

INSTRUCTION COUNCIL
March 26, 2010
143 Institute for Teaching and Learning Excellence (ITLE)
MINUTES

Present: Raj Basu, Bruce Crauder Bob Davis, Leigh Goodson, Ed Miller, Shiretta Ownbey, Mark Payton, Jeremy Penn, Chris Ross, David Thompson, Mark Weiser, and Gail Gates.

1. **Signatures for Incomplete Grades Extending Beyond One Year and Other Grade Changes (Graduate Celeste)**
Celeste noted that members had discussed the grade change form previously and their office has distributed the most recent version and placed the form on SharePoint.
2. **Student Survey of Instruction Data – Jeremy Penn**
Jeremy noted that there have been discussions about the use of the Student Survey of Instruction (SSI) data and how this information can be beneficial to the university. Jeremy referred to the draft handout of available reports that his office can generate if requested. Under the Dean's Office group members asked if "Departments" could be changed to "Courses". Members expressed concern regarding the disclosure of personnel information and Jeremy noted that the reports will not be released to the public. Aggregate reports will not reveal any individual faculty member's results. Members also asked if reports could be generated for specific types of instructors (e.g. teaching assistants).
3. **General Education Requirement Individual Substitution Form – Gail Gates**
The General Education Requirement Individual Substitution Forms have previously been a triplicate form. The updated form includes policy language and instructions for supporting information that is required. The form will be posted to the Academic Affairs and the Registrar's websites. Members approved the form.
4. **Draft Changes to Academic Integrity Policy – Gail Gates**
In the Fall an academic integrity survey was conducted with students, teaching assistants, and faculty and this Spring meetings were held with representatives from the Academic Integrity Panel, facilitators, and Faculty Council to recommend changes to the policy.
Under Procedures:
2.02 - it was suggested to change the name of the initial form to the Academic Integrity "Inquiry Notification" form and to define the discovery date to give instructors some flexibility.
2.05 – additional information to add "paraphrasing" and better define "unauthorized collaboration".
Adding 2.05.b.13 – "Having unauthorized access to solutions and/or instructors or solutions manual for a course."
Adding 2.05.b.20 –"Altering course withdrawal slips and similar academic documents. This includes forging an instructor or adviser signature."
2.05.c - Level three sanction
Level three sanction: added "recommend 'awarding a grade of 'F!' for an appropriate course,' to the sanction level 3.
Adding 2.05.c - "In addition, suspension from the university may be recommended for fraudulently altering academic records such as transcripts or applications for admission".
2.09 – adding at the end of the paragraph – "or allow the sanction for the second violation to remain a 'zero' or 'F' for the examination or assignment and require the student to complete an academic integrity educational program. Students who do not successfully complete their education within the specified period (no greater than one calendar year) will receive the sanction of 'F!'".

2.10 – add statement – “In rare circumstances, the Academic Integrity Panel may consider a different sanction if the two violations occurred at about the same time, however, students who have three reported violations will be suspended.”

Adding 6.04 - The Academic Integrity Panel determines if A) the student committed an act that violates academic integrity and B) the sanction is appropriate. The following guidelines have been cautiously developed for the Panel to use when examining an alleged academic integrity violation:

- a. The Panel will review the course syllabus statements about academic integrity if the instructor has a policy different from that of the university.
- b. If the instructor used an academic integrity sanction that is different from the sanctions specified in university policy, the Panel will consider if the instructor clearly informed students about the sanction.
- c. The Panel will determine if the instructor clearly communicated the parameters of the assignment to the students.
- d. If more than one student was involved in the alleged violation, the Panel will consider if the students were sanctioned fairly or if one student was singled out for arbitrary or discriminatory treatment.
- e. If the student has more than one alleged violation, the Panel will consider if the violations occurred far enough apart for the student to have learned from the first incident.
- f. The Panel will not consider issues related to the quality of instruction or the academic soundness of the instructor’s teaching methods. These issues will be addressed with the instructor’s supervisor.
- g. In the initial hearing, the Panel will not consider whether the instructor or student missed the deadlines listed in this policy; the Panel will only determine if the violation occurred and if the sanction is appropriate. If the instructor or student appeals the decision, the Appeals Panel will consider if the academic integrity procedures and deadlines were followed.

Members noted that part “G” doesn’t make sense and Gail asked for suggestions for new wording and it was suggested taking out section “G”.

**5. Other
Deadline for Fall Curricular Changes (October 15, 2010)**

Information Technology plans to establish a committee to discuss upgrading OSU’s email system.

Mark Weiser suggested Instruction Council discuss facilitating evaluation of online courses, needs to be a central system.

Jeremy noted that the Versant testing program is up and running.

Adjourn: 10:30 a.m.