Academic Standards Minutes
November 7, 2023
2:00-4:00 p.m.
Beach

Chair: Mandy Hannan

Roll Call:

x	Mandy Hannan	x	Ginny Severs	x	Dr. Ian Nicolaides
x	Keyarra Blissett	x	Anna Davenport	x	Dr. Darci Cather
x	David Black	x	Becky Steinmetz	x	Dr. Kristin Shelby
x	Jennifer Watkins		Danielle Boyd		

Agenda Items:

I. **Call to Order** by Mandy Hannan at 2:04 p.m.

II. **Approval of Minutes** with title change from agenda to minutes 1st – Dr. Nicolaides, 2nd by Keyarra Blissett

III. **Additions to the Agenda** No additions

IV. **Items for Discussion**

- **Plagiarism/AI Policy Discussion and Development**
  Dr. Nicolaides share a document from other colleges in regards to AI and plagiarism. Dr. Cather pointed out some of the language in the documents would be a useful tool to insert in individual class syllabus. Keyarra added she also looked some universities' codes for AI. She noticed some schools were leaving up to the instructor, however, the restrictions must be listed in the syllabus and the AI reference must be cited on the documents presented. The AI sites had to be approved by the university. Dr. Nicolaides would like to see something more defined in the Student Handbook as well as the syllabus. Mandy asked about it

becoming apart of the Academic Dishonesty section. Dr. Cather agreed that is where is belongs, however, we still need to give faculty academic freedom. She suggests we come up with verbiage for a syllabus to utilize and those that do not utilize the AI platforms. This way we are able to act on the individual syllabus in regards to AI usage. Dr. Cather does want further faculty input regarding this. Mandy would like nursing to be involved due that department is currently trying to create a policy. Dr. Cather recommends we get the syllabus verbiage complete, then we can focus on the procedure.

- **Faculty Handbook (2nd read)**
  The handbook is not final. Dr. Cather has made adjustments based on the content updates requested at the previous meeting. Formatting, Table of Contents, and the Appendix still need to be updated. Keyarra wants to make the handbook addresses attendance grades and grades that are used to submit the SAP reports in financial aid. Dr. Cather will have the final draft out for review by November 15 and to vote on at the December 5 meeting.

V. New Business

- **Scheduling Guidelines and Time Zones (1st read)**
  Mandy explained the time zones and how classes should fall within the zones. She did explain there will be some classes are an exception and will not be able to follow the prescribed zoning. Those classes have to be approved by the VPAA. David is concerned that some of the times frames seem to give too much time or not enough. Dr. Cather pointed out the times are sample times. Also, the times are plugged into a spreadsheet to determine if the class is meeting for the appropriate time taking in consideration such as holidays.
  The Scheduling Guidelines were developed and are up for review. Dr. Cather explained the entire document. There will be a second read at the December meeting, but will not be the final reading for this document. Dr. Cather added these are not procedures.

- **Updated Full-time Faculty Evaluation PROCEDURES (1st read)**
  Dr. Cather briefly discussed the current Faculty Evaluations procedures by presenting the existing "policy", 6320, along with the proposed procedures as the current ones are not up-to-date. Not many changes were made the proposed procedures, but the current formatting is not well. Noted changes she made from the "policy" to the correctly make them procedures. She would like the team to review the procedures and give feedback. Dr. Cather also noted that we need to evaluate the ducal credit instructors the same way we evaluate adjunct, this will help maintain integrity. A motion was made to accept the proposed procedures with the following changes: add

the jointly, update observations, pronouns, change the word assessment, and add definitions of observations vs evaluations by Anna, seconded by Jennifer.

VI. **Adjournment** by Dr. Nicolaides, 2nd by Anna Davenport. All approved.