

## **FACULTY SENATE MINUTES**

### **November 11, 2010**

The Faculty Senate of the University of North Alabama met November 11, 2010 in Room 100 of Floyd Science Building at 3:30 p.m.

Before the meeting was called to order, Gordon Stone from the Higher Education Partnership shared information with the group. He stated that the organization was formed in 1997 to give a comprehensive voice related to legislation concerning higher education. It has continued to grow through the years. Mr. Stone attends each of the thirteen campuses of higher education within the state each year. The largest event of the organization is Higher Education Day in the spring of each year. This event puts a fact in front of the legislators. Mr. Stone encouraged faculty to get involved to carry the message that we want higher education treated fairly within the budget process. Anyone interested can find information at [higheredpartners.org](http://higheredpartners.org). He stated that membership is very affordable with several different levels of benefits.

President Richardson called the meeting to order at 3:57 p.m. and recognized Keith Jones as proxy for Senator Carnes from Accounting.

Senator Lee moved the adoption of the agenda with the removal of A under New Business. Senator Figueroa seconded. The motion passed.

Senator Statom moved the approval of the minutes of the October 14, 2010 meeting. Senator Borah seconded. The motion passed.

President Cale welcomed Gordon Stone of the Higher Education Partnership to campus and reported about the new story concerning the request of support from the SEDA board for an electrical and mechanical engineering technology major. They are going to do a strategic study and a search for sources of state and federal funding will be made. He also gave updates on buildings. The new maintenance facility on the East Campus should be completed in late April or early May. The Black Box Theatre is out for bids. The Academic and Student Commons Building is in the design phase. The second floor will contain tutoring, advising, writing center, and possibly a math center. The third floor will hold the Criminal Justice department. The university will be in the process of securing bonds next week. President Cale announced that there will be an open forum in the Performance Center at 3:00 p.m. concerning the future of athletics at UNA.

Vice-President for Academic Affairs, Dr. Thornell, deferred comments until later.

## **REPORTS:**

President Richardson reported from the Ad hoc committee on Modification to the Shared Governance Structure. Substantial work has been accomplished and the committee hopes to have something to present by the December meeting or the first meeting in 2011.

## **UNFINISHED BUSINESS:**

Senator Statom moved the acceptance of the report from the University Wide Promotion and Tenure Portfolio Review Committee from last month and approval of the recommendations in the report. Senator Lee seconded. The motion passed with one abstention. Senator Roden moved that the report be sent to the Faculty Affairs Committee of the senate in order to incorporate the changes into the Faculty Handbook with a report to be presented by the February 2011 meeting. Senator Statom seconded. The motion passed with one abstention.

## **NEW BUSINESS:**

- A. Senator McGee presented a report on Faculty and Staff Computer Rights (See Attachment A). Senator Gaston moved that the Faculty and Staff Administrative Rights report be approved and sent to Shared Governance. Senator Carrasco seconded. Senator Jones moved to postpone the vote to the December meeting. Senator Beckwith seconded. The motion to postpone passed.
- B. Senator Peterson moved the approval of the Retroactive Withdrawal Policy (see Attachment B). Senator Statom seconded. The motion passed.
- C. There was no motion on the proposed Academic Integrity Policy. (See Attachment C)

Senator Statom moved the meeting be adjourned. Senator Roden seconded. The motion passed. The meeting adjourned at 5:06 p.m.

**ATTACHMENT A**

**MEMORANDUM**

To: Dr. Sandra A. Loew, Chair  
Shared Governance Committee

Dr. Terry D. Richardson, President

**ATTACHMENT B**

**MEMORANDUM**

To: Dr. Sandra A. Loew, Chair  
Shared Governance Committee

Dr. Terry D. Richardson, President  
Faculty Senate

From: Dr. John G. Thornell, Vice President  
for Academic Affairs and Provost

Date: October 25, 2010

At its meeting earlier today, the Council of Academic Deans approved the enclosed statement on Retroactive Withdrawals. On behalf of the Council of Academic Deans, I request review and approval.

rv  
Enclosure

## Retroactive Withdrawals

evidence, petition the University for retroactive withdrawal from the University. The request must be submitted to the Registrar within one year of the end of the semester of most recent enrollment. The faculty who served as instructor(s) of record must be consulted regarding the request. The request must also be reviewed by the dean of the college where the courses are housed. If the recommendations of the faculty member and college dean are in conflict, the Vice President for Academic Affairs and Provost will review all relevant documentation and make a final decision. If approved, all grades awarded during the

**ATTACHMENT C**

**Report of the Ad Hoc Task Force on  
Academic Dishonesty**

**Revised Edition**

**Submitted to the Vice President for Academic Affairs and  
Provost**

**November 1, 2010**

Dr. Jim Riser, Chair  
Dr. Paul Kittle  
Dr. Robert Koch  
Dr. Andrew Luna  
Dr. Janet McMullen  
Dr. Lee Renfroe

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## Section I

### **The Charge to the Ad Hoc Task Force on Academic Dishonesty**

On March 12, 2009, then Vice President for Academic Affairs and Provost Garry Warren established the task force and gave it these specific charges:

1. Examine written procedures that exist for dealing with suspected offenders. Do these procedures  
found on page 20 of the Student Handbook found in the 2009-2010 Undergraduate Catalog.
2. Examine written procedures that exist for dealing with suspected offenders. Do these procedures

## **Recommendations of the Committee**

In order to correct the problems outlined in its findings, the Committee makes the following recommendations:

1. That administration of matters of academic integrity be placed under auspices of the Vice President for Academic Affairs and Provost, where they more logically belong, rather than under the Office of Student Life;

## Section II

### Academic Integrity at the University of North Alabama

#### **Introduction:**

All members of the university community are expected to be honorable and observe standards of conduct appropriate to a community of scholars. Students are expected to behave in an ethical manner. Individuals who disregard the core values of truth and honesty bring disrespect to themselves and the University. A university community that allows academic dishonesty will suffer harm to the reputation of students, faculty, and graduates.

It is in the best interest of the entire university community to sanction any individual who chooses not to accept the principles of academic honesty by committing acts such as cheating, plagiarism, or misrepresentation. All offenses will be reported to the Office of Academic Integrity for referral to the Academic Integrity Committee.

#### **Definition of Academic Dishonesty**

**Academic dishonesty** is the intentional or unintentional misrepresentation or falsification of all or part of any academic work or university requirement, or intentionally assisting another to do the same. Any instance of academic dishonesty will be regarded as an offense subject to academic and disciplinary sanctions.

#### **Forms of Academic Dishonesty**

**Plagiarism** is the **intentional or unintentional** presenting of another **words or ideas** without clear and proper acknowledgement.

Plagiarism may include, but is not limited to:

1. Using the exact words, even short phrases, from a source without quotation marks and/or without proper citation;
2. Using the sentence structure of an author without proper citation;
3. Paraphrasing ideas or words obtained from a source without proper citation;
4. Summarizing ideas obtained from a source without proper citation;
5. Attributing material to a source other than the source from which the material was obtained (faking citations);
6. Submitting work prepared by someone else, including work obtained from internet essay sites or other students;

7. Helping other students to plagiarize on an essay or during a test by allowing them to copy or by transmitting answers through other means.
8. Using an assignment for more than one class without the expressed permission of both instructors;
9. Citing a source in the text of a paper but not providing full documentation of the source in a bibliography, works cited, or references page, **or** documenting sources on a bibliography, works cited, or references page but not providing source citation in the text of the paper; and
10. Writing a group paper which each student turns in as his or her own work

and/or words and those of outside sources.

### **Cheating**





The Chair of the Academic Integrity Committee, in consultation with the Review Board Chair, will schedule the hearing as early as possible taking into account the availability of all participants and allowing the student reasonable time to prepare.

The Review Board Chair will direct the hearing process, maintain order, ensure that standards and confidentiality are maintained, and rule on procedures, the admissibility of evidence, and the relevance of

## Section IV

### Procedures:

#### **A. When Academic Misconduct is Suspected:**

1. The faculty member informs the student of the allegation while taking into account the confidential nature of the information and the goal of maintaining an environment that supports teaching and learning.
2. When evidence suggests that academic misconduct has occurred, the faculty member will enter the charge and the academic sanction on the Academic Misconduct Report Form, will sign the form, and then convey the charge and sanction to the student for his or her signature.
3. After reviewing the allegation of academic misconduct with the student, the faculty member may provide the student with an additional period of time (two (2) business days) before the student has to make a decision and sign the Academic Misconduct Report Form as to whether or not to accept the specified deadline will be construed as not contesting the charge or sanction and the adjudication process will go forward.
4. Normally, it is preferable to pursue academic sanctions, relying on the assignment of grades and course or program-related sanctions to support the learning process, rather than requesting additional University-level disciplinary sanctions.

**Information concerning prior academic misconduct may not be used as a basis for judging a student's guilt, but it may be used as a basis for imposing additional academic or disciplinary sanctions.** If the Academic Integrity Committee Chair, in consultation with the faculty member, wishes to maintain the original sanction, the case will be closed.

**In all cases, if new academic and/ or disciplinary sanctions are recommended, a new form must be provided to the student and he/she should have the opportunity to accept or contest the sanctions. If the student accepts the changes, the sanctions will be assigned and the case will be closed.**

If the student chooses to conte

## **D. Modification of Procedures for Online and Distance Learni**

## **Academic Integrity at the Instructor Level**

**course to avoid a sanction for a violation of academic integrity. Any such drop action will be reversed.)** The instructor will give the form to the student to read and sign and one of the following will result:

- A. If the student accepts responsibility for the violation and the proposed sanction, the student should sign the Academic Dishonesty Report Form and return the form to the instructor.
  - B. If the student wishes to contest the allegation and/or the academic sanction and seek a review by the Academic Integrity Committee as described below, the student should sign the Academic Integrity Form and return the form to the instructor.
  - C. If the student refuses to sign, this will be documented by the instructor and the case will move forward as if the student signed accepting responsibility for the violation and the proposed sanction.
5. If the student signs accepting responsibility for the violation and the sanction, the instructor will apply the academic sanction and forward the Academic Dishonesty Report Form with appropriate



**Section V**  
(see attached forms)

**ACADEMIC INTEGRITY CHECKLIST FOR FACULTY**

If you suspect that a student has violated the Academic Integrity Policy in your class, use this checklist to ensure that you are following the appropriate steps to address the alleged offense with the student.

**contesting the charges to the Chair of the Academic Integrity Committee within five (5) business days.**

\_\_\_ If the student refuses to sign the Academic Dishonesty Report Form, or if the student does not return the signed form within the allotted time, the case will move forward as





**University of North Alabama**  
**Academic**