Academic Policies and Procedures Committee
September 20, 2005

Present:
Rachel Abbott                          Katherine Moffeit
Skip Clark                             Elizabeth Morton
Lucretia Gibbs                        Joseph Sharp
Jorge Gaytan                          Taniesha Snell for Blake Lord SGA
Betsy Griffies                        Bonnie Stevens
Tim Hynes
Bobby Johnson

Agenda Item # 1- Dr. Clark opened the AP & P meeting with motion to approve meeting minutes for the September 06, 2005 meeting that were circulated previously by email. Dr. Gaytan made motion to approve, Ms. Griffies seconded the motion. Dr. Clark introduced Dr. Melanie McClellan, Vice President for Student Services as our guest.

Agenda Item # 2- Dr. McClellan discussed the Disciplinary Flow Chart distributed. She noted that Dr. John Clower is the chief disciplinary officer. Students look to see if a policy has been violated. The chart directs the order of due process. McClellan stated if a student is suspended or expelled, he/she can appeal to Dr. McClellan in writing. The next step would be for the student to appeal to the President. The student will be allowed to stay in school unless he/she has been deemed unsafe to the school environment. McClellan referred to page 112 of the UWG Connection & Student Handbook, the UWG Honor Code, page 117, Appendix A, Conduct Code, page 124, Appendix E. McClellan stated that most courts will back up universities’ policies as along as the universities’ policies are followed.

Dr. Hynes stated that the question he is asked most often is who has the choice concerning which avenue the student should take for the action. Dr. McClellan replied that it is not the actual student bringing charges, rather it is usually a faculty member. Dr. Clark noted that the committee may need to include a statement in handbooks to help clarify who is bringing the charge. He also questioned if Student Services should be involved with academic policies such as plagiarism. Clark said that faculty members ask this and UWG needs a consistent policy regarding cheating since there are various policies employed by different faculty members.

Dr. McClellan said Student Services needs a way to identify students that are in the process of appeals, and the person in charge must be well informed of the judicial rules. Dr. Hynes noted he is comfortable with the current process, but it includes a larger workload issue if faculty members want to be involved more in the process. Dr.
McClellan pointed out the primary goals for this process: 1) change the behavior of the student, and 2) protect the campus. Dr. Morton asked if most cases go through the judicial appeal. Dr. Hynes noted that we must deal with similar cases in a similar way. UWG should not have any unique cases. Hynes also noted that we do not want every appeal to go through all the steps to end up with a formal hearing.

Dr. Gaytan asked how many times a student can be disciplined and still remain in good standing. He also asked if a board wide policy would get into the academic freedom of the faculty person. Dr. Hynes noted that faculty members should include this information in their course syllabi, and address how they deal with academic dishonesty. Hynes discussed his belief that faculty and students need to move toward becoming even more of an institution of academic integrity. Dr. McClellan said that Student Services is open to all faculty recommendations that the faculty will support and implement.

Taniesha Snell (SGA) asked about consistency of university policies and asked where plagiarism is defined. Dr. McClellan referred to page 117 of the UWG Connection and Student Handbook. Ms. Snell asked if students turn in their own paper in two separate classes, have they plagiarized? Dr. Clark reaffirmed that this procedure is wrong and that we may want to redefine the guidelines. Dr. Gaytan summarized the difficulties for a faculty member to determine if a student uses the same paper twice. Dr. Hynes suggested adding this as a way to educate the campus. Dr. McClellan said that Student Services is closing the link to communicate back with the faculty and they have discussed a way to educate the campus more. Georgia is the only state that the open record acts will allow public access to student disciplinary records. A verbal conference can protect the student’s information.

Ms. Griffies asked about the Honor pledge. Dr. McClellan said it is going out at orientation, and possibly will be included as an on-line version as part of enrollment. Dr. Johnson said that this had been discussed and it was determined the pledge was more an academic issue. McClellan said that UWG is moving more toward a more electronic process. Dr. Clark suggested a Ban Web announcement that students would “sign” before they could access their accounts for the first time. Bonnie Stevens said that it would be more effective if the pledge was discussed with the students. McClellan replied that the orientation leaders do discuss this with the new students.

Dr. Gaytan questioned if UWG was conforming to law. Dr. Hynes said that it is based on civic responsibility. Dr. McClellan said that it is easier for a student to plagiarize and they often do not realize they are cheating. Dr. Gaytan suggested that the Honor Code be added as a requirement in all courses and that all faculty address this problem in the subject they teach. Dr. Hynes stated that he wants constant and consistent enforcement of academic integrity. Dr. Clark replied that most institutions have a statement on blue books and papers. Dr. Gaytan stated that there is a huge push toward ethics. Dr. Clark asked for any specific recommendations to the Senate.

Dr. Sharp explained that he has had students ask for their term paper back. Ms. Snell suggested that UWG have a campus freshmen class based on ethical behavior. Ms.
Stevens noted that it would not count toward core credit. Gaytan noted that we do have UWG 1101. Ms. Stanley asked about the requirement. Dr. Hynes clarified that there is academic credit; the institutions do have the choice. The faculty would have to eliminate a course already required for a degree. Kennesaw State does require a similar class as a part of recruitment. Dr. Hynes noted that we may want to add an information item for the Senate. Dr. Clark suggested posting the Honor Code in every class room. Dr. Hynes asked how we educate faculty and students with the Honor Code included.

Dr. Clark summarized the key points are 1.) The process for appealing, academic or a Student Services matter, 2.) Should there be a standardization of the plagiarism rules?; 3.) What are the typical sanctions and how many chances does UWG grant a student; 4.) Closing the loop and better communications; and 5.) Supplement the plagiarism description.

Dr. Hynes said that he would send a note to all faculty in reference to a requirement for a faculty member to report a disciplinary action. Dr. Clark asked about a subcommittee in order to discuss these issues at the next meeting. Dr. Hynes noted that he would be sharing the results of our conversations with Dr. Clower. Dr. Hynes also noted that he would draft a paragraph in reference to a student using their own work in one or more classes. Ms. Griffies asked if the student and faculty handbooks are in agreement with the policies.

**Agenda Item #3** - Dr. Johnson updated the committee and informed the members that there will be a representative from the College Board to discuss the new SAT requirements on January 12th at 3:00pm

The meeting was adjourned at 4:25 pm

Respectfully submitted,

Lucretia Gibbs