

**ACADEMIC AND STUDENT AFFAIRS COMMITTEE  
MINUTES OF THE MEETING OF MARCH 22, 2011  
GUC LOFT**

The Academic and Student Affairs Committee met on March 22, 2011, in the Loft of the Guillot University Center. Voting members present were: Dr. Doug Barrett, Ms. Bonnie Coats, Ms. Jessica Ezell, Dr. Bill Huddleston, Dr. David Muse, Ms. Joan Smith, and Dr. Brenda Webb. Non-voting members present were: Dr. Birdie Bailey, Dr. Thomas Calhoun, Dr. Melvin Davis, Dr. Andrew Luna, Mr. David Shields, Dr. John Thornell, and Dr. Sue Wilson. Ms. Jill Chambers, committee chair, presided. A quorum was present.

**Call to Order**

Ms. Chambers called the meeting to order at approximately 3:35 p.m.

**Adoption of Agenda and Approval of Minutes**

The agenda and minutes from the February 22, 2011 meeting were approved by consensus.

**Old Business**

- A. Service Learning Work Group – A request to extend work on the service-learning proposal until October 2011, was approved by the Shared Governance Executive Committee.
- B. Academic Honesty Policy – Dr. Barrett made a motion to approve the revised policy submitted by the recently formed Academic Honesty Policy Work Group (Attachment 1). Ms. Ezell seconded the motion and the motion passed. The policy will be submitted to the three senates for their feedback.
- C. Thanksgiving Break Proposal – Dr. Barrett made a motion that Thanksgiving break remain as it is now, with Thursday being added to the fall break and Study Day being omitted. Ms. Ezell seconded the motion and the motion passed. This proposal will be submitted to the Student Government Association for their consideration. SGA will have the option to rescind their original proposal, accept this alternate proposal, or submit a revised proposal.
- D. Proposal for Suspension 1 Students – Staff Senate and SGA approved the proposal as recommended by the ASA Committee. Faculty Senate will consider at their April

14<sup>th</sup> meeting. If approved by Faculty Senate, the proposal will be recommended to the President, through the Vice President for Academic Affairs (Attachment 2).

**New Business**

A. None.

**Announcements**

- Next meeting is April 26, 2011, 3:30 p.m., GUC Loft.

**Adjournment**

- The meeting adjourned at approximately 4:15 p.m.

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Jill Chambers, Committee Chair

ATTACHMENT 1

Proposed Document (For inclusion under Student Affairs in Undergraduate Catalog)

**“Academic Honesty.** Students are expected to be honorable and observe standards of conduct appropriate to a community of scholars. Additionally, 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. Offenses are reported to the Vice President for Academic affairs and Provost for referral to the University Student Discipline System for disposition.”

Proposed Additional Document (For inclusion under Academic Standards)

**Academic Honesty.** Students of the university academic community are expected to adhere to commonly accepted standards of academic honesty. Allegations of academic dishonesty can reflect poorly on the scholarly reputation of the University including students, faculty and graduates. Individuals who elect to commit acts of academic dishonesty such as cheating, plagiarism, or misrepresentation will be subject to appropriate disciplinary action in accordance with university policy.

Verifiable incidents of student academic dishonesty will be addressed in accordance with the following guidelines:

1. The instructor is responsible for investigating and documenting any incident of alleged academic dishonesty that occurs under the instructor’s purview.
2. If the alleged academic dishonesty is found to have merit, then the instructor, after consultation with the student, will develop a plan for disciplinary action which may include but is not limited to an F in the course and/or dismissal from a professional degree program.
3. If the student agrees to this plan, then both instructor and student will sign the agreement, the plan will be implemented and all documentation will be forwarded to the Office of the Vice President for Academic Affairs and Provost for review and dissemination to appropriate parties.
4. If the student disagrees with the instructor’s plan for disciplinary action, then all documentation including the proposed plan for disciplinary action will be forwarded to the Office of the Vice President of Academic Affairs and Provost for further consideration. After reviewing this documentation, the VPAA may, at his/her discretion, choose either to affirm the proposed action, to refer the case to the Office of Student Conduct for further action, or to dismiss the matter depending on the merits of the case. Relevant information will be disseminated to appropriate parties.
5. If a student is allowed academic progression but demonstrates a pattern of academic dishonesty, the VPAA may, after consultation with the Office of Student Conduct, elect to retroactively assign a grade of DF (Dishonesty Failure) in one or more affected courses and/or to recommend permanent expulsion of the student from the University.

## ATTACHMENT 2

**Proposal for Suspension I Students**

Retention is a crucial element of our enrollment management effort. All agree to its importance as acknowledged in the UNA Strategic Plan. However, current policy runs counter to that commitment for Suspension I students. Students in that category must sit out one semester (two counting summer). Such an approach may be fair given the performance standard exhibited by the student. It does not, however, offer students a viable option to address areas of deficiency. Under the current policy, students simply sit out the designated time and then return to campus. During separation from school, students experience some loss of skills and knowledge achieved at the university – creating a situation of greater challenges instead of a supportive learning environment. Students return to campus for a second chance with no appreciable change in the underlying factors that contributed to their initial lack of success.

In an effort to give specific attention to retention efforts of Suspension I students, the Council of Academic Deans offers a proposal to address better retention of these students as outlined below.

As an alternative to sitting out a penalty semester, give Suspension I students the opportunity to participate in an in-house suspension program that allows continued enrollment with a specific target of addressing carefully defined academic deficiencies. The elements of the program are as follows:

1. Suspension I students who wish to participate in the in-house suspension program must work through the In-House Suspension Program located in the Center for Academic Advisement and Retention Services (CAARS). Assuming CAARS determines enrollment viability, the following conditions would be in place:
  - Students can take no more than thirteen hours during their suspension semester.
  - The class schedule must first address retaking courses with a failing grade in the general studies program.
  - The class schedule must second address retaking courses with a failing grade in the major, the exception being a proposed change in major.
  - The student must enroll in a one-hour credit course on academic study skills taught by CAARS professional counselors.
  - The class schedule is completed by adding courses in the general studies program that have not been taken.
  - For students with a declared major, the class schedule developed by CAARS must be reviewed and approved by the department chair where the major is housed prior to enrollment. For undecided students, the class schedule must be approved by the associate vice president for academic support.
  - Students participating in in-house suspension must earn a minimum 2.0 GPA on 13 hours to be removed from suspension. Students have up to

two semesters to satisfy this requirement or be subject to Suspension 2 as outlined in the University undergraduate catalog.

2. The current policy mandating that Suspension I students sit out one regular semester would be retained for those students who do not participate in in-house suspension.

**Proposed Language for Undergraduate Catalog, Page 58**

After the section entitled “Procedure for Academic Suspension and Appeal” and preceding the section on “Second Chance Provision” there would be a heading entitled “In-House Suspension.” The information outlined above would be placed there.

It is proposed that this policy take effect in the fall, 2011. The program would be managed and supported by hiring a counselor with experience and a proven record of experience working with high-risk students.