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| --- | --- | --- |
|  | Present | Absent |
| Anne Angstrom |  | X |
| Tatiana Arzivian | X |  |
| Karen Buonocore | X |  |
| Cindy M. Campbell | X |  |
| Michael A. Chiacchiero | X |  |
| Marius Coman | X |  |
| Jacquelyn Davis |  | X |
| Christy Gilfert |  | X |
| Dale Hoover | X |  |
| Julia Kroeker | X |  |
| Qin Liu | X |  |
| Karen N. Maguire | X |  |
| Thomas S. Mohundro |  | X |
| Yadab K. Paudel | X |  |
| Deborah H. Selman |  | X |
| Melanie Ulrich | X |  |
| Tejendrasinh Vala |  | X |
| William VanGlabek | X |  |

**Academic Standards Committee Meeting**

**Lee – AA-177; Charlotte – E-105; Collier – G-109; Hendry/Glades – A-106**

**September 20, 2019**

**11 am – 12 pm**

* Meeting called to order at 11:01 am by Cindy Campbell – Dale Hoover moved to approve and Julia Kroeker seconded.
* Approve meeting minutes from 4/19/2019 – correct the red font to black; Melanie Ulrich moved to approve, seconded by Dale Hoover.

**Discussion Items**

**Old Business**

1. Chair appointment delay – Cindy Campbell will continue as chair through December 2019. A new chair will start in January 2020.
2. Update on Faculty Handbook – Cindy Campbell
   1. The handbook was brought to Dr. DeLuca for review. The following changes were made at her request:
      1. A more condensed version was needed – 40 pages were reduced to 19.
      2. Hyperlinks were added for most information so it will always remain current.
      3. The updated version will be sent to the committee for review, it will be published next week and the committee will be provided the posting location.
   2. The committee will review again at the end of the spring semester in April 2020.

**New Business**

1. Poster Board
   1. Myra Walters asked for the following information to be presented at the New Faculty Seminar on October 4, 2019:
      1. Purpose/Mission
      2. Current Initiatives
      3. Anticipated number of hours per week/month
      4. Committee’s expectations of faculty service
      5. Why a faculty might benefit/enjoy serving in this capacity
      6. How often you meet/meeting times
   2. Cindy Campbell and Melanie Ulrich will put the poster board together.
2. Discuss possible projects for the committee
   1. Dr. DeLuca asked the committee if they wanted to take on the task of clarifying the wording regarding the issue of faculty dating students. The two documents below relate to this topic:
      1. BOT Policy – <https://www.fsw.edu/assets/pdf/board/2-03_General%20Administration_Discrimination%20and%20Harassment%20Policy.pdf>
      2. <https://www.fsw.edu/assets/pdf/board/5-03_Personnel_Employee%20Code%20Of%20Ethics%20And%20Professional%20Responsibilities.pdf>
      3. The committee decided that was not a task they would take on initially.
   2. Dr. DeLuca asked if the committee would be willing to write a recommendation related to the conflict of faculty teaching family members. The following document relates to Conflict of Interest overall:
      1. COP - <file:///C:/Users/ecdeluca/Downloads/03-1402%20-%20Conflict%20of%20Interest%20(Academic%20Standards).pdf>
      2. Melanie Ulrich will send the original file of the draft put together last year for the committee to review and modify.
      3. A discussion came up regarding faculty teaching other faculty member’s children and that there was an issue with feeling pressure regarding assigning grades. The committee felt that was a specific and personal issue to be handled on an individual basis. The thought of the committee is that FERPA covers any discussion of student grades with anyone, regardless of family association.

The next meeting will be on 10/18/2019.

Motion to adjourn was presented by Karen Buonocore and seconded by Qin Liu.

Meeting adjourned at 11:38 AM.