

MEETING AGENDA

Attendees: Andrew Buck, Mary Ann Cahill, Amy Chan Hilton, Sara Christensen Blair, Charlotte Connerton, Brian Crose, Cindy Deloney-Marino, Wes Durham, Renee Frimming, David Henriques, David Hitchcock, Emily Holt, Jenn Horn, Marna Hostetler, Rick Hudson, Paul Kuban, Denise Lynn, Amie McKibban, Chad Milewicz, Simone Nance, Tom Noland, Oana Popescu-Sandu, Kenny Purcell, Bailey Rankin, Erin Reynolds, Nick Rhew, Todd Schroer, Jack Smothers, Melissa Stacer, Ken Walsh, Paul Weimer, Elizabeth Wilkins, Amy Wilson, Emi Zlatkovska, Shelly Blunt, Jason Hardgrave.

- I. APPROVAL OF MINUTES FROM LAST MEETING

The meeting minutes from November 20, 2024 were approved.
- II. ANNOUNCEMENTS

a) Vice-Chair needed for Fall 25 (sabbatical replacement)

b) Rescheduled Leadership Training for Chairs is on March 5th at 8:30 am
- III. INFORMATION AND DISCUSSION ITEMS

a) *UNIV 101 Changes*, Jenn Horn, Interim Director of Honors Program and TLC

Call for Volunteers: Each college is encouraged to identify faculty to teach a TLC section of UNIV101.

Course Structure Changes:
 - Extended to 13 weeks, maintaining the same contact hours.
 - New Harmony Week: Classes meet only once; no class during Fall Break.
 - Standardized course calendar with weekly topics to ensure consistency across sections and colleges.
 - Assignment pool available for each topic, providing faculty with structured options.
 - Faculty will receive a resource list, potential class visit opportunities, and a Blackboard Ultra template.

Faculty Training:
 - Current training: One session held two weeks before fall semester.
 - New approach: Ongoing training throughout the year, beginning in the spring for fall preparation.

Evaluation: Changes will be assessed after the Fall 2025 semester.

Faculty Assignments: Deans will continue managing faculty assignments to UNIV101 sections.

III. INFORMATION AND DISCUSSION ITEMS CONTINUED

b) *FARS and Department Chairs*, Dr. Jason Hardgrave and Dr. Amy Chan-Hilton

Chair Review of FARs - Process & Guidelines

- **No Change in Chair Review Process:** The process remains the same but is now conducted in Watermark.
- **Faculty Submission & Reminders:**
 - Watermark sends email reminders with Workflow tasks for FAR submission.
 - Emails contain a direct Watermark link, but accessing through MyUSI is recommended.
- **Chair Review Steps:**
 - Navigate to **Watermark** → **Workflow** → **Tasks** → **Inbox** to view faculty submissions.
 - Must acknowledge receipt and review of each FAR.
 - Optional: Add comments in the text box or attach a letter if that was your previous practice.
 - **Remember to hit the Submit button.**
- **Handbook Guidelines:** Chairs must receive and review FARs but have no additional required actions.
- **SEA202 Compliance:**
 - Check for the SEA202 statement. If missing, have faculty "Recall" and edit before it moves to the dean.
 - Alternatively, note compliance in the comment box (no complaints in 2024 for any USI faculty).
- **Submission Deadlines & Consequences:**
 - Faculty can submit FARs after the **January 31 deadline**.
 - Late submitters receive daily reminder emails until submission.
 - Auto-submit is available but not currently active.
 - No official handbook consequences for non-submission, but it may impact merit decisions.
- **Faculty Response to Reviews:**
 - After the dean review, faculty must acknowledge the review.
 - A comment box is available for faculty responses.
- **Expedited Promotion:**
 - Instructors applying for expedited promotion must also submit FARs by **January 31**.
 - All eligible instructors have applied under the new system.

c) *Academic Integrity Policy and Procedures*, Dr. Jason Hardgrave and Dr. Shelly Blunt

Academic Misconduct Reporting - Key Procedures

- **Follow the Process:**
 - Complete the required form—without it, students are denied due process.

III. INFORMATION AND DISCUSSION ITEMS CONTINUED

- The form is available on the **Dean of Students website** under "Forms and Additional Resources." The form is titled "[Academic Integrity Report Form](#)"
- It does **not** autofill faculty information; provide student details as best as possible.
- **Document the Violation:**
 - Check all applicable violations on the form.
 - Attach supporting evidence (e.g., plagiarized paper, AI report).
 - Include the course syllabus, especially if it outlines penalties for academic misconduct.
- **Procedure for Addressing Misconduct:**
 1. **Inform the student** of the violation and proposed penalty (e.g., zero on the assignment).
 2. **Meet with the student** (in person, via email, or over Zoom) to discuss the case.
 3. **Obtain the student's response** (admission, denial, or refusal to meet).
 4. **Complete and submit the form**—the student must be informed and acknowledge it.
- **Appeal Process:**
 - Students may appeal if they reject the resolution, believe their rights were violated, find the decision arbitrary, have new evidence, or feel the sanction is inconsistent.
 - Appeals progress as follows: **Student → Dean → Provost.**
 - The **chair serves as the hearing officer**, while the **dean and provost review appeals.**
- **Important Notes:**
 - Academic misconduct is often not isolated—unreported cases prevent a full institutional picture.
 - If a student or faculty approaches a chair, **discuss the process, not the case** to maintain neutrality.
 - Faculty should add an **AI statement to syllabi** and ensure academic integrity policies are clear.

IV. OPEN ITEMS

a) None

VI. ADJOURNMENT

Dr. Walsh adjourned the meeting at 9:47am.