

ACADEMIC STANDARDS AND CURRICULUM REVIEW COMMITTEE

Minutes

DON 202– 1/16/2018

In attendance:

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

Call to Order: Barbara called the meeting to order at 11:05 a.m.

Review of minutes: December 14, 2017 meeting. Minor grammatical changes in the plagiarism section. Kim moved to accept the minutes as edited, Della seconded, majority accepted, Bryon abstained, motion carried.

Deliverables

- Change for Membership
 - o Amy is now on as an official position as the Director of eLearning
 - o Mike W. and Patrick are now officially on as ex-officio members
 - o Bryon was elected on to fill the open faculty position
- Study Abroad
 - o In division meeting it was proposed to have one prefix for all study abroad of SABR. OCHE had 4 questions that we needed to be able to answer before we could begin the new prefix. Sarah will have to submit documentation to develop that prefix.
 - o There are three courses currently offered for study abroad. If the prefix is approved then the three courses would fall into the new prefix. BGEN293 would be inactivated because it is not going anywhere. IDSN293 would also need inactivated and ARTH293 would be revised to the new SABR293. We should keep one open until the new prefix is approved.
 - o Tod moved to accept the ARTH293 revision as edited, Kim seconded, unanimously accepted, motion carried.
 - o Tod moved to change the IDSN293 revision to an inactivation and inactivate the course along with BGEN293, Kim seconded, unanimously accepted, motion carried.
- Plagiarism
 - o The idea was to have language similar in the syllabi and the catalog. Chad tried to merge and consolidate the first document to create the new academic dishonesty document.
 - o FX designation. We have to keep their academic and the disciplinary records separate. University of Montana said it was a fine line and it is better not to use it. It also causes some issues on the admissions end for students. It needs to be deleted from all documents. Tod moved to delete all FX grade language from all college documents, Bryon seconded, unanimously accepted, motion carried.

- We have a process if a student commits academic dishonesty. The instructor has to create a report that goes through Chad's office. This is to see if one student is doing this in separate courses. One time is just a record, second or third time leads the student down the disciplinary path. There might need to be another layer so students have due process.
 - It is also up to the instructor if they fail them for the semester or just the one assignment.
 - It is not needed in their advising record for student affairs, but could have a blurb they share while advising about what academic dishonesty is. There is a video on hoonuit that instructors can assign to their students.
 - There is also an issue where some students don't understand.
 - Could change the catalog now. The syllabus template could use a shorter condensed version. The syllabus refers to the catalog. Syllabi could update if the instructor wants to. Robyn will send out the information. The student handbook would also need updated.
 - The catalog will reflect page 1 and 2 of the plagiarism statement review and the syllabi will be page 3. The academic dean will revise the student handbook as appropriate. Bryon moved to accept the changes to the plagiarism policy, Kim seconded, discussion to link to catalog not handbook. Unanimously accepted, motion carried.
- New Courses:
 - None
 - Course Revision:
 - None
 - Course Inactivations- None
 - Diversity Courses: None
 - Honors Courses: None

Adjourned: Meeting adjourned at 12:14 pm.