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# MEETING MINUTES APRIL 9, 2021

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10-11:30 a.m. via Zoom

**Meeting called to order:** 10:01 a.m.

**In attendance:** Sameer Bhattarai, Maggie Dostel, Wes Evans, Marynia Giren-Navarro, Scott Huber, Andy Hughes, Casey Machen, Linda McGillicuddy, Haley Orthel-Clark, Kofi Poku, Joe Sanpietro, Cecilia Vigil, Cheryl Woehr (Chair)

**Absent:** Dave Boden (Proxy: Sameer Bhattarai), Wade Hampton, John Kemp

**Guests:** Amber Anaya, Carrie Breakell, Brandy Scarnati

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## Approve Minutes from March 5, 2021

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It was noted the committee had agreed to table the Rationale and Resolution to Publish Courses Before the Semester and send it to Faculty Senate for further discussion.

*Cecilia Vigil moved and Wes Evans seconded to approve the March 5, 2021 minutes. The committee approved the minutes as amended.*

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## Welcome & Introductions

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Cheryl introduced Marynia Giren-Navarro who has stepped in to chair the committee for the next two years.

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## Academic Integrity and Online Cheating

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The committee welcomed Brandy Scarnati who attended today to answer questions and provide information on software being used to combat online cheating. Currently WebCollege uses Proctor U and Respondus. Suggestions from the committee's discussion with Brandy included getting students informed with the definitions of cheating and the consequences, informing faculty what technologies are available, and creating a professional development workshop or panel discussion to include students and faculty for Fall Kickoff.

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## Revisions to the In-Person Observation Form

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The ad-hoc committee met and determined more time is needed to review the forms, use them, and gain feedback from the departments. Cheryl asked the committee to review the In-Person form, provide suggestions and ask for input from the colleagues in their perspective departments. Members were also asked to review the In-Person, Online and Weblive forms more consistency. It was suggested to send department chairs a draft to discuss at their next department meetings.

*Scott Huber moved and Haley Orthel-Clark seconded to hold this item until Fall for a more comprehensive study. The committee approved the motion unanimously.*

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## Exceptional Circumstances Appeal - Update

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This will be discussed with the new VPAA. Cheryl is working with Andy Hughes on wording and a procedure.

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## New Business / Next Meeting

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The committee will review the 3 forms, get colleague input, and plan the Professional Development Panel for Fall. It was suggested to invite Tony Futia as a panelist.

**Next Meeting:** May 7, 2021

**Meeting adjourned:** 10:55 a.m.