

# MEETING MINUTES OCT. 11, 2019

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SIER 209, 9-11 a.m.

**Meeting called to order:** 9 a.m.

**In attendance:** Gabriel Chavez, Jinger Doe, Ana Douglass, Cate Edlebeck, Meeghan Gray, Mark Maynard (Chair), Kelby Peeler, Jennifer Pierce, Brian Ruf, Sharif Rumjahn, Karen Wikander, Stephanie Walden

**Absent:** Sam Byington, Cheryl Cardoza, Melissa Deadmond, Tara Connolly (Proxy: Jennifer Pierce), John Fitzsimmons, Sabrina Ladd, P J Mitchell

**Guests:** Amber Anaya

## Call to Order

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Chair Maynard opened the meeting welcoming everyone and noting the Two-Year College Association West Conference is on campus today and Cheryl Cardoza is assisting at the conference.

## Approval of the Sept. 27, 2019 minutes

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There were two errors noted: Virginia Irintcheva's name was misspelled twice and the meeting adjourned at 11:03 a.m. not p.m. Meeghan Gray and Sharif Rumjahn motioned and seconded respectively and the motion passed as amended with no oppositions or abstentions.

## Syllabus Template – Brian Ruf

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Chair Maynard introduced the topic and strongly suggested the committee present the template as an option when it heads to senate for approval. WebCollege Faculty Advisory Committee are creating a Canvas-based template which was sent back to committee at the October 4 Faculty Senate Meeting. The ASA committee will need to figure out who governs and updates the template once implemented. Discussion ensued concerning what the WebCollege presented at senate and what was not liked about the Canvas-based presentation. Further discussion was about what are the absolute "musts" and using hyperlinks to the NSHE page for NSHE requirements.

Brian Ruf provided the background of his department's template which he mandated when he was the department chair for Applied Technologies. Brian had items that were required and optional items. It was suggested to use a different name such as Syllabus Resources and Requirements rather than template, which implies it is mandatory. It was also suggested to develop a syllabus requirements policy and bring it to the Part-Time Faculty Committee, Professional Standards, Executive Board, Administrative Faculty Committee prior to bringing to senate for action. Once the policy comes to senate it will receive two readings, so the senators will have time to take the policy to their constituencies. Chair Maynard suggests we move forward developing resources and a policy and will create a committee folder on Google Drive to gather committee input.

## Academic Dishonesty Policy – Karen Wikander

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Karen detailed the policy genesis and additional work she did such as defining academic negligence. It was suggested the Starfish software could assist instructors with malicious intent. Karen also added definitions for collusion and sabotage, and added to the cheating component. It was suggested the policy be a living document as new forms of cheating will continue to emerge. Discussion circled around the use of translators for a foreign language course versus an ESL student. A

suggestion was to include an unauthorized use of a translator. Artificial Intelligence is covered in the policy as an emerging technology. Other points discussed were what happens when academic dishonesty is reported. A whistleblower procedure should be included in the policy. Karen will research existing policies for reference. It was also suggested to speak with Tony Futia. Starfish was recommended as a way to create an academic policy cohort. A double-F policy was suggested as well.

Chair Maynard will place the Academic Dishonesty Policy in the committee folder on Google Drive to collect the committee's input.

## **WICHE Passport Subcommittee**

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This item was postponed until the next meeting.

## **Old Business**

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None

## **New Business**

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Curriculum Mapping will be the topic of the Jan. 13, 2020 Closing the Loop Assessment Day

Meeting adjourned: 10:22 a.m.