



MEETING MINUTES NOV. 8, 2019

SIER 209, 9-11 a.m.

Meeting called to order: 9:00 a.m.

In attendance: Sam Byington, Gabriel Chavez, Melissa Deadmond, Jinger Doe, Ana Douglass, Cate Edlebeck, John Fitzsimmons, Meeghan Gray, Sabrina Ladd, Mark Maynard (Chair), PJ Mitchell, Kelby Peeler, Jennifer Pierce, Brian Ruf, Sharif Rumjahn, Karen Wikander

Absent: Cheryl Cardoza, Tara Connolly, Stephanie Walden

Guests: Amber Anaya

Approval of the Oct.11, 2019 minutes

Cheryl Cardoza noted she was absent from the October meeting. Chair Maynard noted her absence was due to assisting and attending the Two-Year College Association West Conference. *A motion was made by Cheryl Cardoza and P J Mitchell to approve the October 11, 2019 minutes as amended. The motion was approved with 1 abstention.*

Finalize 2020 PUR Rubric

The finalization includes a cleaner, more organized rubric, with new criteria including progress made and documented from the previous PUR. The rubric also shows evidence of student-centered scheduling and course offerings and accessible student materials. Roman numerals will be used to distinguish the parts of the PUR. Some criteria were combined to reduce duplications. The final document will be created and placed in the Google Drive folder for the committee to comment on. *Melissa Deadmond and Meeghan Gray motioned and seconded respectively to approve the 2020 PUR Rubric and it was approved unanimously.*

Academic Dishonesty Policy: Read through and discussion

The committee discussed the policy further and agreed the goal is for faculty to report the issues not enforce the institutional repercussions. This will be included in the policy. It was also suggested to review the policy with Tony Futia and other key stakeholders. A tracking system was also discussed with the concern to not create bias. Presently the disciplinary officer is the only person who has access to that information. Melissa will find out what UNR does. Other suggestions were to have previous reports visible only after a new formal report is filed and have Tony Futia reveal at his discretion. The committee favors a form for reporting where evidence could be added/attached. Other points discussed were whether it is considered plagiarism or cheating if it is the student's own work. The committee agreed it is cheating. The committee also agreed to add written work to the sabotage definition and use the term "refusal to contribute" rather than "failure to contribute" as a more active term. Other issues discussed were stealing other student's work, sharing user names/passwords, time clock/punching in for others, and signing/clicking in other students for attendance purposes. The committee also agreed to remove the word "foreign" from language translators and to specify students using language translators must have the instructor's permission. Chair Maynard will make additions to the document and get feedback and also suggested the committee share with their departments for feedback.

Syllabus Requirements

It was suggested to have a link to institutional policies. Many items instructors believe are required are not. Chair Maynard is working with Chair Dan Hooper of the WebCollege Faculty Advisory Committee to avoid duplication of efforts. The best practices need to allow and acknowledge implementation/interpretation of the policy at the institutional, division, and departmental levels. It was questioned why this policy is on Canvas, but not in the catalog. The institutional bylaws give no guidance for syllabi requirements. It was also noted the course calendar and exams/due dates could be combined. Other suggestions were to specify when the syllabus requirement is required and when it is a suggestion, have a checkbox/electronic signature for the syllabus, and get student and faculty feedback.

WICHE Passport Subcommittee

Cheryl Cardoza, the subcommittee chair, will be meeting with the national WICHE representative on November 13 and will be scheduling TMCC's subcommittee meeting soon after she meets with the national representative.

Old Business

None

New Business

UNR Silver Core CO10 report – Mark Maynard: The emphasis has changed to contemporary American issues in equity, diversity, and inclusion.

Melissa Deadmond's NWCCU Update: As a member of the evaluation team at other institutions for NWCCU, Melissa stays ahead of current policies and has deep knowledge of what the accreditors are looking for during TMCC's evaluations. The NWCCU standards are departing from course learning outcomes and placing emphasis on clear mapping and assessment at the program and institutional level.

Meeting adjourned: 10:55 a.m.