|  |  |  |  |
| --- | --- | --- | --- |
|  | Present | Excused | Absent |
| Tatiana Arzivian | X |  |  |
| Suzanne Bidenback |  |  | X |
| Karen Buonocore |  | X |  |
| Michael Chiacchiero  | X |  |  |
| Marius Coman | X |  |  |
| Camille Drake-Brassfield | X |  |  |
| Christy Gilfert | X |  |  |
| Dale Hoover |  |  | X |
| Julia Kroeker | X |  |  |
| Qin Liu | X |  |  |
| Karen Maguire | X |  |  |
| Thomas Mohundro |  |  | X |
| Yadab Paudel | X |  |  |
| Joyce Rollins |  |  | X |
| Melanie Ulrich | X |  |  |
| Tejendrasinh Vala | X |  |  |
| William Van Glabek | X |  |  |
| Vera Verga | X |  |  |

**Academic Standards Committee Meeting**

**All Campuses via Zoom**

**August 21, 2020**

**11 am – 12 pm**

* Meeting called to order at 11:07 am by Melanie Ulrich (Note: meeting start delayed due to computer issues with Melanie Ulrich’s computer).
* Approve meeting minutes from 04/17/2020 – Teju Vala moved to approve, seconded by Marius Coman.

**Discussion Items**

**Old Business**

1. Conduct related to travel abroad – Mark Bukowski and Michael Messina both responded and will attend the September 21, 2020 meeting; this item will be postponed so the committee can focus on Academic Misconduct (under New Business)
2. Updating Academic Standards Committee Charge sheet – review documents from last semester to complete wording; committee had no additional changes and will wait to hear response from Dr. DeLuca

**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 as stated in The Board of Trustees Policy “[Employee Code of Ethics and Professional Responsibility](https://www.fsw.edu/assets/pdf/board/5-03_Personnel_Employee%20Code%20Of%20Ethics%20And%20Professional%20Responsibilities.pdf)” (expand this statement to be sure it is clearly explained in the student handbook – is there an acceptable standard across the college? Thomas Mohundro). Melanie will send the relevant information for the committee to read in order to appropriately word this item.

• Serve ~~as an arbitrator~~ to review the procedure for student academic and grade appeals (committee asks what our role is because we seem to just sign documents). Question on why the faculty is signing the document if there is no input, but Dr. DeLuca stated it is just to verify the last date of attendance and grade. Let’s add this topic to the discussion for the meeting with Dr. Bukowski and Michael Messina during the Fall 2020 semester.

• Provide guidelines for academic standards as memorialized in the college catalog and Faculty Handbook to the VPAA and/or Faculty Senate at the committee’s discretion.

• 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 3-5 weeks of each committee meeting.

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

1. Faculty teaching family draft – committee modified last semester and added a title “CONFLICT OF INTEREST – FAMILIAL STUDENT RELATIONSHIPS” to the document today; Melanie Ulrich will bring to Dr. DeLuca

This statement focuses on potential conflict of interest situations that faculty of Florida SouthWestern State College (FSW) may encounter related to familial student relationships. Instructors should not teach their own children or other relatives in a course for credit. Where alternative courses exist that are reasonable and appropriate to the student's program, the student should utilize those alternatives. In the rare instances in which such enrollment is unavoidable, including when the family member is the only faculty teaching a course required for the student’s major, the family member should discuss the situation with the administrative head in advance of the course to ensure a fair and unbiased mechanism of evaluation is put in place. Subjective material should be graded by another suitably qualified faculty member in coordination with the faculty member responsible for the class to evaluate the work and decide upon the grade. All major papers, projects and exams that make up more than 10% of the final grade should be graded by another qualified faculty member.

**New Business**

1. Discussion and possible action regarding Academic Misconduct and college-wide standards/policy – the committee is going to look up policies from other academic institutions for wording. Dr. Bukowski, Dean of Students, will be at the next meeting in September so a discussion will occur with him at that time.
2. The committee agreed to review several College Catalog and COPs each meeting to maintain the annual review process as stated in the committee charge document – the first item we would like to address, especially related to the current pandemic, is the Health and Safety section in the Faculty Handbook.

The next meeting will be held September 21, 2020 from 11 am – 12 pm via Zoom (same link as recurring meeting has been set up for this committee).

Motion to adjourn was presented by Marius Coman and seconded by Qin Liu.

Meeting adjourned at 12:05 pm