

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.

Remarks from Vice-President Thornell: Dr. Thornell informed the Senate that he and President Kitts had met with the faculty in the Department of Human Environmental Sciences to discuss space issues given the future of Floyd Science Building. He pointed out that the department has two accreditations held by no other university in the state. He also commended the faculty on several initiatives/events taking place on campus, including the upcoming event with Fred Gray. He briefly discussed the Council of Academic Deans' ongoing review of the tenure/promotion process. They want to get these on the same timeframe. He stressed that whatever changes are made will not be retroactive. Current faculty will be grandfathered in under the existing policy. However, they would have the option to follow the new policy, if they so choose. The COAD is currently in the final stages of reviewing the changes. After this, there will be open sessions at which the faculty can get more information and offer their feedback. The changes will then be sent through shared governance.

Remarks from Gordon Stone, Executive Director, Alabama Higher Education Partnership: Mr. Stone thanked our administration for their support. He discussed the budget crisis in Alabama and how the Partnership is working to represent higher education in Montgomery. He encouraged all faculty to become members to help support the work of the Partnership. He also asked that we encourage students to support Higher Education Day.

Reports:

Academic Affairs Committee: The committee had no report.

Faculty Affairs Committee: The committee had no report.

Faculty Attitude Survey Committee: The committee had no report.

Unfinished Business:

Code of Academic Integrity: A motion to send this issue to the Academic Affairs Committee was made by George Makowski and seconded by Richard Hudiburg. The motion carried. (See Attachment A)

New Business:

Leave of Absence (Faculty Handbook Section 6.6.5): A motion to return this policy to the *Faculty Handbook* was made by Lee Renfroe and seconded by Lisa Kirch. The motion carried. (See Appendix B)

A motion was made by Doug Barrett to refer this issue to Faculty Affairs for their review with respect to time counted toward tenure and promotion. Ian Loeppky seconded. The motion carried.

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.

Information Items:

President Franklin reminded everyone that the Senate schedule could be found in their agenda packet. (See Appendix C) She also pointed out its availability on the Faculty Senate website (<http://www.una.edu/faculty-senate>). She also pointed out the newest addition to the Senate website – membership for faculty-only committees.

Adjournment: A motion to adjourn was made by Ian Loepky and seconded by Scott Infanger. The motion carried. The meeting adjourned at 4:18.

Amy Butler
Secretary
Faculty Senate

Approved October 1, 2015

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 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 adjudicated by the procedures as set forth in this document.

NOTE: The following statement shall appear on all course syllabi:

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. Academic dishonesty includes all acts of dishonesty in any academically related matter and any knowing or intentional help or attempt to assist others. The UNA Academic Integrity policy will be followed in the event of academic dishonesty. Please see:

<https://www.una.edu/student-conduct/student%20rights%20and%20responsibilities/academic-honesty.html>

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's **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
10. Writing a group paper which each student turns in as his or her own work

Work that is free from plagiarism clearly distinguishes between the writer's thoughts and/or words and those of outside sources.

Cheating may include, but is not limited to:

1. Using unauthorized notes, study aids, technology, or other prohibited materials during an examination, quiz, or writing exercise
2. Looking at another student's work during an examination or quiz when collaboration is not allowed
3. Trying to communicate with others during an examination or quiz
4. Using electronic devices capable of transmitting and/or receiving electronic signals in any quiz, examination, or writing situation unless expressly permitted by the instructor

Falsification or Fabrication is purposely altering or inventing information, citation, or data.

Falsification and Fabrication may include, but are not limited to:

1. Changing a graded work in order to challenge an instructor's evaluation
2. Inventing a reference source
3. Providing a false claim regarding the gathering or collection of information or data
4. Providing false citation of an information source (see also plagiarism)
5. Forging a signature or falsifying information on forms such as drop/add forms, incomplete forms, petitions, letters of excuse or permission, grade reports, or any other document intended for university use.

Multiple Submissions is the act of submitting the same work or substantial portions of the same work in a course for credit more than once without the permission of the instructor, or submitting the same work in more than one course without the permission of both instructors (see also plagiarism).

Complicity is knowingly allowing another student to copy one's own work during an examination; knowingly allowing another student to copy one's own essay, research project, or

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 to act as unauthorized representative in a quiz, examination, assignment, or other academic context.

Other Academically Dishonest Conduct is 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 only 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 and 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, the charge and recommended sanction on the Academic Dishonesty Report form. The instructor will take no further action in resolution of the case. Therefore 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 Dishonesty Monitor the device will be returned promptly after pertinent information has been documented.

The Academic Dishonesty Monitor will discuss the allegations with the course instructor and review materials submitted. If the monitor concludes that there is a reasonable basis for possible academic dishonesty, the monitor will:

- a. Determine if the allegation is a first offense. If a prior offense has occurred the case will be referred to the academic dean for resolution.
- b. Notify the Registrar of the accusation indicating that the student cannot drop the course even if the time frame is still within the university withdrawal period. If the student is found not to have committed academic dishonesty the student will be allowed, if preferred, to drop the course even if the withdrawal period has expired.
- c. Notify the student by any means necessary of a meeting with the Dean or the Academic Dishonesty Monitor. If the student refuses to respond to documented, official communications, the course instructor will be advised to assign an "incomplete" at the end of the semester.

3. The Academic Dishonesty Monitor will hold a conference with the student and may invite the course instructor or anyone else appropriate to attend. The student will be informed of the allegation and provided a copy of the Code of Academic Integrity. The Academic Dishonesty Monitor will call to the student's attention that:

- a. The student is not required to make any statement

- 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 full-time students 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 one-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 conflicts of interest in a case should recuse themselves. The Committee will consider cases as follows:

The Committee will conduct hearings only for cases in which the student contests the allegations or academic sanctions. The student always has the right to a hearing, but has the option to request the Committee to base its decision on the written documentation only. Both the instructor and the student have the right to change their minds about their response to the alleged violation and the proposed academic sanction at any time before the Review Committee reaches its decision.

The Chair of the Academic Integrity Committee 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 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 information presented. Hearings will be closed; only the committee members, the instructor, the student, and specified witnesses may attend. Witnesses will be present only while giving testimony or answering questions.

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 may question all participants.

The student has the right to be informed of the hearing (date, time, location) within 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 apply a more severe or a less severe sanction.

The Committee will make its decision, and the Committee Chair will then notify the instructor and student of the decision and rationale in writing in a timely manner. There is no appeal from the Committee's decision. If the Committee finds the student responsible for an academic integrity violation, the instructor will apply the academic sanction selected by the Committee, and the Chair of the Academic Integrity Committee will forward the result and the Academic Dishonesty Report Form to the Office of Academic Affairs for record keeping. If the Committee finds the student not responsible, the instructor will grade the student based on the finding that no violation occurred, and the Chair of the Academic Integrity Committee will ensure that all records concerning the case are destroyed.

Modification of Procedures for Online and Distance Learning Courses

All students, whether enrolled in traditional, online, or distance learning courses, are expected to adhere to the code of academic honesty and are subject to sanctions for violations of that code. However, students enrolled in online and distance learning courses may not be available for face-to-face conferences or to attend hearings. Therefore, the following modifications to the procedures defined above will apply to cases of academic dishonest involving online and distance learning students.

1. The faculty member informs the Dean's office 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. The Dean's office will contact the student through the university official email system.

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 conference call.

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

6.6.5 Leave of Absence

At the convenience of the University and subject to the approval of the President, a faculty member may be granted leave of absence without pay for up to one year for purposes of advanced training, health or disability, parenting responsibilities, or other justifiable cause. A second year may be granted by the President after review of university needs and, in the case of health or disability, a medically documented reasonable expectation that the faculty member will be able to return to full academic activities. If a faculty member has been granted a one-semester leave of absence and wishes to be granted a second semester of leave, he/she must request such in writing to the President by November 1 for the following spring semester or by April 1 for the following fall semester. If a faculty member has been granted a one-year leave of absence and wishes to be granted a second year of leave, he/she must request such in writing to the President by April 1. The University will hold the faculty position open only during the granted leave of absence but will not hold the position beyond two academic years. A faculty member on leave cannot return to work prior to the end of the granted leave period. Time taken as leave of absence, unless otherwise stated in writing prior to the beginning of the leave of absence, does not add to experience levels for purposes of promotion, salary, tenure, accrual of absence leave, or retirement benefits. A faculty member approved for leave of absence may arrange for continuation of health, vision, dental, cancer, and intensive care insurance benefits as well as long-term disability at the member's expense. Other university-sponsored insurance is not in effect while the faculty member is on leave.

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