Admission and Retention Policies Committee
November 7, 2005
Minutes

Members Present: Larry Seese (Chair), Wendy Sharer, Shahnaz Aziz, John Kerbs, Natalie Stewart

Guests Present: Mary Louise Antieau (Associate Vice Chancellor for Student Success and Director of the Office of Student Conflict Resolution), and Margaret Olszewska (Assistant Director of the Office of Student Conflict Resolution).

The meeting was called to order at 4:05 PM. Stewart served as secretary for the day and took the minutes.

Minutes from the previous meeting on October 3, 2005 were approved.

Larry updated the committee on the Class Attendance document. The Faculty Senate approved the document, provided that the phrase in the third paragraph, "may be advised to drop course", be deleted. The new policy will now go into the catalogue. Larry will be presenting the Nontraditional Admissions Policy to the Senate tomorrow.

Mary Antieau passed out a 16 page handout detailing "suggested modifications to the existing policies and procedures" for Academic Integrity Hearing Policy and Procedures. Mary Antieau and Margaret Olszewska have made changes to the original document that they feel simplifies and clarifies the policies and procedures for academic integrity violations. Mary discussed the specific changes and additions that had been added to the document. They have included a table of contents, definitions, and a list of rights for faculty members and students. There is now a specific list of the minimum penalty that occurs for a first, second, and third offense, as well as a list of reasons that might constitute grounds for appeal. The term "unauthorized collaboration" has also been added to indicate that working with other students without the consent of the instructor can be an academic integrity violation. Larry wondered if the document covered the circumstances for students who take an online course and who can't physically be present for a hearing. Mary pointed out that the wording "the right (for a student) to hear all information presented against him/her" provided for the possibility of an official hearing over the phone.

The committee discussed the possible percentage of faculty members who actually report violations to the Office of Conflict Resolution. The document is designed to help faculty members follow a formal procedure for the violations instead of taking it into their own hands. A suggestion was made to appoint a specific coach in each department who could guide other faculty members through the procedures.

Once the changes in the document had been thoroughly discussed, Larry Seese thanked and excused the guests. The discussion about the document continued.

There was a question about whether changes to the Student Handbook (such as these changes) went before the Faculty Senate.

On the first offense of an academic integrity violation, the student receives an "XF", indicating the reason for failing the course. If the student successfully completes an ethics course after the first violation, they can remove that "X". John questioned that provision, feeling that the student's transcript should reflect that they failed the course due to cheating. Wendy felt that the stipulation should remain for a first offense since some students may simply be ignorant about how to properly cite work. After the second offense, the "X" is permanently on the student's transcript. After further discussion about this topic, John agreed that the provision for the first offense was acceptable to him.
John made a motion to accept the document, pending the editorial changes that had been discussed with Mary and Margaret in the meeting. The motion was seconded and passed unanimously.

The committee briefly discussed the next step towards instituting a plus/minus system. Wendy said she would contact David Long about the plus/minus document.

The meeting was adjourned at 5:20 PM.