|  |  |  |  |
| --- | --- | --- | --- |
|  | Present | Excused | Absent |
| Anne Angstrom | X |  |  |
| Karen Buonocore |  |  | X |
| Michael Chiacchiero |  |  | 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 |  |  |
| Yadab Paudel | X |  |  |
| Jessica Slisher |  |  | X |
| Les Sutter |  |  | X |
| Melanie Ulrich | X |  |  |
| Tejendrasinh Vala |  |  | X |
| William Van Glabek | X |  |  |
| Vera Verga | X |  |  |
| Valentin Zalessov | X |  |  |

**Academic Standards Committee Meeting**

**All Campuses via Zoom**

**October 6, 2023**

**2:00 – 3:30 pm**

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

Approve meeting minutes from September 1, 2023. Motion to accept presented by Mary Myers, seconded by Susan Holland. Minutes approved.

**Discussion Items**

**New Business**

1. Help with taking Meeting Minutes – Melanie Ulrich agreed.
2. Update on Student Affairs
   1. Dr. McClinton updated the committee:
      1. Ian Neuhard stepped in as interim Vice President for Student Life.
      2. Student Affairs was divided up several different ways over the summer.
      3. Dr. Michele Yovanovich’s role is being filled by Dr. April Palmer until there is a new head for Student Life. This includes handling of the Academic Misconduct form.
      4. Dr. George Harvey – Interim Director of Collier Campus
      5. Dr. Tom Rath – Director of Charlotte Campus and Hendry-Glades Center
   2. Flowchart update:
      1. Concern now from Dr. Bilsky that the form is confusing for students.
      2. Melanie Ulrich asked what happened with all the work where everyone was involved.
         1. Dr. McClinton said the language is not clear according to the administration.
         2. Melanie Ulrich said she feels like she wasted a ton of her time over the last few years working on this and serving on the committee for this process.
         3. Bill Van Glabek asked if some members of Academic Standards could meet along with the administration for these meetings.
            1. Dr. McClinton agreed.
            2. Vera Verga and Melanie Ulrich volunteered.
         4. Vera Verga said the document was for the faculty to know what to do and there was supposed to be something different written for students specifically.
   3. Dr. McClinton – College Operating Procedures need to be updated, too.
   4. Bill Kelvin – wanted to clarify that the language was confusing, not the flowchart process itself; Dr. McClinton said he believes it was the wording and maybe also the process at the end.
3. Faculty Handbook
   1. Bill Van Glabek – updated file sent to Dr. McClinton
   2. <https://catalog.fsw.edu/content.php?catoid=11&navoid=638#academic-integrity-policy>
      1. Artificial Intelligence – Dr. McClinton comments:
         1. FSW has a statement that includes using work that is not your own, so it applies, and there is a committee working on it.
         2. His suggestion is to learn as much as possible because AI is not going away.
         3. Ad hoc technology committee:
            1. Karen Maguire – Will the ad hoc technology committee that met over the summer still write statements for the syllabus and adjust wording related to advancements in AI without communicating with the Academic Standards committee?
            2. Anne Angstrom is on the committee and what transpired in terms of action items is that Roz Jester and Anna Haney-Withrow will revise the message that populated into Canvas to add academic integrity, data security, and information for students that each class can have its own policy regarding AI. The committee will not meet again until February 2024.
            3. Each school can have their own policy as well as each faculty member – Karen Maguire asked who is approving the decisions.
            4. Mary Myers asked how we will be notified as a school and/or faculty body.

Dr. McClinton said Faculty Senate would be the place to get this information. Karen Maguire asked how that body would know since the technology committee is not a standing committee.

Bill Van Glabek asked who to invite to our next Academic Standards Committee meeting to get more information – that person is Roz Jester.

Dr. McClinton said it is a good idea to have Roz Jester communicate with the Academic Standards Committee.

* + - * 1. Karen Maguire asked who contributed to the writing of the statement in the syllabus – Anne Angstrom said they were given a statement to provide feedback on this past summer.
        2. Bill Van Glabek asked the committee to send questions we would like to have input on from Roz Jester regarding this statement. He will invite her to the next meeting.
    1. Accreditation Update? Dr. McClinton said FSW is meeting all parts of SACS accreditation as of now until a change occurs with the accreditation body itself.
  1. New Portal
     1. Faculty Forms
        1. Academic Integrity & Misconduct
           1. <https://www.fsw.edu/communitystandards/academicintegrity>
           2. Students Rights & Responsibility

<https://catalog.fsw.edu/content.php?catoid=5&navoid=277>

Edison State? This is from an archived catalog.

* + - 1. Student Conduct Reporting Form
         1. <https://www.fsw.edu/studentaffairs/conductreporting>
         2. <https://www.fsw.edu/codeofconduct>
         3. <https://static.fsw.edu/cms/Code%20of%20Conduct%20COP%20Feb%204%202021.pdf>
    1. Bill Van Glabek asked if anyone had been in the new Portal and for any feedback.
       1. No in-depth discussion as few members have spent time in it.
       2. Bill Van Glabek asked why the Faculty Handbook can’t be linked in an easier place than through the Document Manager.
          1. David Logan suggested we ask to have it linked in the Employee Quick Links section.
          2. Anne Angstrom suggested linking it to the school’s Canvas page – Mary Myers suggested the newest one be sent to the school coordinators/Deans with each update.
       3. Bill Van Glabek said he will find out who to get updates to/from to keep things current and facilitate communication.
       4. Mary Myers suggested the faculty handbook be linked on the Faculty Senate page as well.

1. Program Handbooks
   1. Bill Van Glabek said the reason for the handbooks is to make sure the wording is consistent regarding academic standards.
   2. Nursing (pages 21+)
      1. Susan Holland said they have combined the BSN and ASN handbooks; anything from the College, such as academic standards, was copied and pasted from the FSW handbook.
      2. Standard practice is to have the first section cover all college-wide standards, then the individual schools/programs are listed separately for any specifics.
      3. David Logan said they look at the handbook annually as a whole.
   3. EMS (pages 6, 7, 8, 9, 10, 11, 12, 13, 14)
      1. Tommy Mann said all allied health programs have taken the last 12 months or so reviewing and revising all handbooks in their entirety, not just academic standards.
      2. They want to project cohesiveness with what the students are seeing in the Portal as well as across other locations within the college.
      3. The plan is to re-evaluate handbooks annually, likely in the summer, especially with any specific issue that poses a problem with the information in the handbook.
   4. Education (pages 7, 9, 12, 30)
      1. Anne Angstrom said their handbook has typically been updated for the purpose of accreditation and with any big changes.
      2. The hope is that it will be reviewed annually now.
2. Videos on Academic Standards Best Practices
   1. Bill Kelvin updated the committee stating that the formative concept is in place.
   2. Two parts:
      1. One for the Professor as to what to do if this happens – try to make it fun and will ask for a consensus regarding the approach.
      2. The other for the flowchart itself.

The next Academic Standards Committee meeting will be on November 3rd, 2023, at 2:00 pm.

Motion to adjourn proposed by Camille Drake-Brassfield. Bill Logan seconded. The meeting adjourned at 3:08pm.