

Minutes University Council



Thursday, February 12, 2009
3:00 p.m., N113 HCoB

In preparation for the Faculty Meeting, Tuesday, February 24, 2009

Present:

William Bloodworth, Jr. (Chair), President; **Barbara Coleman**, Business Administration; **Tom Crute**, Chair, Faculty Policies Committee; **Andre Goodman**, President of the Student Government Association; **Pam Hayward**, Arts and Sciences; **Richard Harrison**, Dean of Education; **Jeff Heck**, Faculty Secretary; **Donna Hobbs**, Arts and Sciences; **Joyce Jones**, Vice President for Student Services; **Marc Miller**, Dean of Business; **William Nelson**, Director of the Library; **Cliff Gardiner** for Robert Parham, Dean of Arts and Sciences; **Sam Robinson**, Arts and Sciences; **Todd Schultz**, Chair, Academic Policies Committee; **Samuel Sullivan**, Vice President for Academic Affairs; **Cathy Tugmon**, Arts and Sciences; **Dan Whitfield**, Vice President for Business Services.

Not Present:

Michelle DeLoach, Chair, Staff Advisory Council; **Peggy Ruth Geren**, Assistant Dean, Education; **Helen Hendee**, Vice President of Development and Alumni Relations; **Najhee Jackson**, Vice President of the Student Government Association.

Dr. Bloodworth called the meeting to order at 3:00 p.m.

Agenda Items:

I. Approval of the Minutes from January 15, 2009, available at:

http://www.aug.edu/faculty_secretary/ucmin_01_15_2009_draft.pdf

The minutes were approved as distributed.

II. Faculty Policies Committee – Dr. Tom Crute – See Attachment A

Dr. Crute introduced a measure updating the procedures to use when handling a violation of academic honesty by a student. First, the new policy suggests the faculty member meet with their departmental chair before the student becomes involved. Second, consultation is recommended rather than a formal review before the decision is made. Third, there used to be written summaries for the most serious actions taken; there should be a written record of each incident. Fourth, the student's home college should know about the infraction. The FPC also renumbered items for clarity. He noted that faculty members have commented on the difficulty in using the current policy.

Drs. Hayward, Tugmon, Nelson, Sullivan, Bloodworth, Harrison and Gardiner discussed the proposed process and its consequences. Dr. Sullivan expressed concern about language in section 3, saying that students are likely to want to know what the instructor discusses with their dean. Dr. Harrison suggested that the decision appears to be made prior to involvement by the student, and Dr. Gardiner agreed it might appear that way to students. Dr. Tugmon felt the changes might improve the process by insuring the correct decision is made prior to the student's involvement. She also suggested highlighting changes in the faculty meeting agenda, for clarity in comparison. Dr. Sullivan suggested the addition of an explanation for the changes. Dr. Bloodworth asked what would happen if the problem occurred at the

end of a semester, and the student was in line to receive a grade of "F" anyway. Dr. Crute felt the student would be given a grade of "WF."

Vote –In favor, with one dissenting vote.

III. Announcements

Dr. Tugmon announced a teaching fellowship presentation as part of the Academy for Learning, to be held January 17, 2:30 p.m., in the JSAC Butler room. The program will describe the Governor's Teaching Fellows Program, its benefits, and how to apply for them.

Adjourned at 3:22 p.m.

Attachments

Attachment A - from the Faculty Policies Committee

This item requires a vote.

Summary of changes and rationale:

- Steps were overall renumbered and organized into fewer total sequences for clarity.
- It is proposed that the faculty member discuss the matter with the chair prior to confronting the student. It is hoped that the chair will provide valuable insight for the best handling of the situation. Such consultation may not always be desired or possible (such as for cheating on a test).
- It is proposed that the faculty member optionally consult with the chair and/or dean after confronting the student when deciding upon the appropriate action. While this is not required, such consultation may be valuable and may help lead to the best action. The existing procedures have a required review with the final decision resting with the instructor. Removing the required review may streamline and speed up the process while still allowing consultations.
- A written account of all incidents is proposed. Previously only the most serious, WF-action incidents included a written account and rationale. Requiring the summary and rationale is intended to help document incidents, encourage consistency of actions, and help reveal patterns of behavior that may not have been evident previously. Students who might have otherwise accumulated several minor infractions without anyone becoming aware of the pattern are now more likely to be identified through the written documentation to the chair of the minor incidents.
- We propose communication between colleges for students whose major resides in one college but who commit an academic honesty infraction in another college. The student's home college will now be informed of the serious (WF) incidents. If an appeal hearing is held concerning an incident, the home college will be included in the notification of results as well. WF-incidents will still automatically be reported to the VPAA. Reporting of minor incidents to the VPAA remains the discretion of the instructor.
- If an appeal is desired, the next stage is still a written grievance that must be prepared by the student. The existing 3 calendar day deadline is proposed to be extended to 5 calendar days to allow adequate preparation time. Such preparation may be rushed depending on the timing of the receipt of the report from the Dean. The delivery method of the report is proposed as certified mail with return receipt (which formalizes the existing practice).

Existing

Procedures: Upon encountering a violation of academic honesty by a student, a faculty member should:

1. Confront the student and make the charges known.
2. Discuss the matter thoroughly with the student so that each position is clearly delineated.
3. Decide what action is appropriate
4. Remind the student to refer to the Student Academic Appeals and Student Academic Grievances procedures outlined below.

If the action is less severe than a WF for the course:

1. Report the violation and the action taken to the chairperson of the department in which the violation occurred, who will then report the matter to the Dean of that College.
2. Decide whether the incident shall be made part of the academic dishonesty file in the office of the Vice President for Academic Affairs.

If a WF for the course:

3. Notify the Dean of the College through his/her departmental chairperson and initiate a WF withdrawal form. At this point, the matter shall be reviewed by a departmental committee, the chairperson, or the Dean.
4. If those reviewing the matter do not agree with the interpretation of the evidence or with the action taken by the faculty member, they may ask him/her to reconsider. After reconsidering the matter, the faculty member may stand by the original decision and forward the WF withdrawal form to the Dean.
5. If those reviewing agree with the faculty member, the withdrawal form shall be forwarded to the Dean.

The Dean shall:

1. Review each faculty member's recommendation for a WF for the course, check the academic honesty status of the student via the academic dishonesty file, and either let the WF stand or make some other recommendation. The final decision shall be made by the faculty member.
2. If the WF is to stand, send the withdrawal form to the Registrar and request the Vice President for Academic Affairs to enter the violation in the academic dishonesty file.
3. Notify the student in writing of the action taken, remind the student of his/her right to appeal as outlined below, and inform the student that if he/she plans to appeal, the appeal must be filed within three calendar days.
4. Notify the involved faculty member in writing of the action taken.

The Vice President for Academic Affairs shall:

1. Upon a student's second offense requiring a WF for a course, expel the student from Augusta State University and direct the Registrar to enter the phrase "Ineligible to Register" on the student's permanent record.
2. Maintain the academic dishonesty file so that all appropriate administrators have access to the record of violations but also so that the student's rights to limited access shall be safe-guarded.

Should the student desire to appeal the decision that a violation of academic honesty occurred, he or she may appeal that finding via the academic grievance process. A student who wishes to appeal shall submit a written grievance (as defined in stage two of the Student Academic Grievance policy) to the appropriate dean. The dean will provide copies of the written grievance to the instructor, the department chair, and the Academic Policies Committee and will ask the Academic Policies Committee to arrange a hearing in the manner set forth in this catalog under stage three of Student Academic Grievances. The grievance will proceed beginning at stage three, section A of the grievance process.

Proposed- page 42 of 2008-09 ASU catalog

Procedures upon encountering a violation of academic honesty by a student

For all incidents the faculty member should first discuss the matter with the chair and then must:

1. Confront the student and make the charges known.
2. Discuss the matter thoroughly with the student so that each position is clearly delineated.
3. Decide upon the action that is appropriate to the incident. The instructor may request informal consultation with the chair and/or dean when making this decision.
4. Remind the student to refer to the *Student Academic Appeals* and *Student Academic Grievances* procedures outlined below.
5. Summarize the incident in writing with a brief rationale for the action taken. Materials relevant to the incident such as copies of papers or exams must be included.
6. Submit this report to the Chair of the department in which the incident occurred, who will then report the matter to the Dean of that college.

If the action is less severe than a WF for the course, the faculty member must decide whether the incident shall be made part of the academic dishonesty file in the office of the Vice President for Academic Affairs.

If the action is WF for the course the following procedure applies:

1. The faculty member initiates a WF withdrawal form to accompany the report of the incident.
2. The Dean shall send the withdrawal form to the Registrar and request that the Vice President for Academic Affairs enter the violation in the academic dishonesty file.
3. The Dean shall (a) notify the student in writing by certified mail with return receipt of the action taken, (b) remind the student of his/her right to appeal as outlined below, and (c) inform the student that if he/she plans to appeal, the appeal must be filed within five calendar days of receipt.
4. The Dean shall provide the faculty member and the dean of the college that houses the student's major a written report of the action taken. The student's dean may choose to put the report into the student's file in that college.
5. The Vice President for Academic Affairs shall, upon a student's second offense requiring a WF for a course, expel the student from Augusta State University and direct the Registrar to enter the phrase "Ineligible to Register" on the student's permanent record.
6. The Vice President for Academic Affairs shall maintain the academic dishonesty file so that all appropriate administrators have access to the record of violations but also so that the student's rights to limited access shall be safe-guarded.

Should the student desire to appeal the decision that a violation of academic honesty occurred, he or she may appeal that finding via the academic grievance process. A student who wishes to appeal shall submit a written grievance (as defined in stage two of the Student Academic Grievance policy) to the appropriate dean. The dean will provide copies of the written grievance to the instructor, the department chair, and the Academic Policies Committee and will ask the Academic Policies Committee to arrange a hearing in the manner set forth in this catalog under stage three of Student Academic Grievances. The grievance will proceed beginning at stage three, section A of the grievance process. In the event of a hearing, the dean shall notify all parties of the outcome.