

**Academic & Student Affairs Committee**  
Minutes of the Meeting of January 27, 2015  
GUC Loft

The Academic and Student Affairs Committee met on January 27, 2015, in the Loft of the Guillot University Center. The following members were present: Dr. Carmen Burkhalter, Dr. Thomas Calhoun, Dr. Greg Carnes, Ms. Jill Chambers, Dr. Melvin Davis, Dr. Cameron Gren, Dr. Dan Hallock, Dr. Tera Kirkman, Dr. Donna Lefort, Mr. David Shields, and Dr. Brenda Webb.

**Call to Order**

Ms. Bonnie Coats, committee chair, called the meeting to order at approximately 3:35 p.m. Committee members introduced themselves.

**Adoption of Agenda**

The agenda was adopted by consensus.

**Approval of Minutes**

Dr. Webb made a motion to approve the minutes from October 28, 2014. Dr. Hallock seconded and the motion carried.

**Old Business**

1. Copyright Use Work Group – Dr. Kirkman reported that the work group has met, reviewed policies from other schools and has developed a rough draft that will be considered at their February 8, 2015 meeting.

**New Business**

1. Transfer Student Discipline Record Release Form – The ASA Committee agrees with the DLAC that this form should be part of the application process but wants the input of other departments affected by this decision. Dr. Hallock moved to table this item for input from relevant departments. Dr. Carnes seconded and the motion carried. The Chair will invite those departments to the February meeting. Issues and action requested concerning the Transfer Student Discipline Release Form are:
  - a. Online students are exempt from the requirement of the form, yet holds are still placed on these students causing much aggravation and delay for students and advisors in the process.
  - b. While online students need resolution to this problem, traditional students who do not attend SOAR may not be aware that they need to complete this form.
  - c. The DLAC is recommending that the requirement of this form be made a part of the application process where transfer students - traditional or 100% online - should be required to request this form from all prior attended schools as we do transcripts.
2. Academic Honesty Policy – The ASA Committee reviewed the Academic Honesty Policy DRAFT and specifically addressed the absence of the department chair in the process of

reporting academic dishonesty cases (Dishonesty Disciplinary Policy section, page 3). The Committee agreed that this policy is a beginning point and states a minimum requirement of the University. Provisions in the policy allow for units to have exceptions to the policy – not excluding department chairs but not requiring department chairs in the process. The Committee suggested three edits to the Policy (see attachment for edits). Among those edits - (Resolution of First Offense Academic Dishonesty by Academic Dishonesty Monitor-#1, page 4) is to copy the department chair for informational purposes when reporting to the Dean that an instructor has reasonable cause to believe a student has engaged in academic dishonesty. Dr. Webb moved to approve and forward the policy with recommendations. Dr. Carnes seconded and the motion carried.

### **Announcements**

Next Meeting – February 24, 2015, 3:30 p.m., GUC Loft

### **Adjourn**

The committee adjourned at approximately 4:45 p.m.