

## FACULTY SENATE MINUTES

September 3, 2015

**Call to order and welcome to new members:** A meeting of the Faculty Senate of the University of North Alabama was held in room 330 of the University Commons on September 3, 2015. The meeting convened at 3:30 p.m. with President Sarah Franklin presiding.

President Franklin recognized the following new senators: Lisa Clayton from Elementary Education; Leah Graham from Politics, Justice, and Law; George Makowski from History; John McGee from Educational Technology Services; Ian Loeppky from Music; Craig Robertson from Interdisciplinary Studies; and Daniel Stevens from Music.

**Proxies:** President Franklin recognized the following proxies: Rae Atencio for Leslie Relkin from Military Science and Chris Purser for Leah Graham from Politics, Justice, and Law.

**Members in attendance:** Doug Barrett, Will Brewer, David Brommer, Daryl Brown, Amy Butler, Lisa Clayton, Amanda Coffman, Katherine Crisler, Paul Davison, Michele Derouen, Sarah Franklin, Bob Garfrerick, Mark Greer, Clarissa Hall, Dan Hallock, Felecia Harris, Richard Hudiburg, Scott Infanger, Keith Jones, Lisa Kirch, Ian Loeppky, Lamont Maddox, John McGee, George Makowski, Michelle Nelson, Johnson Ogun, Alaina Patterson, Lesley Peterson, Jeffrey Ray, Lee Renfroe, Craig Robertson, Patricia Roden, Daniel Stevens, Jessica Stovall, Alexander Takeuchi, and Karen Townsend. President Kitts and Vice President Thornell were also in attendance. In addition, Brenda Webb was there to represent Richard Statom but the Senate did not receive advance notice of this proxy.

**Members not in attendance (without recognized proxy):** Shane Banks and Richard Statom

**Approval of agenda:** A motion to approve the agenda was made by George Makowski and seconded by Lesley Peterson. The motion carried.

**Approval of minutes from May 7, 2015:** A motion to approve the minutes of the May 7, 2015 meeting was made by Doug Barrett and seconded by George Makowski. The motion carried.

**Remarks from President Kitts:** President Kitts thanked everyone for their support of the investiture week events. He also gave the Senate an update on enrollment. The current report shows a headcount of 7,143. However, as the payment schedule was changed this semester, it is highly likely that this number will go down when students are purged for non-payment. There are 6,777 paid students, which is about 60 below last year's number. This number will likely increase slightly. He reported that credit hour production number is more favorable. It will almost certainly be up from last year. From the numbers so far, it looks like the freshman class will be substantially larger than last year. President Kitts also reiterated the themes he sees as important for the future: celebrating the Shoals, committing to providing extraordinary experiences to our students; and telling the UNA story. He feels that everyone should be able to fit something they currently do in with these themes.



**Shared Governance Committee Vacancies:**

**Animal Care and Use Committee:** Helen Coronel was selected as the nominee for this position.

**Distance Learning Advisory Committee (Arts & Sciences):** Chris Stopera was selected as the nominee for this position.

**Human Research Participants (Nursing):** Wendy Darby was selected as the nominee for this position.

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# Code of Academic Integrity at the University of North Alabama

## Introduction:

All members of the university community are expected to be honorable and observe standards of

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other assignments; and/or failing to adequately protect test answers, notes, essays, or other projects or assignments.

Abuse of Academic Materials is the act of purposely destroying, stealing, or making materials inaccessible for others; removing materials from the library without formally checking them out; and/or refusing to return reserved materials.

Unauthorized Possession is the act of buying, stealing, or selling quizzes, exams, essays, or assignments; failing to return quizzes, exams, essays, or assignments to the instructor when requested; photocopying quizzes, exams, or essays or assignments without authorization; and/or any other unauthorized possession of exams.

Misrepresentation is the act of taking a quiz or examination, or completing any academic assignment for another person; it is also the act of requesting or allowing another unauthorized representative in a quiz, examination, assignment, or other academic context.

Other Academically Dishonest Conducts that conduct in an academic setting which would be recognized as dishonest by a reasonable person in the same or similar circumstances.

Ignorance of these definitions does not constitute a defense against liability.

## Dishonesty Disciplinary Policy

Except in units which have an alternate academic dishonesty policy approved by the VPAA/Provost, academic dishonesty cases will be reported to the academic dean of the course in which the alleged violation occurred. The Dean appoints an academic monitor to review first offense dishonesty cases. Appeals from the monitor's decision may be made to the academic dean, appeals from the academic dean's decisions may be made to the Academic Integrity Committee (AIC).

Penalties from academic dishonesty can range from a reprimand to a penalty as severe as suspension for a definite time or indefinite time. Suspensions normally require a minimum of one semester, after which students may appeal for reinstatement. Academic deans have the authority to impose a full range of penalties unless otherwise designated by the Dean, college academic dishonesty monitors may impose penalties after receiving a voluntary written confession. Monitors are not allowed to impose suspension penalties. All persons having admitted or found guilty of a first offense of academic dishonesty will receive a penalty of indefinite suspension if they admit or are found guilty of another offense of academic dishonesty. In all cases that involve a suspension, the Office of the Registrar will be notified so that further enrollment is prohibited.

All second offense accusations are referred directly to the academic dean of the college for resolution. Second offense accusations assume resolution of first offense and students have been afforded an opportunity to learn from the first offense.

Multiple dishonesty cases, where first offenses have not been resolved, may result in a penalty more severe than is typical for first offenses, including suspension. For second offense cases that are in progress at the beginning of a semester, a student will be allowed to enroll and continue through completion of the semester, even if the outcome of the cases is suspension.

If an academic dishonesty case is underway during a student's final semester, the awarding of the degree may be dependent upon resolution of the case.

## Resolution of First Offense Academic Dishonesty by Academic Dishonesty Monitor

1. Any instructor who has reasonable cause to believe a student has engaged in academic dishonesty shall report to Dean's office immediately copy the department chair for informational purposes. The dean's office will receive a report within 21 calendar days of the alleged act of dishonesty, along with supporting documentations including, but not limited to charge and recommended sanction on the Academic Dishonesty Report form. The instructor will take no further action in resolution of the case. Thereafter, the Dean's office notifies 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. 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. However, where integrity or legal violations are considered to be extreme, the Dean may opt to pursue a disciplinary action in conjunction with the Office of Student Conduct.

If any electronic device is confiscated by an instructor as part of the package of evidence presented to the Academic

- b. The student may make a voluntary statement if he or she chooses
- c. The student has a right to present witnesses or supporting evidence to the Academic Dishonesty Monitor.
- d. The student has the right to a recess in the conference for one week to take advantage of the rights above.

## Appeal Process

If the student chooses to appeal the decision of Academic Dishonesty Monitor, the case will be referred to the academic dean. The Dean will follow the process listed in 3 above.

If the student chooses to appeal the decision of the Dean, the case will be referred to the Academic Integrity Committee.

## The Academic Integrity Committee

The Vice President for Academic Affairs and Provost shall appoint faculty and students to the Committee. The Committee will consist of five faculty members from the College of Arts and Sciences, three from the College of Business, two from the College of Education, one from the College of Nursing, one graduate student, and one student nominated by the Student Government Association. The VPAA will also appoint a Chair for the Committee. The Chair of the Committee shall be a tenured member of the faculty. Faculty members will be appointed for staggered two-year terms. Students will be appointed for a year term. Faculty members may be re-appointed at the end of their term.

## The Academic Integrity Committee Hearing

The committee will convene as soon as possible after the Chair of the Academic Integrity Committee receives written statements and, if appropriate, evidence from both the instructor and the student. Decisions can be made with a quorum of the committee. Members with conflict-ed



The student who is suspected of academic dishonesty is expected to attend the hearing. However, if the student does not attend, the committee can reach a judgment on the case in the student's absence. While the student has the right and is given the opportunity to prepare a written response to the allegations, the hearing will not be delayed if the student has not responded to this opportunity.

Testimony will be heard from the instructor, the student, and from any witnesses from both sides with relevant information. The Dean will present the evidence of the academic integrity violation and the rationale for the proposed academic sanction. The student will have the opportunity to question the instructor, to question witnesses, to challenge the evidence, to present witnesses, and to explain the suspected behavior. The committee will question all participants.

The student has the right to be informed of the hearing (date, time, location) at least 5 days to adequately prepare for it. The student may have a University-related advisor such as a faculty member, a staff member, or another student present at the hearing, but not an attorney. No recordings may be made of the proceedings.

If the Committee finds the student in violation of this policy, it will then select an appropriate academic sanction. It may leave standing the academic sanction proposed by the Dean or a more severe or a less severe one (e s)-1u 2c.09 TD [(T)1(e)4(s)--0.004 Tu(T)132 Tc 02(la)]TJ 9n 0.004o.4

2. As with other cases, the faculty member will enter the charge and the academic sanction on the Academic Dishonesty Report Form, will sign the form, and then email a copy of the form to the Dean's office to be presented to the student in a phone ~~or~~ call.

3. The remainder of the procedures as set forth in sections A and B are the same.

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## 2015–2016 Faculty Senate and Senate Executive Schedule

### Faculty Senate

All Senate meetings will be held in the Commons Lecture Hall (CMS 330) at 3:30.

Thursday, September 3  
Thursday, October 1  
Thursday, November 5  
Thursday, December 3  
Thursday, January 14  
Thursday, February 11  
Thursday, March 10  
Thursday, April 14  
Thursday, May 5

### Faculty Senate Executive Committee

All Senate Executive meetings will be held in the Commons Conference Room (3rd Floor) at 3:00.

Thursday, August 27  
Thursday, September 24  
Thursday, October 29  
TUESDAY, December 1  
TUESDAY, January 12  
Thursday, February 4  
Thursday, March 3  
Thursday, April 7  
Thursday, April 28