

Stamford Faculty Council Meeting
November 30, 2022, 7:00 PM Eastern Time (US and Canada)
Minutes by Jonathan Gilbert

SFC Attendees: Jonathan Gilbert, Bill Schwendner, Claudia Kraemer, Beth Ginsberg, Johanna Ortner, John White, Phil Dwire, Sam Schoonmaker, Marie Ruiz-Martinez

Guest Attendees: David Andersen

GUEST SPEAKER: Erica Granoff

- I. Academic integrity
 - a. Process goes through Office of Community Standards in Stores
 - i. While Erica works with students and can answer questions for students & faculty, she no longer oversees cases (past 2 years)
 - b. Community standards website (community.uconn.edu)
 - i. Has the process and instructions for addressing academic misconduct
- II. Academic misconduct (procedure)
 - a. Save all materials and information.
 - i. Emails, evidence, and any information pertaining to the case.
 - b. Notify the student in writing (in an email) of the incident as well as the consequence that you (as the instructor) decide
 - i. Needs be done within 5 business days of the incident
 - c. Fill out paperwork on community standards website
 - i. Include the email notifying the student of the incident and consequence, evidence for the incident
 - 1. Recourse for the incident is ultimately decided by the instructor**
 - a. Fail the student for the course **or** fail the assignment
 - d. The student has the right to request an academic integrity hearing within the 5 days or accept consequences
 - i. If they accept, the incident would be added to their record and the case would close.
 - ii. If they accept the academic hearing the process can be tricky and time consuming.
- III. Questions for Erica
 - a. Beth asks how to approach the topic of violations. Is there something that can be done to avoid a false allegation?
 - i. It can be tricky to address cheating on tests and most cases are from plagiarism.
 - ii. Using the tools available (SafeAssign, Respondus, etc) can help to develop concrete evidence.

- b. Bill points out that iphones in class can be a problem. There are programs available that can solve problems.
 - i. Claudia adds that DUO 2-factor authentication requires students to have their phones to access online content.
- c. Erica points out that cheating now is more difficult to punish and the punishments are less severe than they used to be.
 - i. 1st time offence equates to a warning on the record.
 - ii. 2nd offence could result in suspension, expulsion, but could take time
 - iii. The toughest punishment comes from the instructor (fail the class or the assignment)
- d. Bill asks how long the 'record' stays on a students record. Is it permanent?
 - i. Erica does not know for sure but believes there are some staff have access to the record system.
 - 1. To review the record, there must be a need to observe it.
- e. Claudia asks if a student is caught cheating, does the instructor have to go through the process or can it be delt solely by the instructor?
 - i. Technically the instructor has the discretion to administer punishments without going through community standards.
 - 1. Issues could arise if the student has an issue with the allegations or the punishment (i.e., extremely punitive)
 - a. Then procedure should be followed
 - 2. As long as the punishment benefits the student's wellbeing, like receiving a '0' on an exam versus failing the course and having the incident reported on their permanent record, not reporting may be most appropriate.
 - ii. Bill asks for an example in which you would fail a student from the class, not just an assignment.
 - 1. Erica advises instructors to place best judgment... (Erica cut out for the story)
 - iii. Bill points out that the standards for integrity are less in high school or community college than UCONN. His students have mentioned the laziness of their previous teachers.
 - 1. Erica points out that some students will exploit the system and plagiarize out of their own laziness.
 - iv. Bill asks if a faculty should engage with the student's advisor regarding an incident.
 - 1. No. If sharing the incident, the instructor should follow the process of community standards.
 - v. Beth also mentions that one way to alleviate writing stress is with humor and by allowing students to use any citing process (MLA, APA)
 - vi. Beth asks if John (teaches this topic in FYE) if they cover citing and plagiarism.
 - 1. John says that they do because some don't cover the topic in High School.

- vii. Sam asks how HuskyCT paper (SafeAssign) works.
 - 1. John says that there are good & bad aspects.
 - a. It's helpful to find any writing that matches a student's submission.
 - b. However, if a draft was submitted prior to draft, then the database will be pickup from the draft. This may indicate cheating even though it wasn't.
 - 2. Erica recalls a time when her cousin was reported because another student was able to get his paper from the database and submit it as their own. Her cousin was called up despite having already graduated.
- viii. John mentions a time when a student writes a great well on a paper and the emails are drastically different.
 - 1. Erica says that they will be caught at some point.
- ix. David asks if instructors have access to a student records, like SAT scores or high school records.
 - 1. Not always. SAT score have not been required and may not.
 - 2. Not all staff have access to these records.
- x. David asks if SAT's will be a requirement in the future
 - 1. It doesn't look like SAT's will be required for the next couple of years.
- xi. David asks about a student that had written a terrible email. She says she was taking a class on writing emails
 - 1. Maybe an FYE class in addressing professional emails.
- xii. David mentions how a student with low intellectual capability was able to get good grades from his determination and work ethic.
- xiii. Erica includes a web link to the community standards website in the chat () and volunteers to talk and discuss through problems regarding students and academic integrity.

OPEN COUNCIL DISCUSSION

- I. Approve 11/14 Minutes (attached)
 - a. Bill motions to approve, Claudia seconds, no abstains, no objections.
- II. Follow Up Status
 - a. Active Threat Training (Community Outreach Unit): 11/29, 11/30 or 12/1
 - i. First session, 30 people, second 18 people, today 10
 - ii. Beth asks if the training should be required as an in-service training.
 - 1. Claudia says that the decision should be up to the university and not the SFC
 - 2. David says coming from high school, it was very helpful for both students and faculty as he was in the middle of an lockdown and was not informed.

3. Sam mentions that the university announcement system indicates they have a system in place and suggests distributing the 6 min video, Run, Hide, Fight.
 - iii. Bill asks if the session was recorded.
 1. Claudia says the session she attended was not.
 - iv. Bill asks if officer Mickens gave the instruction
 1. No, it was officer O'Reilly and his dog.
 - v. Beth suggests students should have this training. Possibly as an FYE topic.
 - vi. Bill asks for an email for the officer to get the video that was presented.
 1. Jonathan put a link to the video Run, Hide, Fight in the chat (<https://youtu.be/5VcSwejU2D0>)
 - b. Faculty Lounge Status
 - i. Claudia says they updated the area
 1. They added a second tea kettle. They removed the sign on fridge and added a larger board.
 2. She is not sure if they are going to follow up on the other items
 - ii. Bill asks if there should be an email sent to faculty regarding changes
 1. Claudia agrees to draft an email with changes.
 - c. Bill followed up with Stores in researching cost of H₂O dispenser
 - d. Parking lot dedicated for faculty? Is there something that can be done or even needs to be done?
 - i. Bill says he sent an email to Danny and will follow up with Aris.
 - ii. Claudia says she has not seen it as a regular issue; however, university events can pose problems.
 1. Beth suggests faculty parking should be created. Maybe bringing back parking at Target
- III. Future Guest Speaker Plans [Speaker List](#)
- a. Next: CETL (?)
 - i. Beth says the CETL will have to wait until next semester. While there are individuals willing, we need a schedule to propose dates.
 - ii. No other individuals scheduled for this semester.
- IV. SFC Webpage Status
- a. Jonathan reached out to Meredith and William and has not received a response from either. He will follow up next week.
 - b. Council Bios
 - i. New members should write up a short 1 paragraph about themselves to be published on the website
 - ii. Bill volunteers to reach out to Meredith and ask for the already written bios.
- V. Campus Director
- a. SFC co-presidents meeting with Jennifer? TBD
 - b. Invite Jennifer to SFC Spring term meeting
 - c. Health services
 - i. No new news from Jennifer on whether health services could be present on campus to assist for faculty and students.

VI. SFC [Schedule](#)

- a. Next meeting: Monday, 12/12.
- b. Spring '23 term doodle
 - i. Johanna still working on doodle calendar. It's giving her trouble with displayed times.
 1. Bill suggests building a spreadsheet.
 - ii. Beth asks if the current meeting times will work?
 1. It seems like 7-8 on Wednesdays will work.
 2. Beth asks if Mondays 7-8 work

NEW BUSINESS

VII. New Business

- a. Possibility of new SFC members & new presidents for Fall 2023

EXECUTIVE DISCUSSION (CLOSED MEETING)