

Minutes of the Faculty Senate Meeting  
December 13, 2004

Present: M. Anderson B. Barnes M. Baum D. Bergeron  
D. Boerth D. Borim E. Carreiro L. Cheng  
Q. Fan E. Fisher D. Georgianna P. Gibbs  
K. Gramling Y. Kim G. Koot S. Krumholz  
K. Langley S. Leclair H. Michel A. Mollo  
S. Peterson D. Rancour M. Roy J. Stauder  
K. Stokesbury E. Winiarz

Excused: B. Jacobskind J. Leffers J. Marlow F. Scarano  
S. Sousa

Absent: L.. Bianco P. Currier J. Griffith A. Gunasekeran  
A. Hausknecht F. Karakaya O. Khalil  
R. Kowalczyk R. Laoulache K. Manning  
N. O'Connor E. Ojadi D. Prentice S. Scott  
B. Singh L. Sun P. Szatek L. Travers  
H. Xu M. Zarrillo

Guests: M. Adams D. Chapin-Bemer C. Howe  
L. Nason R. Panofsky K. Suchon

1. S. Leclair called the meeting to order at 3:35 PM.

E. Carreiro moved and L. Winiarz seconded a motion to accept the minutes as distributed. Motion carried.

2. Steering Committee reports

a. Small Grants money has been reallocated to Center for Teaching Excellence. Goals of the Center are not the same as those of the Small Grants comm., so some items won't be funded. Senate Steering would like to fund some of those expenses out of our budget. Discussion at steering committee meeting about establishing an endowment through the Foundation for faculty to contribute—money would be used for Small Grants.

b. UMD Foundation speaker/program will be rescheduled for spring.

c. Draft policy for public forum use of University. S. Leclair will distribute. Deadline for receiving comments (should be sent to Chancellor) is Dec. 30<sup>th</sup>.

d. Steering committee met with Bruce Rose, in lieu of Provost, in lieu of Chancellor. He listened to our concerns, but isn't in a position to act on them.

e. J. Karam, trustee, would like to come and speak to the Senate. Perhaps in April?

f. Policy exists for holding final exams during final exam week. We should be following it.

g. Interest in a Senate faculty forum.

h. Convener for Graduate Assistant task force- A. Fowler

i. Spring senate meetings should be scheduled this week.

### 3. Ethical Standards Committee

Committee was represented by Kate Suchon who gave the report for the committee:

a. been working on plagiarism policy; began seeking ways to use incident reports to track repeat offenders. Have developed form. How it would work is part of ongoing discussion.

b. This year's charge – develop a single sheet explanation of the plagiarism policy. Decided to expand to “academic honesty”; integrating grade appeal process.

Developed policy on “Academic Integrity”; developed one-page handout (Attachment A). The Committee felt that was incomplete, so they also developed a two-page explanation (Attachment B). Haven't yet developed a way to coordinate Grade Appeal.

K. Suchon discussed the levels of infraction.

Recommendations:

1. Adopt the draft UMD Student Academic Integrity Policy

2. Recommend to the administration that faculty and administrators work jointly to implement, which requires: dealing with legal and administrative concerns surrounding incident reports.

A question is where/how to maintain incident reports.

3. Adopt either the one-page or two-page version of the Summary of UMD Academic Integrity Policy that is included in the committee report;

4. Replace the Academic Ethical Standards statement with the adopted version of the Summary of UMD Academic Integrity Policy as required to sign in to ENL 101;

5. Recommend to administration that an electronic system be developed whereby students indicate that they have read and ACCEPT the Policy as part of registration process.

6. Recommend to all faculty that they include the Policy in their syllabus or otherwise highlight it to students each semester.

Discussion:

Question about what happened to software that detects plagiarism? It is being looked in to.

There was a suggestion that some examples be designed and included with the material as an addendum.

G. Koot move that we accept the draft policy. A. Pollo seconded. Motion carried.

3. New Master Plan presented by Lee Nason.

One comment from last accreditation visit was that we had no master plan for UMD growth. Hired a group to assist with development. Nearing completion. Remaining – handicap accessibility; presentations to much of campus.

Report includes additions, changes, upgrades, landscaping, room. . .

A. Classrooms.

i.. need to subdivide some existing spaces to make better use.

- ii. additional classroom needed. Adequate space, not adequate rooms.
- iii. Adhere to standardize scheduling blocks
- iv. increase utilization
- v. Improve spaces so that all classrooms are desirable

#### B. Landscape/Site analysis

- i. Too much conflict between pedestrians and vehicles
- ii. Some restrictions from wetlands/buffers
- iii. New facilities building
- iv. Expanding athletic center
- v. Residential growth – Cedar Dell is run down, too far from campus
- vi. Campus center growth – so many needs it was difficult to coordinate.
- vii. Academic growth – going to use the Textile model which seems to work; mostly behind group II and Dion
- viii. Library expansion – need some additional reading space, social space
- ix. Front of campus – new building that could include public safety, conference center
- x. Parking lot expansion

All this material is (or will be) available at the library.

D. Georgianna moved motion to adjourn, E. Carriero seconded. Motion carried. Meeting adjourned at 5:20 PM.

## Attachment A

### **Summary of UMD Student Academic Integrity Policy [1 PAGE VERSION]**

All UMass Dartmouth students are expected to maintain high standards of academic integrity and scholarly practice. The University does not tolerate academic dishonesty of any variety, whether as a result of a failure to understand proper academic and scholarly procedure or as an act of intentional dishonesty. A student found guilty of academic dishonesty is subject to severe disciplinary action, which may include expulsion from the University. Refer to the Student Handbook and Student Judicial Code for due process.

Maintenance of the standards of academic integrity and the successful administration of this policy depend on the mutual cooperation of faculty and students. Dissemination of the Academic Integrity Policy to all faculty, staff, and students will ensure that all members of the community are informed about academic integrity. Faculty cooperation is essential for successful application of the procedures defined by the Academic Integrity Policy. Faculty members can help promote academic integrity by making clear on their syllabi their expectations concerning homework assignments, collaborative student efforts, research papers, examinations, computer-based infractions, and the like. Efforts should be made to detect and to prevent cheating and plagiarism in all academic assignments. If faculty members have evidence of student academic dishonesty, they are expected to report such evidence promptly to \_\_\_\_\_. Students must assume responsibility for maintaining honesty in all work submitted for credit and in any other work designated by the instructor of the course. Students are also expected to report incidents of academic dishonesty to the instructor or dean of the instructional unit.

The intent of this policy is to make clear the standards of academic integrity at UMD and to guarantee a fair procedure for resolving complaints of academic dishonesty. The various ways in which academic integrity can be violated include infractions such as cheating, plagiarizing and similar dishonest acts. Any violation of academic honesty is a serious offense and is therefore subject to an appropriate penalty.

Violations at UMD are classified into three levels according to the nature and severity of the infraction. For each level of violation a corresponding set of sanctions is recommended. (SEE FULL POLICY STATEMENT AVAILABLE IN THE GENERAL CATALOGUE AND THE STUDENT HANDBOOK FOR EXAMPLES OF INFRACTIONS AND SANCTIONS)

#### **Process of Adjudication**

1. Level 1 and Level 2 offenses may be handled between the student, the faculty, the Department Chair and the Academic Ethical Matters Facilitator
2. Level 3 offenses will include the above, and will also involve the University Student Judicial Procedure, the appropriate Dean and others who may be affected by the case
3. Actions at any Level may be appealed to the University Appellate Board

Students committing acts of academic dishonesty not only face university censure but run a serious risk of harming their future educational and employment opportunities. Prospective employers and other educational institutions frequently use recommendation forms that ask for judgment and comment on an individual's moral or ethical behavior. Since such forms are sent with the permission of the student, University faculty and administrators knowledgeable of academic dishonesty infractions are ethically bound to report such incidences. In all cases in which a grade of "F" is assigned for disciplinary reasons, moreover, the "F" will remain on the student's transcript, even if the course is retaken and a passing grade is achieved.

## Attachment B

### **Summary of UMD Student Academic Integrity Policy [2 PAGE VERSION]**

All UMass Dartmouth students are expected to maintain high standards of academic integrity and scholarly practice. The University does not tolerate academic dishonesty of any variety, whether as a result of a failure to understand proper academic and scholarly procedure or as an act of intentional dishonesty. A student found guilty of academic dishonesty is subject to severe disciplinary action, which may include expulsion from the University. Refer to the Student Handbook and Student Judicial Code for due process.

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Violations at UMD are classified into three levels according to the nature and severity of the infraction. For each level of violation a corresponding set of sanctions is recommended.

#### **Level One Infraction**

##### **Infraction:**

Plagiarism: The student represents the work of another as his/her own in a limited academic exercise, or in a limited or minor portion (1-2 instances) of a larger exercise, and the faculty member believes this is not an accidental act by the student.

Cheating: Working with another student on a laboratory or other homework assignment when such work is prohibited.

##### **Consequences:**

- Incident Record in student's file

**and** the faculty member will choose one or more of the following additional consequences:

- redo the work to be graded without prejudice
- redo the work with a lowered grade for the work
- failing grade for the work

## **Level Two Infraction**

### **Infraction:**

Plagiarism: The student represents the work of another as his/her own in any academic exercise for a major portion (consistently throughout the assignment, > 50%); a Level 1 violation by a student who already has committed one or more Level 1 infractions.

Cheating: Copying on exams; using prohibited materials such as calculators or notes during exams; and/or collaborating before an exam to develop methods of exchanging information during an exam.

### **Consequences:**

- Incident Record in student's file

**and** the faculty member will choose one or more of the following additional consequences:

- redo the work while still receiving a failing grade for the work
- failing grade for course

## **Level Three Infraction**

### **Infraction:**

Plagiarism: The student represents the work of another in its entirety (whether purchased or obtained by other means) as his/her own in any academic work; a Level 2 violation by a student who already has committed one or more Level 2 infractions.

Cheating: Infractions of academic honesty in ways similar to criminal activity such as forging a grade form, stealing an examination from a professor or from a university office, or buying an examination.

### **Consequences:**

- Incident Record in student's file

**and**

- Referral to the Student Judicial Procedure for action, with recommendation for one semester suspension

### **Appropriate Evidence**

Faculty who apply penalties for academic dishonesty, or refer a student to the Student Judicial Procedure, should maintain copies of documents or other evidence that led to the charge of academic dishonesty and have this material available for inspection if required in an appeal. For example, material printed from the internet (or derived from other sources) that is substantially the same as work submitted by the student, should be retained – along with a copy of the student's work. Records should also be kept of contacts with the student regarding the matter.

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