

ACADEMIC STANDARDS AND CURRICULUM REVIEW COMMITTEE

Minutes

DON 201– 12/13/2017

In attendance:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Della Dubbe | <input type="checkbox"/> Chad Hickox |
| <input checked="" type="checkbox"/> Tod Dumas | <input checked="" type="checkbox"/> Robyn Kiesling |
| <input checked="" type="checkbox"/> Kimberly Haughee | <input checked="" type="checkbox"/> Sandra Sacry |
| <input checked="" type="checkbox"/> Amy Kong | <input checked="" type="checkbox"/> Jennifer Bergner |
| <input checked="" type="checkbox"/> Barbara Yahvah | <input type="checkbox"/> Michael Wiederhold |
| <input type="checkbox"/> Tammy Burke | <input checked="" type="checkbox"/> Patrick Turner |
| <input type="checkbox"/> Sarah Dellwo | |

Recorder: Barbara Yahvah

Call to Order: Barbara called the meeting to order at 4:05 p.m.

Review of minutes: November 9, 2017 meeting. Jen moved to accept the minutes as read, Della seconded, unanimously accepted, motion carried.

Deliverables

- Bylaws Change for Membership
 - o Barbara sent revision of the ASCRC Membership as approved at last meeting to Faculty Senate
- Hayley scheduled next semester's meetings for the same time.
- Plagiarism Policy
 - o Della presented information on plagiarism definitions, what the library has for its policy, possible language for Syllabus with the Committee. Discussion ensued:
 - o FX language in Catalog and Syllabus should be removed based on correspondence received by Sarah in keeping academic and disciplinary actions separate (MCA 20-25-516)
 - o Robyn noted currently, Division Chairs and Academic Dean track student disciplinary actions upon faculty notifying them
 - o Patrick suggested language be added that addresses the duplication of assignments for multiple courses (self-plagiarism)
 - o The campus had access to Turn-It-In software, but now does not use it. Many instructors "google" the phrases when they are questioning a student's work as possible plagiarism
 - o There was Committee agreement that the Student Handbook, Catalog, and Syllabus should have the same plagiarism language (or links to the same campus electronic location for further information)
 - o Della suggested the use of the term "stealing", as students understand that term. She also indicated it is plagiarism whether unintentional or intentional. Examples would help students understand also.
 - o Patrick and Della said there are available videos for students about understanding plagiarism. Upon their completion, a certificate, similar to the Moodle student e-Learning courses, can be earned. One video is through hoonuit and the other through the Helena College library. Faculty could encourage/require their completions to show the importance of understanding plagiarism.

- The Committee asked if plagiarism was discussed at the student orientations. Patrick indicated not in general. Robyn pointed out the importance of Syllabi information.
- There will be a meeting on January 16th at 11:00am to continue the plagiarism discussion
- Study Abroad
 - Currently, there are three separate prefixes for study abroad: IDSN 293, ARTH 293, and BGEN 293. IDSN 293 and ARTH 293 were previously designated as diversity through ASCRC. All three courses have the same course description and learning outcomes, only the prefix is different (requested by previous administration).
 - Current practice has been to include study abroad as elective (AA/AS general studies option or general elective for AAS) or diversity through course substitution
 - Barbara offered that the Study Abroad experience could be simplified and just be under one prefix
- New Courses:
 - None
- Course Revision:
 - NRS131. Kim moved to accept the course as edited, Amy seconded, unanimously accepted, motion carried.
- Course Inactivations- None
- Diversity Courses: None
- Honors Courses:
 - BIOB 250/251. Della moved to accept the course as edited, Jenn seconded, unanimously accepted, motion carried.
 - PHL 215. Della moved to accept the course as is, Amy seconded, unanimously accepted, motion carried.

Adjourned: Meeting adjourned at 5:05 pm.