

## FACULTY SENATE MINUTES

October 1, 2015

**Call to order:** A regular meeting of the Faculty Senate of the University of North Alabama was held in room 330 of the University Commons on October 1, 2015. The meeting convened at 3:35 with President Sarah Franklin presiding.

**Proxies:** President Franklin recognized the following proxies: Rae Atencio for Leslie Relkin from Military Science; Katie Owens-Murphy for Alaina Patterson from English; and Darlene Townsend for Amy Butler from Collier Library.

**Members in attendance:** Shane Banks, Will Brewer, David Brommer, Daryl Brown, Lisa Clayton, Amanda Coffman, Paul Davison, Michele Derouen, Sarah Franklin, Bob Garfrerick, Leah Graham, Mark Greer, Clarissa Hall, Felecia Harris, Richard Hudiburg, Scott Infanger, Keith Jones, Lisa Kirch, Lamont Maddox, George Makowski, John McGee, Michelle Nelson, Johnson Ogun, Lesley Peterson, Jeffrey Ray, Lee Renfro, Craig Robertson, Pat Roden, Richard Statom, Jessica Stovall, Alexander Takeuchi, and Karen Townsend. President Kitts and Vice President Thornell were also in attendance. In addition, John Hodges attended to represent Katherine Crisler, but the Senate did not receive advance notice of this proxy.

**Members not in attendance (without recognized proxy):** Doug Barrett, Katherine Crisler, Dan Hallock, Ian Loepky, and Daniel Stevens.

**Approval of agenda:** Richard Statom moved approval of the agenda. Craig Robertson seconded the motion. The motion carried unanimously.

**Approval of minutes:** George Makowski moved to approve the minutes of the September 3, 2015 as presented. Keith Jones seconded the motion. The motion carried unanimously.

**Remarks from President Kitts:** President Kitts reported on fall enrollment. The numbers are up overall. The enrollment team is again hard at work on the 2016 class. We have increased our marketing efforts for recruiting, primarily in digital marketing. We have new recruiting counselors, including one based in Huntsville, an area where we would like to see growth. We are working on new partnerships with Shoals Community College. President Kitts did express concern about housing. While the University has premium housing for freshmen, he is not sure how these students will respond when they are moved to different housing in their second year. Discussions are underway with the city concerning a potential move of the HES department to the Stricklin Building downtown.

**Remarks from Vice-President Thornell:** A committee has been convened to look into the creation of a center for teaching and scholarship, as outlined in the QEP proposal. The center will provide an opportunity for professional growth for the faculty. It will probably be located in the space currently occupied by the LRC in Stevens Hall. A new collaborative research space is also under development in Collier Library and will be opened in a few weeks. This space will provide access to some high-tech equipment for faculty and student use. For several reasons (currency, cost, over-production), there have been discussions about no longer printing the undergraduate and graduate catalogs. Plans are to move forward with this idea. There will be an option to have a copy or portions printed in-house if needed. A number of institutions with online programs have

partners for marketing. Generally, this works on a revenue-sharing basis. The marketing experts guarantee a percentage of growth for a share of the revenues. If we do not consider this type of partnership, we could be left behind. Currently, there are discussions taking place concerning some programs, including the RN to BSN program in Nursing. All members of the campus are encouraged to look for opportunities to make small improvements to campus and campus life, such as providing seating for students waiting outside of classrooms. "Take care of the small things."

**Remarks from Kevin Gillilan, Chief, UNA Police:** Chief Gillilan expressed a desire to create partnerships; he believes opinions of stakeholders are important. The department has been working on improving their communications. They have worked with ITS and the local EMA on this project. Mark Parker has been appointed as Deputy Chief. Chief Gillilan encouraged everyone to take advantage of the regular training opportunities provided by the department or to schedule special training sessions for their groups.

### **Reports:**

**Academic Affairs Committee:** The report from the committee is addressed under unfinished business.

**Faculty Affairs Committee:** Lisa Kirch reported that the committee is working on the leave of absence policy, section 3.12 of the *Faculty Handbook*. The committee members are looking at the policies of peer institutions.

**Faculty Attitude Survey Committee:** President Franklin reported for the committee. Co-chairs have been selected (Jonathan Simms and Chris Purser). The committee hopes to have the survey ready to launch when the spring semester begins and to have it completed by the end of February. The committee would like to know of any concerns with the survey and any suggested additions to the survey by October 15. These concerns/additions can be conveyed to any member of the Survey Committee or the Senate President.

### **Unfinished Business:**

#### **Code of Academic Integrity**

Michelle Nelson reported on two proposed revisions (See Attachment A). Lesley Peterson moved to table the policy to allow concerns to be addressed. Richard Hudiburg seconded the motion. The motion carried unanimously.

### **New Business:**

#### **Awarding of Degrees in Memoriam**

George Makowski moved to approve the policy as presented (See Attachment B). Richard Hudiburg seconded the motion. The motion carried unanimously.

#### **Credit Hour Policy – Section 5.1 of the Faculty Handbook**

George Makowski moved to approve the policy as presented (See Attachment C). Lesley Peterson seconded the motion. The motion failed unanimously. George Makowski moved to ask the SGEC to provide documents with the changes in context. Lee Renfro seconded the motion. The motion carried unanimously.

## **Grievance Pool Appointments**

President Franklin presented pre-meeting nominees and opened the floor for nominations. One nomination was accepted from the floor. With permission from the nominees, three nominees were removed from the list, resulting in 9 nominees. Lesley Peterson moved to close nominations. Richard Statom seconded the motion. The motion carried unanimously. George Makowski moved to accept the revised slate of nominees. Lee Renfroe seconded the motion. The motion carried unanimously. The nominees were: Jeffrey Bibbee, Lisa Clayton, Tom Coates, Lisa Darnell, Leah Graham, Richard Hudiburg, Katie Kinney, Glenn Marvin, and Doris McDaniel.

## **Due Process Pool Appointments**

President Franklin presented pre-meeting nominees and opened the floor for nominations. Five nominations were accepted from the floor. With permission from the nominee, one nominee was removed from the list, resulting in 15 nominees. George Makowski moved to close nominations. Craig Robertson seconded the motion. The motion carried unanimously. Amanda Coffman moved to accept the revised slate of nominees. Richard Statom seconded the motion. The motion carried unanimously. The nominees were: Daryl Brown, Lisa Clayton, Tom Coates, Lisa Darnell, Frank Diaz, Felecia Harris, John Hodge, Richard Hudiburg, Lisa Keys-Mathews, Katie Kinney, Miriam (Lisa) Kirch, Glenn Marvin, Doris McDaniel, Michelle Nelson, and Lesley Peterson.

## **Video Monitoring and Surveillance Policy**

Richard Statom moved to postpone for one month so that senators can discuss with their constituents. George Makowski seconded the motion. The motion passed unanimously. (See Attachment D)

## **Information Items:**

President Franklin drew senators' attention to the campus-wide announcements that have recently been sent out concerning policy changes that have been approved through Shared Governance.

President Franklin announced that President Kitts will be holding open forums in the near future.

**Adjournment:** Richard Statom moved to adjourn. Jessica Stovall seconded the motion. The motion carried unanimously. The meeting adjourned at 4:48 p.m.

Amy Butler  
Secretary  
Faculty Senate

Approved November 5, 2015

# Attachment A

## 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.

[Faculty retain the right and authority to handle academic dishonesty issues in their classes \(as outlined in the course syllabus, etc.\). The university policy exists as a support mechanism for faculty or as a default policy in the absence of a published policy in the course syllabus.](#)

## **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 [and copies the department chair for informational purposes](#) 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.

## University of North Alabama Policy on Awarding of Degrees in Memoriam

**Authority:** Provost and Vice President for Academic Affairs

**Contact Information:** Provost and Vice President for Academic Affairs, 256/765-4258

### 1. INTRODUCTION

1.1 Under certain conditions, the University of North Alabama may consider awarding a degree in memoriam to an eligible, deceased student who was enrolled at the University of North Alabama at the time of or prior to his or her death or was an active-duty member of the U.S. Armed Services, federal military reserve forces, and National Guard.

1.2 An “eligible student” for the purpose of this policy is one who was enrolled in the university for at least two semesters prior to his or her death; who maintained good academic and disciplinary standing at the time of death; and who had completed no less than 75 percent of the hours required for the degree at the time of death, with at least 30 hours undergraduate or 24 hours graduate earned at UNA.

### 2. AWARDING OF DEGREES IN MEMORIAM

2.1 Request for a Degree in Memoriam will take the form of a written petition, sent within six months of the date of death, from the Chair of the student’s major department to the Dean. The request must certify that the faculty of the department has voted to endorse conferral of the degree.

2.2 The Dean will certify that all eligibility criteria are met and will forward the request to the Provost and Vice President for Academic Affairs along with his or her recommendation regarding issuance of the Degree in Memoriam. If the Provost and Vice President for Academic Affairs approves the recommendation, he or she will direct the Office of the Registrar to prepare the Degree in Memoriam and will notify the family that the degree has been authorized.

2.3 A degree approved under this policy will be prepared and presented as a Degree in Memoriam reflecting the program of study the student was pursuing at the time of his or her death. The printed graduation program will note that the degree was awarded posthumously. The Vice President for Student Affairs will

contact the deceased student's family to discuss and determine the most appropriate option for delivery of the diploma.

**2.4** If a student is not eligible for or is not approved for a degree in memoriam, a Certificate of Recognition acknowledging the student's progress toward the attainment of a degree may be awarded. The President and the Provost will sign the certificate.

## Attachment C

### Memorandum

TO: Dr. Marilyn Lee  
Chair, Shared Governance Executive Committee

FR: Distance Learning Advisory Committee

RE: Proposal from COAD for revisions to Section 5.1 of the Faculty Handbook –  
Credit Hour Policy

DATE: 9/15/2015

What follows is the DLAC's completed work on our charge to review Section 5.1 of the Faculty Handbook - Credit Hour Policy. The Committee was asked to propose distance education definitions and ensure their compliance with the SACSCOC definition of distance education and, somewhat relatedly, the credit hour.

Page 2 of this memorandum presents first the proposed language given to the committee. Our response and recommendations follow.

Please contact me if you have any questions or concerns.

Thank you,

Dr. Craig T. Robertson  
2015-2016 Chair, DLAC

## LANGUAGE RECEIVED FOR DLAC REVIEW

Courses delivered with technology, ~~in whole (online 50% or more) or in part (hybrid)~~, emphasize academic engagement and student preparation in determining time of instruction, but otherwise follow the same guidelines as face-to-face courses.

Face-to-Face      Students receive a majority of course content and instruction by face-to-face contact with the instructor

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Hybrid      Students receive approximately 50% of course content and instruction by face-to-face contact with the instructor AND approximately 50% of course content and instruction by web-based and/or distance learning methods

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Example: A 3 credit course = 3 contact hours of class time required per week. A "Face-to-Face" class will meet in the classroom Tuesday/Thursday, 8:00 a.m. – 9:15 a.m., but a "hybrid" class will meet in the classroom Tuesday, 8:00 a.m. – 9:15 a.m. and there will be online assignments in place of the Thursday meeting.

Online      Students receive a majority of course content and instruction and by web-based and/or distance learning methods

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## SUGGESTED CHANGES FROM THE DISTANCE LEARNING ADVISORY COMMITTEE

The DLAC was charged to review Section 5.1 of the Faculty Handbook – Credit Hour Policy. The Committee was asked to review the above distance education definitions and ensure their compliance with the SACSCOC definition of distance education and, somewhat relatedly, the credit hour. The Committee has fulfilled that charge and, in our view, improved upon what was presented.

The Committee presents for consideration the following definitions taken from the Online Learning Consortium (formerly the Sloan Consortium). Prefacing the definitions, the Committee offers the following discussion:

These definitions have been identified as the most recent from the Online Learning Consortium (OLC). The OLC is the leading professional organization devoted to advancing quality online learning by providing professional development, instruction, best practice publications and guidance to educators, online learning professionals and organizations around the world.

Currently OLC recognizes seven (7) class-level definitions. For ease of use, it is recommended that UNA consider employing the following three terms: 1) Traditional Courses (to replace "Face-to-Face"); 2) Blended (also called Hybrid) Courses (to replace "Hybrid"); and 3) Online Courses (to replace Online). Definitions of these recommended terms are provided below.

**Traditional Courses** – Course activity is organized around scheduled class meetings.

DISCUSSION: The above definition is not in conflict with the traditional conception and adoption of the Carnegie unit as UNA subscribes to the traditional 150 weekly minutes of instruction over an approximate 15 week semester period.

**Blended (also called Hybrid) Courses** – Online activity is mixed with classroom meetings, replacing a significant percentage, but not all required face-to-face instructional activities.

DISCUSSION: When the technologies used for education and communication outside the classroom are used to supplant some, but not all face-to-face instruction, reducing the time actually spent in the classroom, the result is a blended classroom course. For example, if a course traditionally meets in a classroom three times per week, a blended version might use online sessions to replace one or two of the traditional weekly classroom sessions or to focus face-to-face sessions on laboratory or project work. Blended courses can range from a mix as low as 20% or up to 80% of online and/or face to face activities.

SACSCOC does not appear to specify actual percentages of time in the blended or hybrid course that must involve face-to-face instruction. Their Credit Hours policy statement notes, relative to the Federal definition of the credit hour, “The definition does not dictate particular amounts of classroom time versus out-of-class student work” ([www.sacscoc.org/pdf/081705/Credit\\_Hours.pdf](http://www.sacscoc.org/pdf/081705/Credit_Hours.pdf), p. 1) and, in the closest thing to defining distance education available presently, SACSCOC notes “distance education is a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same place” (see [www.sacscoc.org/pdf/DistanceCorrespondenceEducation.pdf](http://www.sacscoc.org/pdf/DistanceCorrespondenceEducation.pdf), p. 1).

**Online Courses** – All course instructional activity is done online; testing is conducted on-line and, where proctoring of exams is required, instructors offer students options beyond on-campus proctoring.

DISCUSSION: Purely online courses totally eliminate geography as a factor in the relationship between the student and the institution. They consist entirely of online elements that facilitate the three critical student interactions: with content, the instructor, and other students.

The definition of the Online Course represents a slight departure from the OLC definition. The DLAC saw the need to make a distinction between instructional and assessment issues as online instructors cannot require online students to come to campus for assessment (i.e., testing) purposes.

In conclusion, the DLAC's work here contributes to UNA remaining in compliance with SACSCOC Comprehensive Standard 3.4.6

The institution employs sound and acceptable practices for determining the amount and level of credit awarded for courses, regardless of format or mode of delivery. (Practices for awarding credit)

### **DLAC's Recommendations**

We recommend replacing the terms, definitions and examples currently in the working document with what appears below:

Courses delivered with technology emphasize academic engagement and student preparation in determining time of instruction, but otherwise follow the same guidelines as face-to-face courses.

**Traditional Courses** – Course activity is organized around scheduled class meetings.

**Blended (also called Hybrid) Courses** – Online activity is mixed with classroom meetings, replacing a significant percentage, but not all required face-to-face instructional activities.

**Online Courses** – All course instructional activity is done online; testing is conducted on-line and, where proctoring of exams is required, instructors offer students options beyond on-campus proctoring.

## 5.1 CREDIT HOUR POLICY

Academic credit provides the basis for measuring the amount of work a typical student is expected to complete during a specified amount of academically engaged time whether the instructional interaction is in a traditional classroom setting, a laboratory, studio, internship or other experiential learning, or through technology-based (online) or other distance education instruction. A “credit hour” is a unit of measure reflecting the value the University assigns to the level of instruction, academic rigor, and minimum time requirements for courses taken at the University of North Alabama (UNA).

UNA employs sound, commonly accepted practices for determining the amount and level of credit awarded for courses, regardless of format, location, or mode of delivery. The University of North Alabama endorses the basic definition of a credit hour as determined by the federal government and supported by the Southern Association of Colleges and Schools Commission on Colleges.

According to 34 CFR 600.2, the federal definition of a credit hour is as follows:

An amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
2. At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

### Determination of Course Credit

At the University of North Alabama, the academic department determines the number of credit hours and level of credit to be awarded for the course and assigns a course number. Graduate level courses require additional research and application beyond the undergraduate level.

The department completes a formal proposal for a new course. The proposal is reviewed and approved by: departmental faculty, the Department Chair, Dean of the College, and the Undergraduate Curriculum Committee or Graduate Council depending on the level of instruction. The curriculum development and review process is detailed in section 3.3.3 of UNA’s *Faculty Handbook*.

### Instructional Schedule\*

The University of North Alabama operates on the semester system, with two semesters (fall and spring) during the regular academic year. Fall and spring semester courses are scheduled for approximately 15 weeks, excluding holidays and spring/fall break, but including a week of final exams, resulting in approximately 14 weeks of class meetings.

Semester hours of credit are awarded based on the average number of minutes of instruction or the equivalent during the semester or term. Courses follow the guideline of 700 minutes of instruction per credit hour. This translates into 2100 minutes of instruction for three-credit-hour courses.

For classes that meet on campus, the University of North Alabama follows these guidelines:

- Three-credit-hour daytime courses that meet three days per week meet for 50 minutes per class session. These courses meet for approximately 42 sessions per term.
- Three-credit-hour daytime courses that meet two days per week meet for 75 minutes per class session. They meet for approximately 28 sessions per term.

Fall or spring evening courses may meet one or two nights per week. The total number of meeting minutes per semester is used in the calculation of the total length of each class meeting for evening courses (2100 minutes for a three-credit-hour course).

Additionally, UNA offers courses in compressed schedule formats:

- For example, the Summer I and Summer II sessions are each approximately four weeks in duration. The combined summer term is approximately eight weeks in duration. Intersessions are approximately three weeks in duration.
- Courses offered in a compressed schedule session follow the guideline of 700 minutes of instruction per credit hour. This translates into 2100 minutes of instruction for three-credit-hour courses. Therefore, the total number of instructional hours in courses offered in a compressed schedule session is approximately the same as the instructional hours in courses or labs offered during a regular semester session with the exception of some laboratory courses or sections, which may require more instructional time than typical courses.

\*Note: Credit hour requirements of discipline-specific accrediting bodies or licensing units will be taken into consideration when credit hour determination is made related to the impacted academic programs.

### Studio/Labs/Applied Music/Clinical Instruction

Studio art courses follow the standards of the National Association of Schools of Art and Design and meet 100 minutes per credit hour.

Labs associated with natural science courses meet for a length of time determined by the department, as follows: typically two hours per week in physics, earth science, geology, geography, and most biology courses; three hours per week in chemistry, industrial hygiene, and some upper level biology courses; and four hours per week in a small number of upper level biology courses. One credit-hour labs associated with the Department of Health, Physical Education, and Recreation involve approximately 120 minutes of lab instruction per week. One credit-hour labs associated with the Department of Chemistry and Industrial Hygiene involve approximately 165 minutes of lab instruction per week.

Applied music courses follow the standards of the National Association of Schools of Music: "a semester hour of credit represents at least three hours of work each week, on average, for a period of fifteen to sixteen weeks" incorporating both lessons and practicing. Weekly lessons are one-half clock hour for one credit hour and one clock hour for two credit hours. Music technique courses offering group instruction in woodwind, brass, percussion, string, piano, and guitar are assigned one credit hour for two 50-minute class meetings per week. Music ensembles in the areas of band, orchestra, choral, opera/musical theatre, and chamber music are assigned one credit hour and vary in rehearsal hours per week ranging from 1.5 to 8 hours per week depending on the nature and mission of the ensemble.

Nursing follows the Federal Credit Hour definition, making allowances, as permitted by law, for the amount of work, measurements of student work, academically-engaged time and academic disciplines in its allowance of flexibility of the definition of credit hour as determined by the institution. Through this definition, lab (clinical) hours are considered "direct faculty instruction" and, therefore, credit hours.

#### Internships/Practica /Independent Study

For courses designed to include significant out-of-class experiences (e.g., student teaching, internships, etc.) and Independent Studies guidelines are set by the academic department for how the instructional time frame will meet credit guidelines outlined above. These courses require individual enrollment accompanied by a detailed contract specifying the nature of the student work product, learning outcomes, the frequency of meetings between the faculty member and student, and the method of final evaluation (grading).

#### Online/Technology-Based Instruction/Distance Education

The University requires that all non-traditional courses delivered online, through other technology-based instruction, or via distance education be equivalent to traditional, campus-based courses in terms of course descriptions, expectations, assessments, and learning outcomes.

Courses delivered with technology, in whole (online 50% or more) or in part (hybrid), emphasize academic engagement and student preparation in determining time of instruction, but otherwise follow the same guidelines as face-to-face courses. Academic engagement may include, but is not limited to, submitting an academic assignment, listening to class lectures or webinars (synchronous or asynchronous), taking an exam, completing an interactive tutorial or computer-assisted instruction, attending a study group that is assigned by the institution, contributing to an academic online discussion, initiating contact with a faculty member to ask a question about the academic subject studied in the course, conducting laboratory work, or completing an externship or internship.

The University of North Alabama courses delivered abroad or at other off-campus settings are developed by faculty to take full advantage of the unique location and be consistent with the expectations for academic engagement and instructional time articulated in the policy.

In summary, within the relevant semester time frame, the policy is:

General University Guidelines:

One semester credit of scheduled/lecture course instruction = 50 minutes of instruction time per week

One credit of lab = 180 minutes of lab instruction time per week

Four-credit lecture/lab class = 330 minutes of instruction time per week (150 min. lecture/180 min. lab)

Discipline Specific Exceptions:

**Art:** One credit of studio = 100 minutes of instruction time per week

**Biology:** Three-credit lecture & lab course = 210-270 minutes of instruction time (100 minutes lecture & 110-170 minutes of lab) per week

**Biology, Physics and Earth Science:** Four-credit lecture & lab course = 260-320 minutes of instruction time (100-150 minutes of lecture & 110-220 minutes of lab) per week

**Chemistry and Industrial Hygiene:** One credit of lab = 165 minutes of lab instruction time per week

**Health, Physical Education and Recreation:** One credit of lab = 120 minutes of lab instruction time per week

**Music:** One credit of group music instruction = Two 50 minute meetings per week

**Music:** One credit hour of music ensemble = 1.5 to 8 hours of rehearsal per week

**Nursing:** Six-credit lecture/lab class = 510 minutes of instruction time per week (150 min. lecture plus 360 min. clinical/lab experiences instruction time)

This policy will be reviewed by the UNA Council of Academic Deans on a regular basis and revised as necessary to maintain currency with updated guidelines and instructional changes.

## UNIVERSITY of NORTH ALABAMA

<b>INTERIM POLICY</b>	<i>University Policy on Video Monitoring and Surveillance Activities</i>	EFFECTIVE DATE: <b>Immediately</b>
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### PURPOSE

The University of North Alabama is committed to enhancing the quality of life of the campus community by integrating the best practices of safety and security with technology. A critical component of a comprehensive security plan is the proper utilization of a security and safety camera system. The surveillance of public areas is intended to deter crime and assist in protecting the safety and property of the UNA community. This policy addresses the University's desire to meet its safety and security needs while respecting and preserving individual privacy.

To ensure the protection of individual privacy rights in accordance with the University's core values and state and federal laws, this policy is adopted to formalize procedures for the installation of surveillance equipment and the handling, viewing, retention, dissemination, and destruction of surveillance records. The purpose of this policy is to regulate the use of camera systems used to observe and record public areas for the purposes of safety and security. The existence of this policy does not imply or guarantee that cameras will be monitored in real time 24 hours a day, seven days a week.

### SCOPE

This policy applies to all personnel, departments, and colleges of the University of North Alabama in the use of security cameras and video monitoring and recording systems. Security cameras may be installed in situations and places where the security and safety of either property or persons would be enhanced. Cameras will be limited to uses that do not violate the reasonable expectation of privacy as defined by law. Where appropriate, the cameras may be placed campus-wide, inside and outside buildings. Although the physical cameras may be identical, the functions of these cameras fall into three main categories:

1. *Property Protection:* Where the main intent is to capture video and store it on a remote device so that if property is reported stolen or damaged, the video may show the perpetrator. Examples: an unstaffed computer lab, an unstaffed science lab, or a parking lot.
2. *Personal Safety:* Where the main intent is to capture video and store it on a remote device so that if a person is assaulted, the video may show the perpetrator. Examples: a public walkway, or a parking lot.

3. **Extended Responsibility:** Where the main intent is to have the live video stream in one area monitored by a staff member in close proximity. In this case video may or may not be recorded. Example: a computer lab with multiple rooms and only one staff.

Information obtained from the cameras shall be used for safety and security purposes and for law and policy enforcement, including, where appropriate, student conduct functions. However, prudence should be exercised by parties requesting such information to ensure that requests are limited to matters of substantial consequence. The availability of surveillance recordings does not remove the responsibility of supervisors to work to prevent, detect, and address issues as they should normally do. Information must be handled with an appropriate level of security to protect against unauthorized access, alteration, or disclosure.

All appropriate measures must be taken to protect an individual's right to privacy and hold University information securely through its creation, storage, transmission, use, and deletion.

All camera installations are subject to federal and state laws.

Departments requesting security cameras will be required to follow the procedures outlined in this policy.

## **RESPONSIBILITIES**

The University of North Alabama Police Department will manage all campus security surveillance systems pursuant to this policy.

To enhance security and aid law enforcement it may be appropriate to permanently install video devices on the campus. In such cases the following rules will apply:

- Individual departments, programs, or organizations wishing to permanently install video cameras shall submit a written request to the appropriate dean, director, or department head with a statement justifying the benefit of installing such equipment. The statement must include the proposed number and location of the device(s), as well as the purpose of the installation, whether the location of the cameras involve recording of activity by students, employees or the general public, and the name and title of the individual who will be responsible for reviewing the locations. The source of funding for the installation must be specifically identified as part of the request.
- The requesting department, program, or organization must work with the Information Technology Services, Facilities Administration and Planning, and the Chief of Police to determine the number and location of cameras prior to submitting their request.

- The appropriate dean, director or department head will forward the request along with his/her recommendation to their appropriate Vice President or if unavailable the Chief of Police.
- The Vice President or designee will review the request and will approve or disapprove. If approved the Vice President will forward the request to the University Executive Council with that recommendation.
- The University Executive Council in consultation with the Chief of Police, the Chief Information Officer, University's Legal Counsel, and the Assistant Vice President Facilities Administration and Planning shall be responsible for reviewing and approving or denying all proposals for security camera equipment recommended by a Vice President or the Chief of Police, and for approval of any requested exceptions to this policy.
- Unless otherwise directed by the University Executive Council, the Chief of Police for the University of North Alabama Police Department shall contact the Department of Facilities Administration and Planning and Department of Information Technology Services to oversee the installation of the video monitoring equipment. The Department of Facilities Administration and Planning will coordinate installation with a designated contractor or the Department of Information Technology Services. The contractor or Department of Information Technology Services will coordinate integration of the system.
- A member of the campus community may file a written request to change the location or limit the visual range of a specific installation of video monitoring equipment based on a belief that it infringes on a reasonable expectation of privacy or other protected rights. The request shall be submitted to the appropriate Vice President to the University Executive Council and shall (a) identify the location, (b) identify the right believed to be infringed, and (c) provide an explanation of how the video device installation infringes that right. The University Executive Committee will consult with the University's Legal Counsel and respond to the request within twenty (20) business days after receipt. The response will be based on a reconsideration of the initial request to install the devices in light of the campus community member's concerns. The decision of the University Executive Council is final.
- Within three months of the effective date of this Policy, all existing uses of video monitoring and recording equipment on campus shall be brought into compliance with all aspects of this policy, including the approval process outlined in the preceding paragraph. Those that do not conform shall be removed.

- No researcher or organization, whether faculty, staff, student, or the general public, is authorized to use these cameras or recordings from the cameras for research purposes.
- Monitors for video equipment shall be installed in controlled-access areas and shall not be viewable by unauthorized persons.

The University Police Department will manage all campus security surveillance systems pursuant to this policy.

The University Police Department and Information Technology (IT) are responsible for implementation of this policy, specifically for the following.

- Advising departments on appropriate applications of surveillance technologies and providing technical assistance to departments regarding security camera systems.
- Monitoring developments in the law and in security industry practices and technology to ensure that camera surveillance is consistent with the best practices and complies with all federal and state laws.
- Reviewing proposals and recommendations for camera installations and specific camera locations to determine that the perimeter of view of fixed location cameras conforms to this policy and forwarding recommendations to the University Executive Council.
- Annually evaluating camera locations.
- Testing and maintaining the camera systems.

The University Police Department will review any complaints regarding the use of surveillance camera systems and determine whether this policy is being followed. The University Executive Committee will review appeals of decisions made by the Chief of Police.

The President or the University Executive Council, in consultation with University Legal Counsel, will review all external requests to release records obtained through security camera surveillance prior to the release of any records.

## **PLACEMENT OF CAMERAS**

The locations where cameras are installed may be restricted access sites such as a departmental computer lab; however, these locations are not places where a person has a reasonable expectation of privacy. Cameras will be located so that personal privacy is maximized.

Camera positions and views of residential housing shall be limited to public areas, elevators, and exterior locations. The view of a residential housing facility must not violate the standard of a reasonable expectation of privacy.

Unless the camera is being used for criminal investigations, monitoring by security cameras in the following locations is prohibited:

- Student dormitory rooms in the residence halls
- Bathrooms
- Locker rooms
- Offices
- Classrooms not used as a lab.

The installation of “dummy” cameras that do not operate is prohibited. Unless being used for criminal investigations, all video camera installations should be visible.

## **ACCESS AND MONITORING**

All recording or monitoring of activities of individuals or groups by University security cameras will be conducted in a manner consistent with University policies and state and federal laws and will not be based on the subjects’ personal characteristics, including age, color, disability, gender, national origin, race, religion, sexual orientation, or other protected characteristics. Furthermore, all recording or monitoring will be conducted in a professional, ethical, and legal manner. All personnel with access to University security cameras shall be trained in the effective, legal, and ethical use of monitoring equipment and shall receive a copy of this policy and provide written acknowledgement that they have read and understand its contents.

Access to live video or recorded video from cameras shall be limited to the University Police Department, designated IT personnel and other personnel as authorized by the Chief of Police and Chief Information Officer. The copying, duplicating and/or retransmission of live or recorded video shall be limited to persons authorized by the Chief of Police.

University security cameras are not monitored continuously under normal operating conditions but may be monitored for legitimate safety and security purposes that include, but are not limited to, the following: high risk areas, restricted access areas/locations, in response to an alarm, special events, and specific investigations authorized by the Chief of Police.

Personnel are prohibited from using or disseminating information acquired from University security cameras except for official purposes. All information and/or observations made in the use of security cameras are considered confidential and can only be used for official University and law enforcement purposes.

Any use of security cameras for reasons other than those cited in this policy is strictly prohibited. Violations of this policy or the procedures outlined therein will result in disciplinary actions consistent with the rules and regulations governing employees and students of the University.

### **USE OF CAMERAS FOR CRIMINAL INVESTIGATIONS**

Mobile or hidden video equipment may be used in criminal investigations by the University Police Department. Covert video equipment may also be used for non-criminal investigations of specific instances that may be a significant risk to public safety, security and property as authorized by the Chief of Police.

### **EXCEPTIONS**

This policy does not apply to cameras used for academic purposes. Cameras that are used for research are governed by other policies involving human subjects and are, therefore, excluded from this policy.

This policy does not address the use of webcams for general use by the University. This policy also does not apply to the use of video equipment for the recording of public performances or events, interviews, or other use for broadcast or educational purposes. Examples of such excluded activities include videotaping of athletic events for post-game review, videotaping of concerts, plays, and lectures, or videotaped interviews of persons. Automated teller machines (ATMs) that use cameras are exempt from this policy.

### **REQUEST FOR ACCESS TO LIVE AND/OR RECORDED VIDEO**

Individual colleges, departments, programs, or campus organizations wishing to have access to live and/or recorded video shall submit a written request to the appropriate Vice President describing the requested access, with justification.

- The Vice President will review the request and recommend it to the Chief of Police, if appropriate, who will review the request and forward it to the University Executive Council with a recommendation.
- The University Executive Council shall be responsible for reviewing and approving or denying all access requests recommended by the Chief of Police.

### **TRAINING OF CAMERA OPERATORS**

The University Police Department and the Information Technology Services department shall train camera operators in the technical, legal, and ethical parameters of appropriate camera use. Camera control operators shall receive a copy of this policy and provide written acknowledgement that they have read and understand its contents.

### **STORAGE AND RETENTION OF RECORDINGS**

**No attempt shall be made to alter any part of any surveillance recording and the surveillance centers and monitors will be configured to prevent camera operators from tampering with or duplicating recorded information.**

**All surveillance records shall be stored in a secure location for a period of 30 days and will then be erased or written over, unless retained as part of a criminal investigation or court proceedings (criminal or civil). Individual departments shall not store video surveillance recordings.**

- **Recordings will be stored in a manner consistent with available technology and transported in a manner that preserves security. Both current and archived recordings will be secured. All storage and access to recordings will be controlled by the University Police Department. Surveillance records shall not be stored by individual departments.**
- **Recordings used in law enforcement investigations or criminal prosecutions shall be retained until the end of the court or judicial proceedings and appeal period unless directed otherwise by a court.**
- **Recordings may also be retained for other bona fide reasons as determined by University Police Department, in consultation with the University's Legal Counsel.**
- **Recordings shall be retained for 30 days and then will be erased or recorded over unless retained as part of a criminal investigation, a civil or criminal court proceeding, pursuant to a Preservation Notice issued by the University's Legal Counsel. No attempt shall ever be made to alter any recording. Editing or otherwise altering recordings or still images, except to enhance quality for investigative purposes or blur features as described above, is strictly prohibited.**
- **Transmission of recordings using the Internet or campus network will use encryption technology to ensure that recordings are not improperly accessed.**
- **For FERPA purposes, recordings with information about a specific student are considered law enforcement records unless the University uses the recording for discipline purposes or makes the recording part of the educational record.**
- **The deletion of video, pursuant to this policy, and any exemption to the policy on deletion and records storage must be approved by the University Executive Council.**
- **Only the Chief of Police and the Chief Information Officer of the University are to be permitted and have the ability to delete video recordings pursuant to this policy.**

**A log shall be maintained by the Chief of Police of all instances of access to or use of surveillance records. The log shall include the date and identification of the person or persons to whom access was granted. The Chief of Police will also maintain a list of personnel approved to monitor live and/or recorded video feeds, with validation of each**

person having completed the required training. The right to view anything but live video will be very limited to ensure the integrity of this policy.

### **DESTRUCTION OR TAMPERING WITH CAMERAS**

Any person who tampers with or destroys a camera or any part of the electronic surveillance system may be prosecuted in the criminal justice system as well as the campus Student Conduct system.