

Elizabeth Schott

From: Elizabeth Schott
Sent: Friday, May 12, 2023 3:19 PM
To: Elizabeth Schott; Angus I. Cameron; Andrew J. Buck
Subject: Dean's Update - A few start of semester notes
Attachments: Sample Message Addressing AI and Academic Integrity.docx

Greetings everyone,

I hope this message finds you in good health and good spirits. Thanks for joining us for the summer semester! As classes are being finalized, I wanted to share some of the updates, particularly as it relates to AI.

TL;DR Version:

Below are key dates and the new AI statement for summer classes. As there are no required office hours over the summer, please be sure Andy knows how to contact you if needed, especially if you will not be by your zoom phone! Andy's best practices for attendance verification are at the end of the email.

Key dates for the next 6 weeks:

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|---------------------------------|--|
| • Friday, May 12 | Course Syllabus Due to Gus, Qin or Ivana! |
| • Monday, May 15 | First Day of Summer Classes – Full Term and Mini-A |
| • Monday, May 15, @0800 | Canvas courses auto-published |
| • Tuesday, May 23 | Attendance Verification Due @1630 |
| • Monday, May 29 | College Closed – Memorial Day |
| • Tuesday, June 13 | Last day to withdraw - Summer Mini A term |
| • Wednesday, June 21 | Last day of classes Summer Mini A term |
| • Friday, June 23, @1200 | Final grades due - Summer Mini A term |
| • Tuesday, June 27 | First day of classes Summer Mini B term |
| • Tuesday, July 4 | College Closed – 4th of July Day |
| • Wednesday, July 5 | Attendance Verification Due @1630 - Summer Mini B term |

Summer leadership!

Just a quick reminder of our new SoPAS leadership team – don't hesitate to reach out if you have any questions.

- Associate Dean, SoPAS – Dr. Gus Cameron
- Chair, Department of Mathematics – Dr. Ivana Ilic
- Chair, Department of Biological Sciences – Dr. Jerry Anzalone (Gus will be covering his syllabus approval for Full and Mini A, send Mini B syllabi his way!)
- Chair, Department of Chemistry and Physics – Dr. Qin Liu

Ground Classrooms

If teaching ground classes, check out your assigned classroom and let the SoPAS office know if you are having any classroom technology issues or have any other concerns about the classroom space. Andy has supplies our normal stash of supplies on hand if you need anything.

FSW Official AI statements:

A committee has begun work on drafting an official use of AI statement for both faculty and students. The overarching goal for me as AI rolls out is to design ways to incorporate the technology into our classrooms so that the students learn how to use these new tools, and to use them ethically. I am convinced they will see them at use in their workplaces. The intent is to keep faculty in control of how AI is used in your classrooms and this statement will help make it clear to students that unauthorized use may result in academic misconduct – particularly on writing assignments where use of this technology is rapidly growing.

Dr. Jester sent out the statement the committee has devised for our summer courses. I ask you all to either add this statement to your syllabus, or to post it in a Canvas announcement in your course, along with your specific list of authorized resources. Additionally, please take the time to always discuss your resource usage policy (everything from chatgpt to math apps to calculators) and the why with your students. The why can make a big difference.

Below is a repeat of the statement send out, along with a recommended Canvas announcement. Students will see this statement when they log into Canvas. As the semester goes along, please let me know how the statement is working out and if you have any recommendations for the fall.

Using AI like Chat GPT and other programs may seem like a good way to get assignments done quickly. However, unless a professor specifically assigns it, it is a violation of FSW's Academic Integrity Policy.

The College policy says the following:

“Cheating includes giving or receiving unauthorized aid or information by copying, by using materials not authorized, by attempting to receive credit for work performed by another, or by otherwise failing to abide by academic rules. The person who aids an individual in cheating will be held equally responsible.”

Authorized resources are support resources provided, required, or recommended by FSW or the course professor.

Unauthorized resources are ones not provided, required, or recommended by FSW or the course professor. The following actions may be taken by faculty for students in violation of the Academic Integrity Policy:

1. Referral to the appropriate support service
2. Assignment of a reduced grade on the plagiarized academic exercise
3. Assignment of a final letter grade/reduction for the course
4. Assignment of an “F” for the course

Review the full [Academic Integrity Policy in the College Catalog](#).

It's an exciting time in the world, an exciting time to learn and to be a Buccaneer. Let's navigate it together in ways we can all be proud of!

Attendance Verification Submission – Due Tuesday, Amy 23rd at 4:30 PM:

- Submit Attendance Verification in the portal.
 - o Portal/Faculty Academics/Attendance (on Faculty Dashboard)

- Be sure you are on the **Attendance Verification tab** at the top, and then select the course you want to submit for – I have noticed it tends to open up onto the final grades page.
- **Check your FSW email and contact phone number multiple times the day of the deadline, even if you think you're finished. Please make sure you have a working number.**
- We start getting the missing attendance verification report the day before they are due, and then hourly after that. This is when we start emailing you for missing submission – so again, please check your email multiple times that day in case there are any issues we need to contact you about.

Andy's Attendance Verification Best Practices:

- Please don't wait until the last minute, and if there are some stragglers on your list, don't wait to report everyone else's AV. As long as you leave the fields for the late students blank, you can submit everyone else's, then go in later to finish the last few.
- Students have officially had enough time to fulfill their verification assignments by the attendance verification date. If they haven't completed them, you should feel very free to move ahead with the 0 verification. You can always update someone's verification after the deadline by sending an email to registrar@fsw.edu listing the student's name and BUC ID, plus the CRN.
- Double-check your Portal rosters. There may be students on there who have just joined the class over the last day or so. Even if they're late adds, they still need to have something reported for their verification. Please don't leave anyone with an "NR" for not reported.
- You can set the page at the beginning so that it shows more than 25 students. If you don't, you need to remember to click onto the second page to get the rest of the names. And when you do that, you may actually need to save page 1 grades, leave the screen, then go back and click page 2. A frequent reason that student names get overlooked at Verification time is that the reporting pages default to 25 names per page. So, if you have 26 or 27 students, don't forget to move to Page 2.
- Keep in mind that a student who gets an "NR" can potentially have their Financial Aid disrupted, which can create a lot of problems if, as a result, they get dropped from your class after the Add/Drop deadline.
- **After the deadline, the only way to submit attendance verification is by emailing the registrar's office – changing the roster will no longer update the rest of the portal.**

As always - comments, questions, or concerns, please let me know.

Best Regards,

Libby

Dr. Elizabeth W. Schott

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Where math counts and science matters!

Bad Joke of the Day – a repeat and a follow-up!

Q: Why was six afraid of seven?

A: Because seven, eight, nine!

Q: Why did seven eat nine?

A: Because you're supposed to eat 3 squared meals a day!