having to adjust her syllabi due to course changes, and Mary disagreed with the idea of having syllabi completed in May for courses starting in August. The team agreed that changes in course offerings and cancellations could render their work unnecessary. They also discussed the publication of syllabi, with William Van suggesting that this should be two weeks before registration opens and one week after classes start. Mary expressed confusion about how some departments are doing fall syllabi in May, but William Van clarified that this refers to the availability of syllabi for editing, not the actual publication.

**Syllabus Procedures and Faculty Senate Approval**

William Van and Mary discussed the need for alignment with new syllabus procedures, with Mary suggesting the policy should be between departments and Deans, rather than college-wide. William Van clarified that significant changes would need Faculty Senate approval, after which it would become a college operating procedure. William Kelvin from the Academic Standards Committee sought clarification on their input, which William Van confirmed was necessary. The committee agreed to keep the current deadline for professors to submit their complete syllabi before the first class meeting, distinguishing between the "master portion" available 45 days in advance and the "professor portion" due before the first class.

**Course Cancellation Policy and Syllabus Submission**

The team discussed and agreed on the terminology for the main bedroom and bathroom, settling on 'core shell' as an alternative to'master'. They also decided to update the course cancellation policy to notify faculty 24 hours in advance. The syllabus submission deadline was set for the Friday before the first week of classes to allow for weekend approval and preparation. The team also considered the last day of duty days, with work continuing beyond this date. A concern was raised about students' access to the syllabus before it's published and approved, with Mary clarifying that students can access it at fsw.simplesyllabus.com. A need was expressed to know where to direct students who request the syllabus before it's published.

**Common Core Service Submission and Academic Integrity Policy**

William Van discussed the submission deadline for the Common Core Service and a student honesty policy previously approved by the Faculty Senate. He and April agreed on clear definitions for academic integrity violations, with April rewording the policy for better understanding. William Van committed to making the policy available for further review. William Van and Melanie discussed the appeals process for grievances, with Melanie expressing concerns about past challenges. William Van mentioned that they had promised the Faculty Senate to revisit the Academic Standards Committee's version of examples, with Dr. Palmer providing updated wording.

**Academic Misconduct Definitions and Faculty Responsibilities**

The meeting focused on clarifying the definitions and classifications of various academic misconducts, such as self-plagiarism, misrepresentation of academic effort, and cheating. The group discussed the responsibility of faculty members in proving these instances and the need for clear procedures. They also reviewed the Faculty Standards Committee website and considered adding more information, including meeting minutes and committee details. The group agreed to further discuss these issues in future meetings.

**Addressing Low Attendance and Inactive Members**

The committee discussed the issue of low attendance and the process for removing inactive members. William Van proposed reviewing the previous year's attendance records to identify members who missed multiple meetings without an excuse. There was debate around defining "excused" absences, with some preferring a more flexible approach based on individual circumstances. The committee agreed to reach out to members who missed meetings to confirm their continued interest in serving. Department chairs would also be consulted to verify the appropriate departmental representatives for the new academic year. Members who did not respond confirming their commitment would likely be removed from the committee.

**Renaming Subfolders for Clarity and Consistency**

William Van proposed changing the name "subfolders" to something more descriptive like "meeting information" to better represent the content. Melanie and William Kelvin agreed this would improve clarity. The team discussed renaming older folder titles to simply "meeting minutes" for consistency across years. They identified some irrelevant documents, like those from Edison State College, that should be archived. There was uncertainty around what to title the remaining documents like the faculty handbook, but no final decision was made.

**Document Management and Web Page Updates**

The team discussed the organization and management of their documents and minutes. They considered the relevance of certain documents and decided to keep only the most recent ones, with older ones moved to a "previous years" folder. They also discussed the need for transparency and the importance of keeping certain documents for future reference. The team agreed to review and update certain documents, such as the common core syllabus and the honesty policy, and to put them on Google Docs for further review. They also discussed the need for a more streamlined approach to their web page, focusing on the committee's membership and activities. The conversation ended with a motion to adjourn.

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