|  |  |  |  |
| --- | --- | --- | --- |
|  | 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 |  |  |
| Melanie Ulrich | X |  |  |
| Tejendrasinh Vala | X |  |  |
| William Van Glabek | X |  |  |
| Vera Verga |  | X |  |
| Patricia Voelpel | X |  |  |

**Academic Standards Committee Meeting**

**All Campuses via Zoom**

**October 16, 2020**

**11 am – 12 pm**

* Meeting called to order at 11:01 am by Melanie Ulrich.
* Approve meeting minutes from 09/18/2020 – moved to approve Thomas Mohundro, seconded by Dale Hoover.

**Discussion Items**

**Old Business**

1. “Conflict of Interest – Familial Student Relationships” draft will be brought to Faculty Senate for further review.

**CONFLICT OF INTEREST – FAMILIAL STUDENT RELATIONSHIPS**

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 dean or supervising administrator 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.

1. Continued discussion regarding Academic Misconduct and college-wide standards/policy – committee discussion following the information provided last month by Mark Bukowski, Dean of Students
   1. Karen Maguire said we do need to make changes, but need to look at other schools
   2. Marius Coman stated Proctorio standardization and discrepancies across the college
   3. Yadab Paudel brought up Proctorio issues with flagging
   4. Vera Verga had some material to share and Melanie Ulrich will reach out to her; Melanie Ulrich will share that with the committee along with anything else the committee members found and sent to her
   5. Tatiana Arzivian – has information on Montgomery College and another one to share with the committee
   6. Deadline for information to be sent to Melanie is Friday, October 30, 2020 so there is time to review the material before the next meeting in November. Since that is the last meeting for the semester the committee would like to try to have something put together for further review.
2. Health and Safety section in the Faculty Handbook – any word on the restructuring of the Safety Committee and does anyone know if Valerie Miller is still the person to contact? No one is sure at this point so Melanie Ulrich will follow up further.
3. Updating Academic Standards Committee Charge sheet – changes made as follows to go forward to Dr. DeLuca for review:

**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)” as well as in the [Student Code of Conduct](https://www.fsw.edu/codeofconduct).
* Review and recommend the procedures for student academic and grade appeals.
* Provide guidelines for academic standards as memorialized in the college catalog and [Faculty Handbook](https://www.fsw.edu/assets/pdf/provost/FacultyHandbook.pdf) to the VPAA and/or Faculty Senate at the committee’s discretion.
* Conduct an annual review of [College Operating Procedures](https://www.fsw.edu/adminservices/cop) 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 Faculty Senate for review and then to the VPAA for approval.

**Tabled Business**

1. Conduct related to travel abroad – Mark Bukowski and Michael Messina will be invited again

**New Business**

1. Melanie Ulrich will be meeting with the Executive Committee today (10/16/2020) at 1 pm and will provide feedback to this committee regarding what was discussed.

The next meeting will be held November 20, 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 Camille Drake-Brassfield and seconded by Patricia Voelpel.

Meeting adjourned at 11:45 am.