

2022-23 Annual Report
Faculty Senate Policy Committee (FSPC)

Membership

2022-23 FSPC members included Randall Harlow (chair), Megan Balong (vice chair), Imam Alam, Francis Degnin, Melissa Dobosh, Robert Earle, Gretchen Gould, Charles Holcombe, Sang Koh. Francis Degnin rotated off of the FSPC and Melissa Dobosh rotated on at the start of the Spring semester.

Meeting Dates

The FSPC met three times each semester, once per month during each full month of classes: September 12, October 24, November 14, February 13, March 6, and April 10.

The minutes for each meeting are attached below.

Accomplishments

The FSPC revised four policies over the course of the academic year, in some cases working in consultation with other entities across campus, including the Office of the Provost, United Faculty, and the Office of Research and Sponsored Programs. All four policy revisions were ultimately approved by the full Faculty Senate.

1. **Class Attendance and Make-Up Work Policy 3.06.** In continuation of work begun during the 2021-22 academic year, the committee added language permitting faculty to ask for verification prior to excusing absences and clarified language concerning make-up work for missed extra credit tasks or assignments. Approved by Faculty Senate, January 23, 2023.
2. **Policy on Research Misconduct 13.13 and Procedures for Responding to Allegations of Research Misconduct.** In continuation of work by the FSPC during the 2021-22 academic year, as well as earlier draft revisions from the past EPC, the committee worked in consultation with the Office of the Provost, United Faculty, and the Office of Research and Sponsored Programs to substantially revise both the Policy and Procedures (the latter in an advisory capacity since the Procedures belong to RSP) in order to clarify the process, participants and overall aims of the research misconduct inquiry, investigative and punitive phases. Approved by Faculty Senate, March 27, 2023.
3. **Curricular Changes Policy 2.04.** The committee completed a simply revision of the policy in order to bring it up to date with the new curriculum process, revising language pertaining to curriculum approval by college senates, UCC and GCCC. Approved by Faculty Senate, March 27, 2023.

4. **Student Academic Ethics Policy 3.01.** In continuation of work begun during the 2021-22 academic year, the committee evaluated and revised the policy, advised in part by a research report prepared by the office of the Associate Provost for Academic Affairs comparing academic ethics violations procedures at other US colleges. The committee substantially revised the policy, restructuring procedures and corrective actions at lower violation levels to be more corrective than punitive, clarifying how violation levels are to be evaluated, and producing, in partnership with the Office of the Provost, and new online reporting mechanism aimed at improving faculty compliance. Approved by Faculty Senate, April 24, 2023.

Ongoing Projects

Policy issue for the FSPC to consider during the next academic year include the following:

- Policy on Policies 0.00: various revisions needed.
- A new policy governing student academic ethics violations discovered post-graduation should be created, as advised by the Office of the Provost during this year's revision of Policy 3.01.

Respectfully submitted by Randall Harlow, 2022-23 Chair of the Faculty Senate Policy Committee

Faculty Senate Policy Committee
Meeting Minutes
September 12, 2022 3:30 - 5:00 pm

In attendance (a quorum was present): Imam Alam, Megan Balong, Francis Degnin, Robert Earle, Randall Harlow, Charles Holcombe, Gretchen Gould, Sang Koh

Called to order at 3:30 PM

Current business

1. Review and proposed revisions to Academic Misconduct [Policy 13.13](#) and [Procedures published by RSP](#).
 - a. Invited comments from Tolif Hunt and Lisa Ahern (Office of Research and Sponsored Programs): As owners of the Policy and Procedures, RSP's role is to support the RIO (Research Integrity Officer), currently Theresa Westbrook. Policy 13.13 and Procedures should reflect ORI language for federal policies ([DHHS, Office of Research Integrity](#)) RSP recommends that the FSPC use the 2010 version of Policy 13.13 (currently in effect) and the Procedures posted on the RSP website for editing and revision, rather than other draft versions that have been shared.
 - b. Invited comments from Patrick Pease (Office of the Provost):
 - c. Invited comments from Becky Hawbaker and Christopher Martin (United Faculty): Questioned why draft revisions from the 2021-22 FSCP took out the "intentionally, knowingly, or recklessly" language. FSPC discussion claimed that it is hard to prove intent, but, as in law, one need only make the case. Suggested avoiding this issue by simply using ORI language, and referencing it within the Policy 13.13 and Procedures. Questioned the rationale for expanding the window from 6 years to 8 years and whether the university should expect people to keep files for that long? What are university and ORI standards (usually 3 or 5 years). Line 4.d in the [draft 13.13 revisions](#) is unnecessary. More recommendations regarding revisions to the Procedures are forthcoming.
 - d. ACTION PLAN. FSPC subcommittee formed to focus on Policy 13.13 and Procedures ahead of the October meeting: Francis Degnin, Randall Harlow, Charles Holcombe, and Sang Koh.
 - i. Address the concerns from RSP, the Office of the Provost and UF within the current [Policy 13.13](#) and reconcile with last year's [draft 13.13 revisions](#).
 - ii. Reconcile [proposed revisions to the Procedures](#) from last year's FSPC within the current [editable Procedures](#) published by RSP, incorporating feedback from RSP, UF and/or the Office of the Provost, also bringing language in line with ORI ([DHHS, Office of Research Integrity](#)).

- iii. Share proposed revisions of both documents with RSP, UF and the Office of the Provost ahead of the October meeting and invite them to attend and contribute feedback at that time.
2. Student Academic Ethics, Policy 3.01
- a. Discuss document from Patrick Pease, Office of the Provost: [Considerations for Policy 3.01](#)
 - b. ACTION PLAN: FSPC subcommittee formed to focus on Policy 3.01: Imam Alam, Megan Balong, Robert Earle, and Gretchen Gould.
 - i. Comment on Provost's [Considerations for Policy 3.01](#) about which issues should be addressed, which precedents/models we think are good, and which are not
 - ii. Comment on [editable Policy 3.01](#) where such issues should be addressed.
 - iii. Consider which, if any, revisions from the [draft 3.01 revisions](#) from 2021-22 FSPC to include in the current revisions.
3. Class Attendance and Makeup Work, [Policy 3.06](#).
- a. The committee discussed and approved [suggested edits](#) from Francis Degrin, as well as language regarding "reasonable verification" of absence as [proposed](#) by Tom Hesse.
 - b. ACTION PLAN:
 - i. Continue revising process within [editable Policy 3.06](#) doc.
 - ii. Discussion points from today's meeting:
 - 1. Could the Dean of Students confirm medical necessity for absences like they did with Covid? But the Dean of Students did not verify students' Covid claims, only passed them along.
 - 2. The student health center will not provide a medical note in order to be consistent with guidelines from the American College Healthcare Association.
 - 3. Even if faculty could ask for verification, is there any way to require the student to respond accordingly?
 - iii. 3. Megan Balong will solicit feedback from Cara Burnidge
4. 2022-23 FSPC leadership. Members of the committee nominated and elected Randall Harlow to serve as chair and Megan Balong to serve as Vice Chair.

Adjourned at 5:00 pm

Respectfully submitted by Randall Harlow
Chair of the Faculty Senate Policy Committee

Faculty Senate Policy Committee
Meeting Minutes
October 24, 2022 3:30 - 5:00 pm

In attendance (a quorum was present): Imam Alam, Francis Degnin, Robert Earle, Randall Harlow, Sang Koh

Called to order at 3:30 PM

Current business

1. Review and proposed revisions to Academic Misconduct [Policy 13.13](#) and [Procedures](#).
 - a. The committee reviewed comments and proposed revisions from the subcommittee.
 - b. Annotated copies of the Policy and Procedures will be shared with RSP, soliciting feedback in writing and/or during the 11/14 FSPC meeting.
 - c. The committee felt that neither draft as currently worded emphasizes the rehabilitative goals of the policy in a constructive manner, only punitive action. It was proposed that both documents include a statement along the lines of: "In general, where reasonable, the emphasis of this policy shall be on correction and rehabilitation for those found to have committed research misconduct rather than punishment."
 - d. Following feedback from RSP, the subcommittee will continue to offer annotations and revisions ahead of the 11/14 meeting, at which the full FSPC will approve final revised texts for both.

2. Student Academic Ethics, [Policy 3.01](#)
 - a. The subcommittee summarized their work on the policy doc and their assessment of the [Considerations for Policy 3.01](#) from the Office of the Provost.
 - b. The subcommittee agreed that in lieu of writing a letter to Provost for reporting violations, a new online form should be created, through which faculty may easily report violations. This would help faculty more consistently report student violations university-wide, list the circumstances and type of each individual violation, assess the level of violation and report the sanctions they implement. This brings up the following questions:
 - i. Will the Office of the Provost set up such as form and create a university-wide database of violations organized by student ID#?
 - ii. Will the Office of the Provost be able to keep track of repeat violations and escalate sanctions as necessary and prescribed in the policy, and notify relevant parties throughout the process?

- c. The subcommittee suggested changing the prior four-level violation structure into a three-level violation structure preceded by a non-punitive “Notice of Academic Ethics Concern” for low-level, unintentional violations, though such notices would also be reported through the proposed online reporting system.
 - d. It was suggested that students with a second Notice or first Violation should be required to complete an online ethics course. An online ethics course may already exist and could be repurposed for this. The proposed online reporting form could allow faculty discretion as to whether the student in question must complete this course. This raises the question: who could create and maintain this online ethics course? The Office of the Provost?.
 - e. It was suggested that this Policy should be permanently listed on the required Syllabus Statements page, linked within each course eLearning site.
 - f. The question arose as to whether it is necessary at this time to draft new language about appeals and post-graduation violations (or discovered post-graduation). The committee will seek feedback on this matter from the Office of the Provost.
3. Class Attendance and Makeup Work, [Policy 3.06](#).
- a. The committee informally approves of the revised document as it currently stands. However, it should not be formally approved and docketed by the Senate until the committee receives feedback from the ongoing Diversity and Equity committee review, currently assessing equity issues in the policy pertaining to pregnant and parenting students. That committee is currently undergoing a change of charge to focus on curriculum-related issues. Francis Degrin will reach out to the committee chair, Cara Burnidge to inquire about their projected timeline and whether the FSPC should move ahead or continue to wait.

Pending business

Future business

Adjourned at 4:59 pm

Respectfully submitted by Randall Harlow
Chair of the Faculty Senate Policy Committee

Faculty Senate Policy Committee
Meeting Minutes
November 14, 2022 3:30 - 5:00 pm

In attendance (a quorum was present): Imam Alam, Megan Balong, Robert Earle, Gretchen Gould, Randall Harlow, Sang Koh

Called to order at 3:30 PM

Current business

1. Review and proposed revisions to Academic Misconduct [Policy 13.13](#) and [Procedures](#).
 - a. Tolif Hunt and Lisa Ahern from RSP joined the meeting, with whom the committee reviewed all of the comments and issues raised in the draft Procedures revision.
 - b. The committee will await a final draft from RSP, after which time it will finish revising the Policy in order to bring it in line with the revised Procedures. The committee anticipates finishing revising the Policy at the 12/12 meeting, ahead of which it may solicit feedback once more from UF, RSP, and/or the Office of the Provost.

2. Class Attendance and Makeup Work, [Policy 3.06](#).
 - a. The committee drafted new language to clarify a point concerning make-up work for missed extra credit tasks or assignments.
 - b. The committee voted to approve the revised policy: five in favor, none opposed.
 - i. Clean and red-lined versions will be submitted through a petition to the Faculty Senate ahead of the 11/28 meeting.

3. Student Academic Ethics, [Policy 3.01](#)
 - a. Continued editing the policy in light of existing comments and recent feedback from the Office of the Provost addressing the following topics:
 - i. While a comprehensive online reporting system through which faculty may report violations would be difficult to facilitate due to FERPA the complications of the eBiz workflow, it was proposed that a simple reporting form could be instituted. The Office of the Provost would receive submissions and contact the pertinent department head.
 - ii. It was decided not to pursue the completion of a credit-bearing ethics course as a sanction and instead leave the door open for requiring the completion of an assignment or “other learning opportunity” if such opportunities (such as a workshop or online training course) should arise in the future.

- iii. The committee will request that the policy be listed each semester in the online Required Syllabus Statements, and changed the pertinent language in the policy to clarify that this is the responsibility of administration.
 - iv. The committee agreed with the suggestion from the Office of the Provost that appeals and post-graduation violations (or discovered post-graduation) should be addressed in a separate, yet to be determined, policy. Language will be adjusted accordingly at the next meeting.
- b. Following further feedback from the Office of the Provost regarding i and iii above, the committee will complete revisions of this policy at the next meeting.

Pending business

Future business

Adjourned at 4:58 pm

Respectfully submitted by Randall Harlow
Chair of the Faculty Senate Policy Committee

Faculty Senate Policy Committee
Meeting Minutes
February 13, 2023, 2022 3:30 - 5:00 pm

In attendance (a quorum was present): Imam Alam, Megan Balong, Melissa Dobosh, Robert Earle, Gretchen Gould, Randall Harlow, Sang Koh

Called to order at 3:30 PM

Current business

1. Due to Spring Break, we will move the March 13th meeting to March 6th at 3:30 pm.
2. Student Academic Ethics, [Policy 3.01](#)
 - a. Since the Office of the Provost believes their new joltform will provide a new means for online violation notification, the committee edited language under each Violation level to indicate the use of this new online form in place of the old paper notification.
 - i. A question for the Office of the Provost: Could the new form be based on the Notification of Concern form used in Teacher Education, wherein the student must acknowledge the receipt of the notification and may say something in response?
 - b. The committee deleted language requiring faculty to mention Policy 3.01 in their syllabi, since the Office of the Provost has expressed willingness to refer to it each semester in the online [Syllabus Statements](#) page.
 - c. Language was added to curtail the unauthorized use of AI generated material.
 - d. **Action:** Once final confirmation from the Office of the Provost regarding §i and §ii above is obtained, the committee will vote over email to approve the policy in its currently revised form.
3. Revisions to Academic Misconduct [Policy 13.13](#) in light of [revised Procedures](#) from RSP.
 - a. The committee seeks clarification regarding the question of membership of the Inquire and Investigative Committees, specifically regarding the degree of faculty membership within each.
 - i. **Action:** Ask UF for feedback concerning proposed changes and whether non-administrative faculty on these committees should be tenured
 - ii. **Action:** Ask RSP if they would be willing to adopt the membership language proposed in Summary of Procedures #4.

Pending business

Future business

1. Curricular Changes, [Policy 2.04](#)
 - a. Revise the policy in order to bring it in line with the new curriculum process. Make comments and propose changes prior to the March 6th meeting.
 - i. Revise language pertaining to curriculum approval by college senates, UCC and GCCC.
 - ii. Clarify substantive vs. editorial pathways through the new curriculum process. Make comments/edits in the shared doc before the March meeting.
 - b. Note important language that the faculty may wish to preserve during this review process.

Adjourned at 4:42 pm

Respectfully submitted by Randall Harlow
Chair of the Faculty Senate Policy Committee

Faculty Senate Policy Committee
Meeting Minutes
March 6, 2023, 3:30 - 5:00 pm

In attendance (a quorum was present): Imam Alam, Megan Balong, Melissa Dobosh, Robert Earle, Randall Harlow, Sang Koh

Called to order at 3:30 PM

Current business

1. Revisions to Academic Misconduct [Policy 13.13](#) in light of [revised Procedures](#) from RSP.
 - a. Approved revised wording from RSP pertaining to inquiry and investigative committee membership in order to account for the possibility of outside experts on the committee.
 - b. **Revisions approved by unanimous vote**

2. Curricular Changes, [Policy 2.04](#)
 - a. Completed revision of the policy in order to bring it in line with the new curriculum process.
 - i. Clarified language pertaining to curriculum approval by college Deans verses Senates.
 - ii. Clarified UCC and GCCC involvement in “substantive” curricular changes only.
 - b. The committee will inquire about administration involvement in the policy revision process, including whether, how and when the Senate would be notified of any administration-initiated revisions to important language that the faculty wished to preserve.
 - c. **Revisions approved by unanimous vote**

3. Student Academic Ethics, [Policy 3.01](#)
 - a. Reviewed and approved current revisions, including recent revised language suggested by Patrick Pease (Office of the Provost).
 - b. Since the committee expects to receive final word before the April meeting as to whether a new online reporting mechanism will be feasible in the coming year, the committee proactively completed a revised version that retains the original notification language. Once informed about the feasibility of the online submission form from the Office of the Provost, the committee will review and finish the relevant revision at our April 10th meeting.

Pending business

Future business

Adjourned at 4:29 pm

Respectfully submitted by Randall Harlow
Chair of the Faculty Senate Policy Committee

Faculty Senate Policy Committee
Meeting Minutes
April 10, 2023, 2022 3:30 - 3:50 pm

In attendance (a quorum was present): Megan Balong, Melissa Dobosh, Robert Earle, Gretchen Gould, Randall Harlow, Sang Koh

Called to order: 3:30 PM

Current business

1. Student Academic Ethics, [Policy 3.01](#)
 - a. The Office of the Provost has confirmed that IT is willing to set up the new online submission form this summer
 - i. Would one or two other committee members volunteer to meet with IT and the Office of the Provost to structure this form?
 - ii. Megan Balong, Gretchen Gould
 - b. Committee reviewed the document and passed the revision by unanimous vote.

Future business

1. Policy 0.00, various revisions needed
2. New policy governing student academic ethics violations discovered post-graduation (punted from revisions to 3.01 on advice of the Office of the Provost)

Adjourned at 3:50 pm

Respectfully submitted by Randall Harlow
Chair of the Faculty Senate Policy Committee