|  |  |  |  |
| --- | --- | --- | --- |
|  | Present | Excused | Absent |
| Tatiana Arzivian |  |  | X |
| Karen Buonocore  | X |  |  |
| Suzanne Bidenback |  |  | X |
| Michael A. Chiacchiero  | X |  |  |
| Marius Coman | X |  |  |
| Camille E. Drake-Brassfield | X |  |  |
| Christy Gilfert | X |  |  |
| Dale Hoover | X |  |  |
| Julia Kroeker | X |  |  |
| Qin Liu | X |  |  |
| Karen N. Maguire | X |  |  |
| Thomas S. Mohundro | X |  |  |
| Yadab K. Paudel | X |  |  |
| Deborah H. Selman |  | X |  |
| Melanie Ulrich | X |  |  |
| Tejendrasinh Vala | X |  |  |
| William VanGlabek | X |  |  |

**Academic Standards Committee Meeting**

**Lee – AA-177; Charlotte – E-105; Collier – G-109; Hendry/Glades – A-106**

**January 19, 2020**

**11 am – 12 pm**

* Meeting called to order at 11:00 am by Melanie Ulrich
* Approve meeting minutes from 11/15/2019 – Qin Liu moved to approve, seconded by Dale Hoover.

**Discussion Items**

**Old Business**

1. Faculty Handbook posted to Google Docs by Melanie Ulrich – all committee members present who attempted to access the document stated they did have access
2. Updating Academic Standards Committee Charge sheet – suggestions brought to the committee from Dr. DeLuca. Her suggestions are in red (using track changes) and the committee’s responses are highlighted in yellow to be brought back to Dr. DeLuca.
	1. Include academic appeals
	2. Include academic integrity/dishonesty
	3. Add review of COPs related to academic standards – committee can provide any recommendations/updates

**Comments/discussion related to grade appeals and late withdrawals:**

* Karen Maguire asked about this because the current committee members have no recollection of this committee being involved in the process. Once we have an answer as to our role it needs to become part of the Faculty Handbook with a link to faculty responsibilities.
* Camille Drake-Brassfield asked if it was possible to find out how many grade appeals are processed from the Registrar.
* Christy Gilfert stated grade appeals are not in the catalog now, but the Deans are going to meet with an ad-hoc committee.

**ACADEMIC STANDARDS COMMITTEE CHARGE**

GOAL: The Academic Standards Committee of Florida SouthWestern State College is charged with the formulation and application of college policies relating to academic integrity.

MEMBERSHIP: Determined by the Faculty Senate

MEETING: Monthly

FUNCTION: The Academic Standards Committee will:

• Identify and maintain a code of ethics for faculty and students (expand this statement to be sure it is clearly explained in the student handbook – is there an acceptable standard across the college? Thomas Mohundro).

• Serve as an arbitrator for student academic and grade appeals (committee asks what our role is because we seem to just sign documents).

• Provide guidelines for academic standards as memorialized in the college catalog and Faculty Handbook to the VPAA (clarification on straight to VPAA or to Faculty Senate).

• Conduct an annual review of College Operating Procedures related to academic standards.

REPORTING: Meet with VPAA, deans and faculty leadership as required.

Meeting minutes must be posted to the Document Manager within 2 weeks (can we have 1 month?) of each committee meeting.

ACTION: Committee recommendations are forwarded in writing to the VPAA for approval.

1. Faculty teaching family draft
	1. Recommended that another faculty member teaches family if one is available
	2. The expectation is that the student will take a different section if available

**Comments/discussion:** The committee will review the current document and provide suggestions/changes at the next meeting to be brought to Dr. DeLuca.

**New Business**

1. Conduct related to travel abroad
	1. Some information is on the International education page and potentially in the catalog
		* Christy Gilfert will pull out relevant procedures available for the committee to review.
		* Christy Gilfert also suggested we ask Mark Bukowski and Michael Messina to attend a future meeting to discuss the student code of conduct.
	2. The faculty members on the ground can temporarily suspend a student and/or send them home if needed in an emergency

**Comments/discussion:** Dale Hoover stated that he had traveled abroad twice and the rules of where they travel specifically must be followed. The committee asked if anyone knew about the students signing anything now related to conduct.

The next meeting will be on 2/21/2020 at 11AM.

Motion to adjourn was presented by Thomas Mohundro and seconded by Julia Kroeker.

Meeting adjourned at 11:40 AM