**Committee Name: Academic Policy Committee**

**Meeting Date & Time: October 4, 2019, 1400-1515**

**Meeting Location: Health Sciences Building 211**

**Attendance**:

|  |  |  |  |
| --- | --- | --- | --- |
| **Members “P” denotes Present, “A” denotes Absent, “R” denotes Regrets** | | | |
| R | Nicole De Clouette (Chair) | R | Bryan Marshall |
| A | Carolyn Denard | P | Wathsala Medawala |
| P | Melanie DeVore | P | Christine Mutiti |
| P | Sarah Handwerker | P | Samuel Mutiti |
| R | Min Kim | A | Gennady Rudkevich |
| P | Julian Knox | P | Christina Smith (Vice Chair) |
| P | Alesa Liles | P | Jessica Wallace (Secretary) |
| P | Catrena Lisse |  |  |
| Guests Dr. Shawn Brooks, Vice President for Student Life | | | |
|  | *Italicized text denotes information from a previous meeting.* |  |  |
|  | \*Denotes new discussion on old business. |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Agenda Topic** (Committees should feel free to customize this template to make it as functional for them as possible. Other categories of topics might include Reports, Information Items, Unfinished Business, etc.) | **Discussions & Conclusions** | Action or Recommendations | **Follow-Up** {including dates/responsible person, status (pending, ongoing, completed)} |
| **I. Call to order** |  | The meeting was called to order at 2:04 pm by Christina Smith. |  |
| **II. Approval of Agenda** | The agenda was sent out to committee members prior to the meeting by Christina Smith. Jessica Wallace  made a motion to approve the agenda for today’s meeting. Sarah Handwerker seconded the motion. All committee members present voted unanimously to approve. |  |  |
| **III. Review and Approval of Minutes** | Minutes of the last meeting were approved via email. |  |  |
| **IV. Reports** | No reports. |  |  |
| **V. Unfinished Business** |  |  |  |
| 1. **Plagiarism Reporting System** | Dr. Shawn Brooks discussed Georgia Colleges’ current system of how students end up at Student Life with plagiarism charges. While academic affairs issues like plagiarism are handled within academic affairs, student life is the only body on campus that is able to suspend or dismiss a student, so recommendations to dismiss a student for academic issues will make their way to Student Life. It is unclear to those in the Student Life office how the process works or is reported before these cases end up in their office. If the consequences for academic dishonesty are to fail an assignment or the course, the entire case stays in the class or in academic affairs, with no involvement from student life.  Melanie De Vore asked a question about student privacy and rights in relation to academic dishonesty. If a student has cheated or plagiarized in your course, how do you know if this is their first offense or if they have committed acts of academic dishonesty multiple times? Dr. Brooks commented that the information about plagiarism charges in quite limited in who can access it, though the provost’s office may have that information, which raised discussion of how variations in how faculty address plagiarism or report it to the provost’s office can make it difficult to identify students who have committed multiple acts of academic dishonesty.  Wathsala Medawala followed up by asking if it is okay for faculty to communicate academic dishonesty problems with particular students to other faculty within their departments. Dr. Brooks responded that this is outside his purview in Student Life, but that it seems like a really gray area that faculty may want to consult legal affairs about.  Dr. Brooks mentioned that while students enrolled in Freshman Year Academic Seminars are given instruction in plagiarism, it is unclear what that instruction looks like or how clear students are on the consequences of academic dishonesty. Jessica Wallace, who is currently teaching a FYAS class, confirmed that while instructors are told to teach about plagiarism, they are not given specific resources to do so. Catrena Lisse remarked that instructors of their chemistry FYAS introduce university policy and other resources, spending an entire class session on this aspect of college life. Committee members noted that international students may need extra instruction on what plagiarism means in an American university. Dr. Brooks suggested that addressing plagiarism and academic honesty in multiple places—GC Reads, FYAS, and within academic departments—is important to ensuring it “sticks” with students.    Christina Smith asked why faculty members who report cases of academic dishonesty up the chain never receive news of the outcome. Dr. Brooks was not sure why this is the case, though he suspects FERPA is the explanation. He stressed that Student Life does not have the purview to overturn an academic affairs ruling.    Christina Smith asked Dr. Brooks what advice he had for the committee in following up on this issue. Dr. Brooks will share these concerns with the provost in his next weekly meeting, and he encouraged faculty to talk about this in departments. It seems that there is a need for more education for students about academic dishonesty, as it is a serious topic that many students don’t take seriously enough or know enough about. | APC agreed that we need clarification about how the processes for grade appeals and academic dishonesty work.  The committee is also interested in exploring a way to systematize reporting of academic dishonesty to help identify serial cheaters. This would involve conversations with the provost’s office.  Committee members should start conversations within departments about how we as faculty within each discipline handle academic dishonesty issues.  Further exploration into what universal education are students receiving about academic dishonesty may be necessary. | Dr. Brooks will ask Provost Spirou how many USG campuses have this bifurcated system between Academic Affairs ruling on academic dishonesty but leaving Student Life to carry out the sentence. He will also raise the larger general issues discussed with the provost.  Dr. Brooks will report to the committee the number of academic dishonesty cases that come to Student Life. He noted that most never make it to the Student Life step, so this number will be much lower than the number of total academic dishonesty cases. |
| 1. **Continued Discussion on student behavior, grievances, and electronic submission** | Dr. Brooks stated that within the last week, Student Life has put measures in place to address student behavior. Major revisions were done to the existing online form that anyone on campus can use to report student behavior: <https://www.gcsu.edu/complaint>. Complaints will go to one staff member in Student Life, who will assess the complaint and if necessary, sent it to the appropriate office—Title IX, Student Conduct, Academic Affairs, etc. Student Life will also met with students to discuss their complaints and get further information as they assess. This step is to help identity which complaints are really freedom of expression issues and which ones are actionable complaints. All student complaints on faculty issues will go to Academic Affairs: first to the faculty, then to department chair, and up the established chain. Faculty complaints about student conduct (disruptive behavior, etc.) will go to Student Life.  Dr. Brooks noted that CARE reports are processed every day, and the CARE team meets to review all reports every week. Emergency-related reports are acted upon immediately. There is case management for every case—someone is responsible to connect with the student and try to connect them to resources (they cannot force a student to take advantage of any resource). If student health or wellbeing is in imminent danger to self or others, FERPA does not apply and Student Life can call parents, etc. | There is no need for follow-up; the changes made addressed the concerns raised in the last APC meeting. |  |
| 1. **Fair use laws of online content, committee recommendations** | The following recommendations were circulated on the meeting agenda:  1) APC recommends that all course home pages on D2L include a copyright notification per the TEACH Act and USG Copyright Policy.  2) APC recommends that training for staff and faculty in copyright and fair use law be included in the annual training module conducted on D2L to better educate staff and faculty on USG Copyright policy.  Julian Knox requested clarifying language for the first recommendation; this copyright notification should be pre-set and standardized across all GCSU classes, not something that individual faculty have to come up with on their own. |  | Christina Smith will present recommendations to ECUS later today and send recommendations to Senate. |
| **VI. New Business** |  |  |  |
| 1. **Discussion of Prohibitions and Penalties Guide** | Melanie DeVore raised the question of the Prohibitions and Penalties guide created by Human Resources, especially the rubric of disciplinary action.  [https://www.gcsu.edu/humanresources/performance-management](https://nam03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gcsu.edu%2Fhumanresources%2Fperformance-management&data=02%7C01%7Cchristina.smith1%40gcsu.edu%7Ce4e441ef4da249fece3408d745a453c5%7Cbfd29cfa8e7142e69abc953a6d6f07d6%7C0%7C0%7C637054444945214412&sdata=3IKhaPsTCTBh51nnnbvoRHS2V2NlabbFaRck2YAMZSc%3D&reserved=0) She stated that she knows of faculty who have been disciplined by this rubric, which goes beyond a faculty code of conduct.  No member of APC was aware of the existence of this document, though it appears that new faculty were given it at orientation this year. Faculty were supposed to be given the information and sign acknowledgement of receipt, but this appears to have not been the case for faculty already employed by the university. | APC is unclear on where this document came from and how it has been used. The human resources staff member who was in charge of this document no longer works at the university. It is also unclear who the intended audience for this document was—was it written for staff and is now being applied to faculty, or was it intended from the beginning to cover all university employees?  APC should ask Human Resources and Legal Affairs for answers, and to meet with APC to understand the purpose and legal applicability of this document. It is likely a FAPC issue as well. | Christina Smith will ask Provost Spirou about this at ECUS.  Legal Affairs will also be emailed to ask if/how this document applies to faculty. |
| **2.** |  |  |  |
| **VII. Information Items** |  |  |  |
| **VIII. Next Meeting** | The next APC meeting will be November 1 @ 2:00 in Health Sciences 2111. | Meeting scheduled already. |  |
| **IX. Adjournment** | The meeting adjourned at 3:16 pm. |  |  |

**Distribution(as determined in committee operating procedure – one possibility given):**

First; To Committee Membership for Review

Second: Posted to the Minutes Website

**Approved by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Committee Chairperson (Including this Approval by chair at committee discretion)

**GuidanceCommittee Name: Academic Policy Committee**

**Committee Officers: Nicole De Clouette, Christina Smith, Jessica Wallace**

**Academic Year: 2019-2020**

**Aggregate Member Attendance at Committee Meetings for the Academic Year:**

**“P” denotes Present, “A” denotes Absent, “R” denotes Regrets**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | | | | | | | | | |
| **Meeting Dates** | | **Sept. 6** | **Oct. 4** | **Nov. 1** | **Jan. 10** | **Feb. 14** | **Mar. 6** | **Apr. 10** |  |  |
| Nicole De Clouette (Chair) | | R | R |  |  |  |  |  |  |  |
| Carolyn Denard | | R | A |  |  |  |  |  |  |  |
| Melanie DeVore | | P | P |  |  |  |  |  |  |  |
| Sarah Handwerker | | P | P |  |  |  |  |  |  |  |
| Min Kim | | R | R |  |  |  |  |  |  |  |
| Julian Knox | | P | P |  |  |  |  |  |  |  |
| Alesa Liles | | P | P |  |  |  |  |  |  |  |
| Catrena Lisse | | R | P |  |  |  |  |  |  |  |
| Bryan Marshall | | P | R |  |  |  |  |  |  |  |
| Wathsala Medawala | | P | P |  |  |  |  |  |  |  |
| Christine Mutiti | | P | P |  |  |  |  |  |  |  |
| Sam Mutiti | | P | P |  |  |  |  |  |  |  |
| Gennady Rudkevich | | P | A |  |  |  |  |  |  |  |
| Christina Smith (Vice-Chair) | | P | P |  |  |  |  |  |  |  |
| Jessica Wallace (Secretary) | | P | P |  |  |  |  |  |  |  |
|  | |  |  |  |  |  |  |  |  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CHAIRPERSON SIGNATURE DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_-

(Including this Approval by chair at committee discretion)