

12-17-2012

Minutes, Crummer Graduate School of Business Faculty Meeting, Monday, December 17, 2012

Crummer Graduate School of Business Faculty
Rollins College

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**Roy E. Crummer Graduate School of Business
Rollins College
Faculty Meeting Agenda
Room 108 at 10:30pm**

December 17th

Welcome.....Craig McAllaster

Approval of Minutes.....Craig McAllaster

EDBA UpdateGreg Marshall

Academic Integrity PolicySteve Gauthier

MSM and MSE Start TimeSteve Gauthier

Other Business.....Craig McAllaster

- Please note the time change on your calendars for the January meeting. Due to scheduling conflicts the meeting will begin at 10:30am.

Adjournment.....Craig McAllaster

**Next Faculty Meeting
Tuesday, January 15th
10:30am - Noon
Room 108**

Faculty meeting schedule

Jan 15	10:30 - Noon	Room 108
Feb 18	1:30 – 3:00	Room 108
Mar 19	1:30 – 3:00	Room 108
Apr 15	1:30 – 3:00	Room 108

**Faculty Meeting – Room 208
December 17th, 2012**

Crummer Faculty and Staff Present:

Alice Argeros, Susan Bach , Lynda Boyce, Jackie Brito, Pam Clark, Steve Gauthier, Susan Haugen, Cheryl Mall, Craig McAllaster, Erica Sorrell, Jane Trnka, Mike Bowers, Mary Conway Dato-on, Henrique Correa, Jule Gassenheimer, Jim Gilbert, Bill Grimm, Jim Johnson, Mark Johnston, Allen Kupetz, Greg Marshall, Kyle Meyer, Ron Piccolo, Bob Prescott, Jane Reimers, Bill Seyfried, Clay Singleton, Keith Whittingham

Welcome.....Craig McAllaster

EDBA UpdateGreg Marshall

The EDBA team went to Georgia State to partner with the team there in charge of their EDBA. They bring in 20 people at 103k each. Most are business executives and business consultants. Their admission requires 3 essays in their process. About half are from outside the Atlanta area, some from the northeast. Focus is on critical thinking.

The team was very open and helpful with information about problems they had at startup which will help us avoid problems. They used the Georgia State Brand for marketing and attracted students from New York, and even some internationals. We hope to have a representative from Georgia State to come and visit our campus. One outcome we brought back is to change the research writing from two summers to a one year writing project working with a faculty member interested in their topic. Also a flat classroom in a u-shape promotes better discussion and learning.

Academic Integrity PolicyMark Johnston

(See attached policy)

Our policy has been brought forward to closer match our policy to the Rollins College policy.

A vote was put forward to approve the new process.

The faculty voted unanimously to approve the new document

MSM and MSE Start TimeSteve Gauthier

Start times are a work in progress. When we have dates you will be notified.

Other Business.....Craig McAllaster

- Please note the time change on your calendars for the January meeting. Due to scheduling conflicts the meeting will begin at 10:30am.
- Last Monday the committee from AACSB met and we have been approved.
- The EDBA has also been approved by AACSB
- SACS approval of level is still in process to move us to level 5. There are two phases to this approval. The first next week and the second is due by April 15th
- Pat S. from IT - we hope that the printing problems are solved with online printing opportunities. Interviews are continuing for opening in IT. We are working with vendors to get our cell phones working in the Basement and first floor.
- Mike Bowers will be leaving in January to become the Dean at we wish him well
- Ralph will be retiring at the end of this academic year.
- We will be looking for Exec in residence replacements until we see what our needs are going forward.
- 21 deposits for fall 604 gmat 328 gpa 29 internationals

- Amel will be us until Jan 20th. If you have any events that she may enjoy during the Holiday break, please let her know
- Amels graduation ceremony and lunch will be January 20th
- Save the Date:
Ashoka U Faculty Institute on Social Entrepreneurship Education
February 8-9 2013 at Rollins College
Winter Park, Florida

Rollins College in partnership with the Sullivan Foundation will host a two-day faculty institute on social entrepreneurship education facilitated by Ashoka U. This workshop-style training will bring together leading and aspiring faculty teaching and researching in social entrepreneurship to provide skills and resources to integrate social entrepreneurship and ‘changemaking’ into their pedagogy.

Modules for the training will include an introduction to social entrepreneurship; teaching social entrepreneurship: pathways and curriculum; social entrepreneurship academic landscape overview; and next step advising. Breakout sessions for next step advising will be designed to accommodate specific ways that social entrepreneurship relates to individual teaching/research, including incorporating it into existing courses and exploring new course pathways, collaborations, and program development.

Rollins and the Sullivan Foundation would like to extend a personal invitation to faculty from partner institutions who are interested in joining the conversation. You are welcome to participate in person in down in sunny Florida or we are also exploring technology options to allow remote participation. An extended training itinerary will be available in January. This training is designed to be kept intimate (around 40) and open seats will be available on a first come first serve basis. This opportunity is being offered to Sullivan schools at no cost beyond that of personal travel.

Please contact Chrissy Garton, director of social innovation at Rollins College if you are interested in attending. Cegarton@rollins.edu or 407-646-2808.

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- Dr Elwell was voted professor of the year by the SMBA graduating class. They enjoyed their graduation party at the University this past weekend
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Adjournment.....Craig McAllaster

**Next Faculty Meeting
Tuesday, January 15th
10:30am - Noon
Room 108**

Academic Integrity Policy

The Crummer School expects that all faculty, staff, students, and alumni will strive to maintain the highest academic ethical standards. Leadership is a cornerstone of the Crummer experience and academic integrity is one of the foundations of leadership. Our philosophy is to practice a standard of academic integrity we know will help you succeed in your career and attain your life goals. Our policy is to incorporate academic integrity into a framework of learning. Students who do not adhere to our high standards can expect serious consequences. However, we will guide and counsel those students such that the incident(s) and consequence(s) constitute an opportunity to learn from one's mistakes.

As an academic community, we define a failure of academic integrity as failing to maintain the high standards of ethical academic behavior that we demand of all members of the Crummer Graduate School of Business. The academic integrity policy relates to all course work both in and out of the classroom. This includes, but is not limited to:

1. **PLAGIARISM.** Offering the words, facts, or ideas of another person as your own in any academic exercise. Self-plagiarism, the undisclosed reuse of significant portions of own previously submitted writings in subsequent assignments, articles or reports.
2. **CHEATING.** Using or attempting to use unauthorized materials, information, or study aids in an academic exercise. This includes sharing knowledge of previously administered or current tests. The keeping of tests, papers, and other assignments belonging to former students is prohibited. Use of external assistance (e.g., books, notes, websites, calculators, conversations with others) in completing an "in class" or "take home" examination, unless specifically authorized by the professor, is prohibited.
3. **UNAUTHORIZED COLLABORATION.** Collaboration, without specific authorization by the professor, on homework assignments, exam preparations, research projects, take home exams, essays, or other work for which you will receive academic credit.
4. **SUBMISSION OF WORK PREPARED FOR ANOTHER COURSE.** Resubmitting previous work, in whole or in part, for a current assignment without the consent of the current professor(s).
5. **FABRICATION.** Misrepresenting, mishandling, or falsifying information in an academic exercise. For example, creating false information for a bibliography, inventing data for an assignment, or representing a quotation from a secondary source (such as a book review or a textbook) as if it were a primary source.
6. **FACILITATING ACADEMIC DISHONESTY.** Helping another student commit an act of academic dishonesty.
7. **VIOLATION OF TESTING CONDITIONS.** Looking at other students' answers, allowing other students to look at your test, texting or instant messaging during an exam, and working past allotted time are just a few examples where test conditions may be considered to be violated.
8. **LYING.** Lying is the making of a statement that one knows to be false with the intent to deceive. It includes actions such as (a) lying to faculty, administrators, or staff, and (b) lying to a fellow student.

9. **FAILURE TO REPORT AN HONOR CODE VIOLATION.** Failure to report occurs when a student has knowledge of or is witness to an act in violation of the Academic Integrity Policy and does not report it within ten days.

Cheating dishonors Crummer students, faculty, staff, graduates, and supporters worldwide. Allegations of a failure of academic integrity are treated as serious matters that are due prompt and thorough attention. Each faculty member retains the right and the responsibility to administer grades in their courses. However, the faculty recognizes that academic dishonesty is so serious as to warrant separate attention. Therefore, this policy is designed to make your responsibilities clear and to describe the process by which the faculty and administration deals with suspected violations of the policy. If grades are assigned through this process they cannot be changed by the faculty member.

Because academic integrity is fundamental to the pursuit of knowledge and truth and is the heart of the academic life of Crummer School, it is the responsibility of all members of the school to practice it and to report apparent violations. All students, faculty, and staff are required to report violations in writing by entering Foxlink and filling out an Academic Honor Code Referral.

1. If a faculty member has reason to believe that a violation of the Academic Honor Code has occurred, he/she may have an initial meeting with the student to determine if a violation has occurred. This initial meeting is to clarify if a violation has occurred and not to determine if a known violation is to be reported. If the faculty member believes that a violation has occurred he/she is required to report it. All violations must be reported to the school and cannot be resolved by a single faculty member.
2. Students who commit acts of academic dishonesty may demonstrate their renewed commitment to academic integrity by reporting themselves in writing through a link on Foxlink. Students may not exercise the self-referral option more than once during their enrollment at the school. This does not eliminate the possibility of an appropriate penalty for the infraction.
3. If a student has reason to believe that a violation of academic integrity has occurred, he/she is required to report it to the school. The student who has witnessed a violation can, but is not required to, encourage the student suspected of the violation to self-report. If the student refuses to self-report, then the student that witnessed the violation must report it to the school.
4. Staff members who believe they have witnessed a violation may also fill out an academic honor code referral through Foxlink.

These academic honor code referrals are forwarded to the Associate Dean of the Crummer School. Allegations must be submitted in writing within ten days of the discovery of the alleged violation. The complaint should indicate all relevant details, including names of witnesses. The following are the steps that will be taken when an academic honor code referral is submitted:

1. When the Associate Dean receives a referral he/she will notify the student in writing of the specific charges that have been made and the steps that will be taken to resolve the situation.
2. The instructor(s) of the course(s) where the suspected violation occurred will meet with the Director of Student Services and the Associate Dean. The Director of Student Services and the Associate Dean will conduct any investigation considered necessary by the group including, but not limited to, collecting physical evidence and interviewing witnesses.
3. The Director of Student Services will immediately alert the Academic Integrity Chairperson

(a faculty member appointed by the Dean).

4. Upon the conclusion of the group's investigation the Academic Integrity Chairperson, the Director, and the instructor (initial panel) will meet to discuss the results of the investigation. The accused student will be notified in writing by the Associate Dean of the time and place of this meeting and has the right to appear before this panel and speak on their own behalf, as well as review all evidence presented in support of the charge/s. The following three outcomes are possible:
 - a. The panel may agree the allegations are unfounded and no further action is necessary.
 - b. The panel may agree that the allegations are true and agree upon a suitable penalty. The initial panel may only approve a penalty that relates to a grade on the assignment in question, the final course grade, or a special assignment that includes but is not limited to a written assignment in the area of ethics and integrity or a public apology to classmates and faculty. If the initial panel decides on a dismissal from program, the violation must then be sent for review to an Academic Integrity Committee that is appointed by dean.
 - c. The panel may disagree on whether the allegations are true or partly true or they may disagree on a suitable penalty.
5. If the three parties (the initial panel) agree that no violation has occurred (4.a above), the student is so notified and no further action is taken. If the three parties agree that a violation has in all probability occurred (4.b above) and a penalty related to the course grade or a special assignment is approved, the student is notified through a sanction letter from the Associate Dean and the letter shall be placed in the student's file. This letter will contain the description of the allegations, the results of the investigation, the basis for the decision, the terms of the penalty and the student's further rights to appeal. The matter is then reported to the Crummer faculty at their next regularly scheduled faculty meeting.
6. If the three parties (the initial panel) do not agree (4.c above) or they agree that dismissal from the program is indicated (4.b above), an Academic Integrity Committee is appointed by the Dean. This Committee consists of three faculty members – two who have not taught the accused student in class, plus the Academic Integrity Chairperson – and two currently enrolled MBA students representing different programs from the one in which the accused student is enrolled. These students must affirm that they do not have a personal relationship with the accused. This committee reviews the case and makes a recommendation to the dean of the Crummer School as to facts and appropriate punishment, including dismissal, if warranted. The accused student will be notified in writing by the Associate Dean of the time and place of this meeting and the student has the right to appear before this committee and speak on their own behalf, as well as review all evidence presented in support of the charge/s. If the Committee agrees that no violation has occurred (4.a above), the student is so notified and no further action is taken. If the Committee agrees that a violation has in all probability occurred (4.b above), it sends its recommendation in writing to the dean. The dean then reviews all material provided and makes a final decision. The student who violated the policy is notified by a sanction letter from Associate Dean of the dean's decision and the letter is inserted in the student's file. The letter will include the allegation(s), the results of the investigation, the basis for the decision, and the terms of the penalty. The matter is then reported to the Crummer faculty at their next regularly scheduled faculty meeting.
7. Students have the right to appeal an unfavorable decision. All appeals must be made by the designated date in the sanction letter. If the student disagrees with a decision reached by the instructor, Director of Student Services, and Academic Integrity Chairperson (initial panel),

the student may in writing appeal to the dean and request that the situation be reviewed by an Academic Integrity Committee.

8. If the student disagrees with the decision reached by the Dean, the student must follow the guidelines stated below. Appeal Procedures:
 - a. Prior to an appeal, if the student believes that there is new evidence or relevant facts that were not brought out in the original hearings and that may be sufficient to alter the original finding, the student may make a request that this information be considered. The student must make such request in writing to the Academic Integrity Chairperson by the date designated in the sanction letter. If the purported new evidence or relevant facts are deemed by the Chair to be substantial enough to potentially change the committee decision, the matter will be returned to the Academic Integrity Committee. The Academic Integrity Chairperson will in writing notify the student of his/her decision including justification for any decision that is made. If the decision is made to reconvene the student will be notified of the time and place of the meeting. Recommendations of a reconvened Academic Integrity Committee that are approved by the dean are final and cannot be appealed.
 - b. If a student is found by the Academic Integrity Committee to have violated the Academic Integrity Policy and the student believes the finding was prejudicial or biased, the student may appeal. Appeals must be made in writing to the Dean of the Crummer School by the designated date in the sanction letter. In making the appeal, the student must furnish evidence that there was procedural misconduct by the Academic Integrity Committee that was prejudicial to the accused student.
 - c. Appeals submitted to the Dean of the Crummer School will be reviewed by an Academic Integrity Appeals Committee that will be comprised of the Vice President for Academic Affairs and Provost, the Vice President for Student Affairs of Rollins College, and the President of the Crummer School Faculty. The Academic Integrity Appeals Committee will meet to determine if grounds for appeal exists. The review will be limited to the verbatim record of the Academic Integrity Committee hearing, supporting documents, and the written appeal. New evidence or other relevant facts not part of the original hearing will not be considered.
 - d. The accused student will be notified in a timely fashion of the Academic Integrity Appeals Committee's determination. Decisions of the Academic Integrity Appeals Committee are final.

While it is difficult to prejudge violations of academic integrity and each case is considered on its own merits and punishments are designed to fit the severity of the violation, punishments generally can range from an F on the assignment in which the violation occurred, to special assignments (written and practical) in the area of ethics and integrity, to public apologies to classmates and faculty, to an F in the course, to dismissal from the program with or without the right to reapply.

In all cases the student's right to privacy is respected. Students who bring a charge under this policy to the attention of the school can expect to be notified when the case has reached a conclusion. However, they are not entitled to be informed of the findings or the penalty.

Print Name: _____

Rollins ID: _____

Signature: _____

Date: _____