

10-16-2012

Minutes, Crummer Graduate School of Business Faculty Meeting, Tuesday, October 16, 2012

Crummer Graduate School of Business Faculty
Rollins College

Follow this and additional works at: http://scholarship.rollins.edu/crummer_fac

Recommended Citation

Crummer Graduate School of Business Faculty, "Minutes, Crummer Graduate School of Business Faculty Meeting, Tuesday, October 16, 2012" (2012). *Crummer Graduate School of Business Minutes and Reports*. Paper 12.
http://scholarship.rollins.edu/crummer_fac/12

This Minutes is brought to you for free and open access by the Faculty Minutes and Reports at Rollins Scholarship Online. It has been accepted for inclusion in Crummer Graduate School of Business Minutes and Reports by an authorized administrator of Rollins Scholarship Online. For more information, please contact wzhang@rollins.edu.

**Roy E. Crummer Graduate School of Business
Rollins College
Faculty Meeting Agenda
Room 208 at 1:30pm**

October 16, 2012

Welcome.....Craig McAllaster
Approval of Minutes.....Craig McAllaster
Discussion on issuing computers to studentsMark Johnston
Academic IntegrityBill Seyfried
Update on the MSE ProgramMike Bowers
Process for the use of the writing coach.....Alice Argeros
Adding or switching classes after the term has startedAlice Argeros
Other Business.....Craig McAllaster
Adjournment.....Craig McAllaster

**Next Faculty Meeting
Tuesday November 27th
1:30pm – 3:00pm
Room 208**

Faculty meeting schedule

Nov 27	1:30 – 3:00	Room 208
Dec 17	10:30 – Noon	Room 108
Jan 15	1:30 – 3:00	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 108
October 16, 2012**

Crummer Faculty and Staff Present:

Susan Bach, Lynda Boyce, Pam Clark, Susan Haugen, Margaret Linnane, Cheryl Mall, Craig McAllaster, Dawn Nagy, Jane Trnka, Mike Bowers, Sam Certo, Mary Conway Dato-on, Henrique Correa, Ralph Drtina, Jule Gassenheimer, Jim Gilbert, Bill Grimm, Ted Herbert, Jim Johnson, Mark Johnston, Halil Kiyamaz, Allen Kupetz, Greg Marshall, Kyle Meyer, Ron Piccolo, Bob Prescott, Jane Reimers, Bill Seyfried, Keith Whittingham

Welcome.....Craig McAllaster

Review/Approval of Minutes.....Craig McAllaster

Discussion on issuing computers to students.....Mark Johnston
Beginning the Fall Term, laptop computers will no longer be given to new students.

Academic IntegrityBill Seyfried
The Rollins lawyers suggested that we update our academic integrity policy. Some changes were suggested. Please see the attached revised document. This will be up for further discussion at the November Faculty meeting before it is finalized.

Update on the MSE ProgramMike Bowers
The program has been presented to both the Crummer Board of Overseers and the Rollins Trustees. As soon as the Education Committee approves the new programs we will provide a notice of change to SACS to notify them. At that time we will move forward with program planning and Marketing.

Other BusinessCraig McAllaster

- Pat Schoknecht spoke about the importance of security with our computers as a result of a Faculty member reporting in August that they left a hard drive in the Bush Building in May and that there was student information on it. We are strongly encouraged to use Blackboard and Sharepoint for information that could be sensitive. Do not put this information on your hard drive or laptop. IT has the ability to wipe a phone or ipad clean if you notify them that it is lost or stolen. Training on Sharepoint is available through IT.
- When using the color copier downstairs keep in mind that if you are doing copies that are completely covered in color you will need to take paper that is available in room 119 with you. If you use the paper that is available in the lounge you will jam the machine. Please see Lynda or Pam for paper.
- Wednesday November 7th is our 7th annual networking event at Winter Park Plaza. Please register if you are planning to attend.
- The six year review continues. There is a new team to do the review. The documents have been turned in and we should know the outcome by early December.
- The Leadership center was ranked 19th!! Please stop by and congratulate Susan and Pam for a job well done.

Adjournment.....Craig McAllaster

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. 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.
 - 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 (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), 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 panel) do not agree (4.c above) or they agree that dismissal from the program is indicated, 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 determination 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), the student who violated the policy is notified by a sanction letter from Associate Dean 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 Academic Integrity Committee, 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. Decisions of a reconvened Academic Integrity Committee 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 Dean of the Crummer School, 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: _____