|  |  |  |  |
| --- | --- | --- | --- |
|  | 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**

**September 18, 2020**

**11 am – 12 pm**

* Meeting called to order at 11:01 am by Melanie Ulrich.
* Approve meeting minutes from 08/21/2020 – Teju Vala moved to approve, seconded by Bill Van Glabek.

**Discussion Items**

**Old Business**

1. Continued discussion regarding Academic Misconduct and college-wide standards/policy – Mark Bukowski, Dean of Students, was present to provide information and answer questions
   1. General process has been driven by Academic Affairs first and then it moves to Student Affairs because of the student involvement.
   2. The Academic Dean is the individual who will review student appeals and make the final decision regarding that appeal.
   3. Academic misconduct starts with the faculty and will go through the Dean, Academic Affairs and Student Affairs.
      1. On the Academic Affairs side the timing is a key piece – is it appropriate or does it need to be addressed?
      2. On the Student Affairs side, the first reported violation is not pursued. If there are multiple violations with regard to the Code of Conduct then it is considered breached and action will be taken.
      3. Lauren Harris is the Coordinator of Student Affairs and would be a good resource for additional information moving forward, along with Mark Bukowski.
   4. Committee members brought up the fact that if the 1st violation in a class is not reported there should still be some guidance required of the student such as a workshop addressing the educational aspect and impacts of academic dishonesty.
   5. Mark Bukowski stated that if a student withdraws following a violation of the policy the registrar can revert the withdrawal to an F (this statement is believed to only hold true if it is in the syllabus that a violation due to academic misconduct will result in a grade of ‘F’ in the course).
   6. Marius Coman asked if the committee felt this is something that should go on the student’s transcript and then follow the student forever. Or if it should be a learning process instead without a permanent record.
   7. Mark Bukowski stated he would send Melanie Ulrich a list of items to share with the committee in order to look at the process.
2. The committee agreed to review several College Catalog and COPs each meeting to maintain the annual review process as stated in the committee charge document – the first item we would like to address, especially related to the current pandemic, is the Health and Safety section in the Faculty Handbook.
   1. The Committee felt it would be wise to ask the Safety Committee Chair to come up with a draft to be reviewed for inclusion in this section of the handbook.
   2. The Chair is Valerie Miller, but apparently the Committee is being restructured as well as Risk Management, so we will have to follow up to determine who would be responsible for assisting with this addition from the safety aspect.
3. Updating Academic Standards Committee Charge sheet – tabled until next meeting
4. Faculty teaching family draft – Dr. DeLuca reviewed the document written by the committee and suggested one change (shown below in red). The committee accepted this change and agreed the next step is to bring it to the Faculty Senate for a broader view and perspective of the statement.

**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 a~~dministrative head~~ 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.

**Tabled Business**

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

**New Business**

1. None

The next meeting will be held October 16, 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 Dale Hoover and seconded by Qin Liu.

Meeting adjourned at 11:50 am