

FACULTY SENATE MINUTES

March 12, 2015

The Faculty Senate of the University of North Alabama met March 12, 2015 in Commons 330 at 3:30 p.m.

President Infanger called the meeting to order and recognized the following proxies:

Frank Diaz for Senator Coffman from Chemistry and Industrial Hygiene,
Paul Kittle for Senator Hubler from Biology, and
Jonathan Simms for Senator Butler from Library and Educational Technology Services.

Senator Statom moved the adoption of the agenda. Senator Barrett seconded. The motion passed.

Senator Statom moved the approval of the February 12, 2015 minutes. Senator Peterson seconded. The motion passed.

Amy Crews, Director of University Advisement, discussed the process of university advising related to freshmen. The focus is on those with problems with transitions into the college environment and the expectations of the university classroom. Concerns from the senators included the need for university advisors to be in attendance for SOAR sessions when they were not employed in the summer and that the training was required for some departments which already trained their advisors.

President Thornell recognized that this was his final meeting of the senate while serving as interim president. He will be returning to the VPAA and Provost position when President Kitts begins his service. He stated that the most difficult part of being president was how to deal with the weather in deciding whether to close, delay or ignore the weather forecast. He stated he relied on the chief of police and the local emergency personnel in the area to guide in the decisions. He welcomed any suggestions or questions.

Vice-President Calhoun stated he was excited to chair a successful season of promotions with fifteen promotions awarded. He reported that at last week's Board of Trustees meeting there was an approval for the purchase of a nuclear resonance spectrophotometer using gift to the university. He also reported that the university has had a banner year in recruitment for this fall there are 500 more freshmen applications over last year and 100 more transfer applications. Special efforts are now being made to cultivate the applicants until matriculation. Dr. Calhoun also encouraged the faculty to give the university advising initiative a chance to help students be successful and hopefully increase retention rates.

REPORTS:

- A. The Faculty Attitude Survey Committee is sending out one last request for completion of the survey. Senators were asked to go back to their departments and to encourage their colleagues to complete the survey.
- B. The Faculty Affairs Committee had no new items to report.
- C. The Academic Affairs Committee had no report.

UNFINISHED BUSINESS:

- A. Senator Statom move to send the Revisions to Faculty Handbook Section 3.3.1 to the Academic Affairs Committee in consultation with the Director of University Advising. (see Attachment A) Senator Lee seconded. The motion passed.
- B. Nicholas Mauriello was elected to serve a one year position on the Non-Traditional and Interdisciplinary Curriculum Committee. Miranda Parries and Jean Ann Helm were elected to serve two year positions on the Non-Traditional and Interdisciplinary Curriculum Committee.
- C. Senator Maddox, chair of the Faculty Affairs Committee, reported that the committee recommended no change in the current policy of funding summer school.

NEW BUSINESS:

- A. Senator Lee moved to postpone the consideration of the Code of Academic Integrity (See Attachment B) Senator Barrett seconded. The motion passed.
- B. Eric O'Neal was elected to fill a vacancy in the Institutional Effectiveness Committee.
- C. Senator Campbell moved approval of the revision to the Faculty Handbook 1.6. (See Attachment C) Senator Lee seconded. The motion passed.

INFORMATION ITEMS:

- A. The next senate meeting will be Thursday, April 16.
- B. Elections for Senate officers and nominations for Faculty positions on shared governance committees will take place on Thursday, May 7. The Senate will be electing a Nominating Committee in our April meeting. Department elections for senators should take place in April and new senators will begin serving on May 1. Senator Lee moved that the Faculty Affairs work with Regina Sherrill to determine faculty eligible to serve and to construct the pool for the selection of the University Wide Promotion and Tenure Committee. Senator Statom seconded. The motion passed

- C. The Faculty Evaluation Work Group has put together a survey which will be arriving by email shortly and wants feedback from the senators by April 2.

Senator Statom moved the meeting be adjourned. Senator Roden seconded. The meeting adjourned at 4:48 p.m.

ATTACHMENT A

(Proposed addition to 3.3.1 underlined)

3.3.1 Academic Advisement

Faculty responsibility for student academic advisement includes both informal contacts with students and formal advisory assignments made by the chair of the department or the dean of the college. Academic advisory assignments of students with fewer than 24 semester hours of credit will be made by the Director of University Advising Services. Freshmen students will be paired with trained University Advisors in their intended major. Students with greater than 24 hours of credit will be assigned advisors by the department of their intended major. Any student who is undecided in the College of Arts and Sciences will be advised by staff in University Advising Services. Any freshman student who decides to change his/her major will do with consultation with his/her University Advisor. The official change of major will occur in the spring semester during the pre-registration period.

All faculty who wish to provide advising for freshmen students must receive professional development as a University Advisor through the University Advisor Program. Faculty initially trained as University Advisors must continue to receive professional development through sessions offered by University Advising Services.

Faculty are also expected to accept responsibility for advisement in minor fields upon request by a graduate student.

The purpose of academic advisement at UNA is to provide students a supportive relationship with an academic advisor. This relationship offers information and guidance to assist students in making decisions leading to the fulfillment of their educational, career, and life goals. Given this purpose, the goals of academic advising are:

1. To promote a clear understanding of the courses required to fulfill degree requirements;
2. To monitor student progress toward completion of degree requirements;
3. To assist students in the selection of courses with regard to the level of difficulty and class load, especially as that pertains to employment, campus involvement, and personal lives; and
4. To promote student awareness of opportunities and experiences that will enhance their educational experiences such as practicum, internships, honors, and study abroad programs.
5. To assist students in interpreting academic policies and procedures.
6. To serve as an institutional gateway to campus resources and services that will enrich students' university experience and facilitate student retention.
7. To encourage the development of short-term and long-term educational goals and an action plan for goal attainment.
8. To model professional behaviors as encouragement for students to develop similar behaviors in readiness for the world of work.

ATTACHMENT B

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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 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.

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)

Draft 10-24-2014 CB

Comment [CB01]: Insert hyperlink to UNA Academic Honesty Policy at end of statement - <http://www.una.edu/student-conduct/student%20rights%20and%20responsibilities/academic-honesty.htm>.

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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.

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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 an 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.

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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**. 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.

Comment [CB02]:
and copy the department chair for informational purposes.

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 Judicial Affairs**.

Comment [CB03]: Change to 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.

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- 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 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 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

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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.

ATTACHMENT C

1.6 CURRICULUM COMMITTEE

The Curriculum Committee initiates, reviews, and recommends curricular change in courses and programs at the university level; communicates its deliberations and findings to the President, and after discussion with the President, to the university community; and reports to the President through the Vice President for Academic Affairs and Provost. The Curriculum Committee is composed of five faculty from the College of Arts and Sciences, recommended by the Faculty Senate; three faculty from the College of Business, recommended by the Faculty Senate; three faculty from the College of Education and Human Sciences, recommended by the Faculty Senate; one faculty from the College of Nursing, recommended by the Faculty Senate; and one student recommended by the Student Government Association. The Vice President for Academic Affairs and Provost or designee; all deans; ~~and~~ the Registrar; the Director of Professional, Interdisciplinary, and Continuing Education; and the SACSCOC Accreditation Liaison are non-voting members of this committee.

Faculty Vacancies on Shared Governance Committees Beginning in Fall 2015

Committee	Incumbent Faculty Member w/Term Expiring Aug. 2015	Representation per Shared Governance Document	Person Selected (or Re-elected) for Vacancy
Academic and Student Affairs	Tera Kirkman	Nursing	
Academic and Student Affairs	Brenda Webb *	Arts & Sciences	
Academic and Student Affairs – <i>to complete remaining 2 years of Randy Shadburn's 2014-2017 term</i>		Faculty at large	
Athletic	Christa Raney *	Faculty at large	
Athletic	Daryl Brown	Faculty at large	
Athletic	Miranda Bowie	Faculty at large	
Distance Learning Advisory	Keith Jones	Business	
Distance Learning Advisory	Vicky Hulsey *	Education & Human Sc.	
Distance Learning Advisory	Marilyn Lee	Nursing	
Distance Learning Advisory	Will Brewer	Nursing	
Distance Learning Advisory	May Takeuchi	Arts & Sciences	
Distance Learning Advisory	Celia Reynolds	Library	
Food Services	Johnson Ogun	Faculty at large	
Graphics Standards and Web Communications	Jim Martin	Faculty at large	
Graphics Standards and Web Communications	Melissa Driskell	Arts & Sciences	
Human Research Participants	May Takeuchi *	Social sciences	
Infrastructure Development	Gabriela Carrasco	Faculty at large	
International Programs/Offerings	Claudia Vance *	Faculty at large	
International Programs/Offerings	Jeffrey Bibbee	Faculty at large	
Multicultural Advisory	Craig Christy	Arts & Sciences	
Multicultural Advisory	Vicky Hulsey	Education & Human Sc.	
Parking and Traffic – <i>to complete remaining 1 year of Randy Shadburn's 2013-2016 term</i>		Faculty at large	
Research	Craig Christy *	Faculty at large	
Research	Katie Kinney	Faculty at large	
Safety & Emer. Preparedness	Lisa Ann Blankinship	Biology	
Shared Governance Executive	Darlene Townsend	Tenured faculty at large	

* Has served maximum of 2 consecutive 3-yr terms allowed by shared governance document. Not eligible for reappointment.

Committee	Incumbent Faculty Member w/Term Expiring Aug. 2015	Representation per Shared Governance Document	Person Selected (or Re-elected) for Vacancy
Strategic Planning & Bdgt Study	Chris Maynard	Faculty at large	
Student Financial Services	Kristy Oden	Faculty at large	
Student Financial Services	Doris McDaniel *	Faculty at large	
Technologies Advisory	Bruce Gordon *	Business	
Technologies Advisory	Katie Kinney *	Education & Human Sc.	
Technologies Advisory	Dan Burton	Arts & Sciences	
Undergraduate Readmissions	Amber Paulk	Arts & Sciences	
Undergraduate Readmissions	Janice Myhan	Education & Human Sc.	
Undergraduate Readmissions	David Black	Business	

Faculty Vacancies on Committees outside of Shared Governance

Committee	Incumbent Faculty Member w/Term Expiring Aug 2015	Representation per Shared Governance Document	Person Selected (or Re-elected) for Vacancy
Undergraduate Curriculum	Scott Infanger	Arts and Sciences	
Undergraduate Curriculum	Anita Garner	Arts and Sciences	
Undergraduate Curriculum	Katie Kinney	Education	
Undergraduate Curriculum	Janice Myhan	Education	
Undergraduate Curriculum	Amber Paulk	Education	

as of 3-10-2015

Faculty Vacancies on Shared Governance Committees Due to Retirements

Committee	Retiring Faculty Member	Retiree's 3-Yr Service Term	Representation per SharedGovn Document	Person Selected to Complete Remainder of Retiree's Service Term
Human Research Participants	Ruth Dumas	2013-2016	Education	
Multicultural Advisory	Ruth Dumas	2013-2016	Education	
Strat. Planning & Budg. Study	Bill Huddleston	2013-2016	Faculty at large	
Intrntl. Programs/Offerings	Charlotte Cramer	2013-2016	Nursing	
Distance Learning Advisory	Carolyn Lovett	2013-2016	Education	

as of 3-10-2015

* Has served maximum of 2 consecutive 3-yr terms allowed by shared governance document. Not eligible for reappointment.

Faculty Pool for University-Wide Promotion and Tenure Portfolio Review Committee

From Section 2.5.3 of the Faculty Handbook:

Annually, the Faculty Senate will identify a pool of at least 15 eligible members from all tenured professors at the Associate and Full Professor ranks for recommendation to the President to serve on this committee. From this pool of candidates, the President of the University will annually, in October, select members to serve for two (2) academic years. No faculty member from a faculty constituency will be appointed for additional terms until the entire pool from that constituency has been exhausted. Only then may professors be appointed to serve another term. Exemptions from service should only be granted in extreme circumstances and then only for one (1) term. Faculty may not serve on the committee while applying for promotion.

1.	6.	11.
2.	7.	12.
3.	8.	13.
4.	9.	14.
5.	10.	15.

* Has served maximum of 2 consecutive 3-yr terms allowed by shared governance document. Not eligible for reappointment.