

**Minutes for the meeting of the Academic Standards Committee held in B502 on Monday, February 5, 2018 from 3:30-5:00pm with Prof. Clarence H. Robertson as chair and recording secretary.**

**Present**

* Michael Cisco, English
* Edward King, Allied Health Sciences
* Inzamamdeen Kassim, Student Government Association
* Anna Manukyan, Natural Sciences
* Cynthia Morales-Delbrun, Office of the Registrar
* Clara Nieto-Wire, Mathematics
* Zvi Ostrin, Natural Sciences
* Salem Rayman, Allied Health Sciences
* Clarence Robertson, English

**Regrets**

* Michelle Castro, Student Life
* Sonia Maldonado, Education

**Agenda**

* Approval of the minutes from December 12, 2018.
* Review the process for reporting and appealing the charge of academic dishonesty.
* Make emendations to the Academic Standards Committee calendar.
* Discuss classroom policies regarding the use of electronic devices during exams.
* Report on change of grade form request.
* Discuss the recent changes to the graduation ceremony.
* Discuss confidentiality and record keeping procedures for the review of appeals and complaints.
* Discuss procedures for lateness by faculty members.
* No complaints or appeals had been submitted to the Academic Standards Committee for review as of the submission of this agenda to the members of the committee on February 2, 2018.

**Voting outcomes**

* The minutes from the December 12, 2018, including emendations made by members of the Academic Standards Committee prior to the meeting, were approved. This decision was unanimous.

**Actions agreed to be taken regarding the above**

* The approved minutes will be forwarded to the Chair and Vice Chair of the College-Wide Senate, Ernest Ialongo and Tram Nguyen, and the Co-Chairs of the Committee on Committees, Michael Gosset and Julie Trachman.
* The following dates for scheduled meetings of the Academic Standards Committee were approved. All meetings will take place in B502 and commence at 3:30pm. This decision was unanimous.
  + February 5, 2018
  + February 26, 2018
  + March 12, 2018
  + March 26, 2018
  + April 9, 2018
  + April 23, 2018
  + May 7, 2018
  + May 17, 2018 (Meeting of the College-Wide Senate)

**Decisions made about other agenda items**

**Review the process for reporting and appealing the charge of academic dishonesty.**

* The current procedure for a student appealing a charge of academic dishonesty made by a faculty member was reviewed. A recommendation was made that the form for appealing a charge of academic dishonesty made by a student be included in the language outlining this process on the college website under Academic Policies. A timeline for submitting this form to the Provost was also recommended.

**Actions agreed to be taken regarding the above**

* A meeting is to be scheduled between the Provost, Christine Mangino, the Dean of Student Life, Johanna Gomez, and the Chair of the Academic Standards Committee, Clarence Robertson, clarifying the purview of the Academic Standards Committee regarding an appeal to the charge of academic dishonesty by a student. The procedures to be finally recommended by the Academic Standards Committee await the outcome of this review and will be voted on and included in the minutes after said review and vote has occurred.
* Furthermore, the current procedure for a faculty member making a charge of academic dishonesty against a student was reviewed. A recommendation was made that the form for reporting a charge of academic dishonesty made by a faculty member be included in the language outlining this process on the college website under Academic Policies. A timeline for reporting the charge to the student and to the Provost was also recommended.

**Actions agreed to be taken regarding the above**

* The Chair of the Academic Standards Committee was asked to review the ***Faculty Report for or Suspected and/or Adjudicated Incidents of Academic Dishonesty*** with the Provost and the Dean of Student Life. In particular, the Chair was asked to make inquiries concerning referral “to the Academic Integrity Subcommittee of the Academic Standards Committee” and referral to the “Faculty Disciplinary Committee.”

**Items to be held over**

* Discuss classroom policies regarding the use of electronic devices during exams.
* Report on change of grade form request.
* Discuss confidentiality and record keeping procedures.
* Discuss procedures for lateness by faculty members.