



## **ROBERT HOLLAND FACULTY SENATE**

### **Uncorrected Minutes of February 14, 2020**

The Robert Holland Faculty Senate of Mississippi State University held its regular monthly meeting in the Grisham Room of Mitchell Memorial Library at 2:00 p.m. on Friday, February 14, 2020.

Members absent and excused were: Brian Counterman, Deborah Eakin, Stacy Haynes, Judy Ridner, Angela Savage, and Barry Stewart.

Members absent were: Sol Pelaez.

The meeting was called to order by Senate President Randy Follett.

President Follett asked for any corrections to the minutes of the January 10, 2020 meeting. Hearing no corrections, President Follett accepted the minutes as presented.

### **GUESTS**

**Dr. Thomas Bourgeois, Dean of Students**

**Ms. Taylor Deer, Assistant Director, Honor Code**

Dr. Bourgeois and Ms. Deer provided the senators with data from the Honor Code Office prior to the meeting. This data can be viewed at the end of these minutes.

Vice President Jones said it appears that not all students who appear before the Honor Code Board take the Academic Integrity Course. Ms. Deer replied not all faculty require offenders to take the course after the first offense. She said it is up to the faculty member and the Honor Code Board to determine who must complete the course.

Senator Welch asked if the rate of students found responsible has increased in recent years. Ms. Deer said she believes it has held consistent. Dr. Bourgeois said the rate this past year was 95% which is slightly higher than the average of 92-94%.

Vice President Jones asked what the “other” category listed in the outcomes entailed. Ms. Deer replied the most common other outcome was re-writing the assignment for a percentage of credit. Dr. Bourgeois said there are times when just portions of an assignment have been plagiarized. He said situations like this are typically where these outcomes are utilized.

Senator Musser asked how many violations are dealt with without involving the Honor Code Office. Dr. Bourgeois replied there is no way of knowing the number of cases handled outside of the office. He said faculty should not handle honor code violations without using the Honor Code Office. Doing so can set the faculty member up for tremendous liability. The faculty member can be sued personally since the policy dictates these cases will be handled through the Honor Code process. He said even if it is a warning, faculty should send it through the Honor Code Office to document it and show that policy was followed. Ms. Deer said faculty can consult with the office to determine how to best handle the situation. She said this does not prevent the faculty member from handling the case without it being heard by the board. Dr. Bourgeois said the other reason all cases need to go through the office is to document prior violations. He said all cases which involve a student with a prior violation must be heard by and adjudicated by the faculty board.

Senator Zuckerman said she believes much of the faculty confusion with regard to the Honor Code is due to not being aware of the policies. She asked for something to be sent to faculty periodically outlining the policies. Dr. Bourgeois replied he would like for the different colleges and departments across campus to invite the office to discuss the Honor Code. He said it is sometimes taken for granted that faculty are aware of the policies and procedures for handling Honor Code violations. Senator Zuckerman said each fall she teaches a course that is heavy on group work in a lab setting. She said every time there is an academic conduct incident she asks the Honor Code Office to speak to the class to outline what constitutes a violation. The presentation is specific to the course structure. Dr. Bourgeois said group work comes with different expectations and it is important to outline what is expected.

Senator Carskadon said he had a case last semester. He said the Honor Code Office was extremely helpful and guided him through the adjudication process.

Senator Marett asked what the policy is for a student bringing a witness. He asked if the faculty member is made aware of the witness prior to the hearing. Ms. Deer replied the student is not required to make the office aware of witnesses, but if they do, the presence of the witness is communicated to the faculty member prior to the hearing. Senator Marett asked if the student

shows up with a witness at the last minute, does it put the faculty member at a disadvantage. Dr. Bourgeois said during the hearing, all parties are hearing the same information at the same time. Faculty are allowed to engage the witness during the hearing. He said preponderance of evidence is a fairly low standard for determining responsibility. The question is if the witness testimony is enough to tip the scale. He said it all depends on whether the information provided by the witness relates directly to the case or if they are there as a character witness.

Senator Alley asked if Dr. Bourgeois could speak to examples of academic misconduct or fraud. Dr. Bourgeois said fraud is usually the most muddled topic. He said there has to be an academic advantage as a result of the action. Dr. Bourgeois gave the example of a faculty not having any participation or attendance grades and a student scanning in and leaving the class. He said since it is not tied to a grade in any way, it is not an Honor Code violation. He said cases like these are generally referred to the Code of Conduct and handled that way.

Vice President Jones asked if faculty are allowed to bring witnesses to the hearing. Dr. Bourgeois replied if the witness has a bearing on the case, they are allowed to present information to the board. Ms. Deer said there is a case coming up next week in which the TA noticed the discrepancies. The instructor of record and the TA will both be present at the hearing and present information to the board.

Senator Wipf said his department has trouble with cheating on exams in large section classes. He asked what should be done when cheating is observed to make the best case. Dr. Bourgeois replied it depends on the situation. He said if a student is looking at other exams to get answers, a general announcement can be made to the class for students to keep their eyes on their own papers. The offending student can also be told this individually. If the student is using a cheat sheet, the cheat sheet can be confiscated. Ms. Deer said proctors are provided by the Honor Code Office for faculty who request them. Senator Wipf said they already use all of the suggested resources. He asked if taking a picture of the students cheating was acceptable. Dr. Bourgeois replied it is not prohibited to take a picture. He said if the student is using something the faculty member should confiscate it so the student cannot simply deny it later. Dr. Bourgeois said faculty should try to address the situation as it occurs while being mindful to not make a scene in the class.

Senator Denny asked if the Honor Code would be extended beyond for-credit courses and include other things such as comprehensive exams. Dr. Bourgeois replied cases like what Senator Denny is referring have been adjudicated by his office before. He said there are also other policies which govern things like fraud in research.

Senator Larson asked for a comment about a student's ability to drop or withdraw from a class once they have been accused of an Honor Code violation. Ms. Deer replied students may not

drop or withdraw to avoid an Honor Code violation. She said if a student withdraws to avoid a disciplinary action such as an XF, the course will be added back to their schedule and assigned an XF. She said if the ruling was to assign a zero grade to the assignment, the student can drop/withdraw from the course, but the incident of the violation remains on record in the office and will show up if any infractions occur in the future.

Senator Sebba asked how a violation affects a student who wishes to join an honor society or fraternity/sorority in the future. Dr. Bourgeois replied it depends on the group. He said they try to address how the violation will affect the student in the future when the infraction occurs. He said it can impact things like certifications and admittance to other institutions.

Senator Wipf asked if it has been considered that other grades be assigned the X like an XF to indicate the violation. Dr. Bourgeois replied it had been discussed in the past but it never had enough traction to be instituted. He said the students are able to have the X removed from an XF by completing a course. Very few students who receive an XF on their transcript leave the university with the X still assigned.

Senator Dutta asked what percentage of the numbers reported were repeat offenders. Ms. Deer replied she did not have those numbers but the recidivism rates are very low. Dr. Bourgeois said there are roughly five to ten repeat offenders each year. He said some of them are due to multiple reports filed at the same time.

Senator Winer asked if repeat offenders are able to have the X removed. Ms. Deer replied the Academic Integrity course can only be taken one time. She said repeat offenders who have already completed the course would not be able to have the X removed.

Senator Winer asked what the outcome with repeat offenders generally is. Ms. Deer replied it depends on the severity of the case. The usual outcome is a lowered grade or an XF in the course. If it is to a high enough degree, a suspension is enacted. Dr. Bourgeois said it is very much dependent on the specifics of each case.

Vice President Jones asked if the student has to be recommended to take the Academic Integrity course. Ms. Deer replied a recommendation must be made by the faculty member or the board before a student can enroll in the course. She said once the student is enrolled, they have a set amount of time to complete the course or they go on hold until they do so.

## REPORT OF THE FACULTY SENATE PRESIDENT

### President's Report:

The last month has been a busy time for most everyone at the university, getting the semester off to a good start. We are already half-way through February, so there are a few major things coming up for the senate, including our spring elections of new senators. This will take place during March, with the new senators being seated in April. We also will administer our annual confidence survey within the next couple of months. Finally, we will hold new officer elections for the senate during the second half of the April meeting, once the new senators have been seated. As I have mentioned, I will not be able to run for a third term as president, due to term limits, and Mary Ann Jones will be rotating off of senate at the end of this term. So, there will of necessity be a new president and vice president for the senate. I would encourage everyone to think about this process, and begin the conversation with other senators regarding potential candidates that you would possibly like to nominate for either of these positions. During the March meeting, I'll remind everyone of the details of the election process, and formally start the call for nominations.

I also encourage you to think carefully about the senatorial elections in your home units, and to carefully consider the nominations for new (or returning) senatorial positions. I've had a few different occasions lately that have reminded me how lucky we are here at MSU, with our administration's firm belief in the shared governance process that we have in place. Other universities are not nearly so fortunate, and in many cases, the result is that their faculty senates are merely rubber stamps, or advisory committees that are not really involved in the day-to-day operations of the university.

Finally, I will go ahead and mention an upcoming relocation of the Faculty Senate offices, which many of you may recall has been an "urgent need" for several years now. We will likely be moving within the next month, and will have a temporary setup in Howell Building, across the hall from the University Ombudsman's office. The long-term location of our offices has not been finalized as yet, but is likely to be in Walker Engineering Building, after Civil Engineering relocates this summer to the new Rula Building. This new location is being discussed, and there would be some renovation and redesign of the space in order to make it suitable for our needs, but I am very much encouraged that within the next year we'll be in a new and "final" location for the foreseeable future.

### Status of AOPs:

The following AOPs are not under review to the best of my knowledge, but are past the four-year review cycle:

AOP	Title	Date
10.05	Nepotism	12/5/2012

11.01	Shackouls Honors College	2/11/2016
12.01	Academic Add-Drop	7/23/2015
12.04	Final Examination	7/23/2015
12.22	Undergraduate Student Courseload	8/25/2015
12.23	Cooperative Education Program	6/9/2013
13.09	Credentials for Teaching	7/27/2015
31.02	Legal Resident Status	2/5/2013

**Reports from committees on which I serve:**

*Athletic Council –*

The last meeting of the Athletic Council was on January 15, at which time Brent Fountain was introduced as the new FAR, to take effect as of July 1 of this year. A brief overview of the graduation statistics from Fall 2019 showed an overall GPA for graduating athletes of 3.08, with 30 graduating. Men’s and Women’s Tennis collectively have the two highest GPAs among all athletes, and football was cited as having an average of 2.74 overall. We also had an update from Ben Rodriguez regarding the Student Athlete Development program, where student athletes participated in a Habitat for Humanity project in Shaw, and included having Christmas presents for children in the area.

Some comments were made regarding the recent coaching searches that have been conducted, where John Cohen listed some of the attributes that were considered in the process. A brief listing of these included having: an “edge”, the ability to instill discipline, being of sufficient caliber for the SEC, recruiting prowess and recruiting process, their history of development of student athletes, their coaching “family tree”, charisma, belief in strength and conditioning, knowledge of MSU, having an SEC background, capabilities in media handling, fan acceptance, a willingness to have a relationship with fans, their social media presence, and significant moment(s) in their career. It was also mentioned that the expenditures on Coach Leach and staff by MSU would be 2<sup>nd</sup> in the PAC 10, but we’re still 12<sup>th</sup> in the SEC on athletic expenditures.

A few comments were made regarding facilities. The tennis facility should be ready at the end of April. There is progress towards the renovation of Humphrey Coliseum (that should start a year and three months from now). It was also noted that the one remaining “item” on the football stadium is the end where the M Club currently sits.

*Diversity Council –* has not met since my last report

*Executive Council –*

In our meeting on January 27, the Executive Council approved the following policies.

- OP 01.20 Use of Copyrighted Works for Education and Research
- AOP 12.08 Requirements for Degrees, Academic Minors, Certificate Programs, and Academic Consortial/Contractual Agreements
- AOP 12.15 Academic Probation, Suspension and Dismissal for Undergraduate Students
- Rescind AOP 12.16
- AOP 13.23 Faculty Workload
- OP 41.02 Naming Opportunities
- OP 70.01 Sponsored Projects
- OP 91.120 Possession of Weapons, Including Firearms
- OP 91.315 Electronic Safety and Security

For the policies which we are involved in reviewing (AOPs 12.08, 12.15, 12.16, and 13.23) I was able to verify that each of our suggestions from senate on these policies were indeed included in the final version sent to the Executive Council. Each of the policies were approved.

*Executive Enrollment Management Committee –*

Updated numbers were given for undergraduate recruitment and admissions for the current semester, as well as preliminary numbers for the fall. There are many items that are reported on in these meetings, with many of them related to numerical grades for our recruiting and retention. Several items that are of interest are as follows. Students with even a “small” debt at the time of registration are automatically placed on hold, but if it is determined that they are a good risk, it is reasonable to waive their hold briefly, so that they can register for the next semester. (Large amounts of debt, of course would not work that way.) Students with a GPA below 2.0 are currently unable to transfer to a different major until they improve their GPA to at least 2.0. If they are in this situation, the new major is not officially their advising major, so it becomes difficult for the students to understand best how to move out of their current situation. (This is being looked into, with a thought to getting a better solution in place.) Also noted was the fact that the Graduate School is tying travel grants to participation in the Three Minute Thesis presentation program, or a presentation at the Research Symposium.

Overall, this committee gets to hear about things that are being implemented to enhance our ability to recruit and retain students. Recent improvements include increasing the number of Navigators (students who are trained to interact with Freshmen and help them through the transition period) to reduce the number of Freshmen with which they interact. Also, moving to communication streams other than e-mail or traditional mail has improved the responses from these students. Analysis of and outreach to groups of students who are not

enrolled one semester after having been enrolled is important. (Why didn't you continue, and how can we help?)

#### *Game Day and Special Events –*

This committee last met on February 5, but I was out of town, and didn't manage to get a replacement to the meeting. (I'll report on the results of that meeting next time.)

#### *Information Technology Council –*

We last met on February 4, at which time Trey Breckenridge was introduced as a new representative on the IT Council representing Research. The CIO's update included several ongoing items of emphasis for ITS, including the IT Strategic Plan, which has been started and is expected to be completed within approximately 12 months. Qualtrix has been purchased for campus (funded by ORED), so individual college or departmental licenses are no longer needed. The current set of Firewalls on campus are near end of life. A plan is being put in place to move to a higher level of protection based on inspection of all traffic through the firewalls including encrypted traffic. This puts a much higher computational burden on the firewalls, but is essential for continued protection.

The upcoming move to Banner 9 Self-Service modules, including student registration was described. This is a complex process that has been a few years in the making, but should work out to better serve the students, with a reduction in complexity of the internal re-programming of Banner for each iteration. Watch for announcements of additional training opportunities if you are in the area of student advisement, although some aspects of the advising part will stay in Banner 8 for now. There will also be some "how-to" videos that will be made available shortly for those who are interested.

A summary of the upcoming O365 Student E-mail migration was given, including the migration date of February 26. There will be a big impact in the GAL (Global Address List) since it will now include all employees and students. Note that if you have never changed your preferences in the calendar portion of Outlook, the default is that everyone in the system can see the details, so you might want to change the default to be something else, depending on your personal preferences. At the same time, ITS is planning to open up the control of team formation in Microsoft Teams, so that individuals can form teams without having to submit a request to ITS any longer.

Finally, there was mention of the ongoing NIST 800-171 update for campus, with most of campus being set for Level 1 implementation. Some areas, including HPC/CAVS are Level 3 compliant currently, but will have to use an outside consultant to continue to be verified. (Let me know if you are interested in further details, but all of this relates to security of various "levels" of information that would be on the segments of the network in question. This is a complex process.)

*Master Plan Development and Advisory Committee –*

The February MPDAC meeting, along with the associated Design Review Subcommittee meeting, were both cancelled, due to a lack of agenda items. In the meantime, however, there has been substantial discussion regarding the basic structure of this committee, with a view to enhancing the effectiveness of the committee. More on this as we move forward.

*Parking and Traffic Regulations Committee –*

The January meeting of this committee was cancelled due to a lack of agenda items. However, in the meantime, we were given a copy of the current policy for consideration for any needed changes. The Parking and Transit Office, along with the Police Department and the Dean of Students Office are all reviewing it for any necessary changes, and it will be up for discussion at the February meeting. (More details to follow.)

*Sustainability Committee – hasn't met since my last report*

President Follett said nominations for the Faculty Senate elections will open next week. The election process should be concluded before spring break.

President Follett said he contacted OIRE asking about the student evaluations of teaching for this semester. A request has been sent to departments to choose whether they want paper or online evaluations to be performed. Those requests are due back to OIRE by Friday, February 21<sup>st</sup>.

Senator Carskadon asked if there is intent by OIRE to bring the process of student evaluations into compliance with the policy and allow individual faculty to choose the method of delivery. President Follett said he is continuing to work on making the choice available to individual faculty. He said there is no clear timeline for this, but he is hopeful it can be resolved.

Senator Bora said the online course evaluations showed similar results but had far fewer responses. He said faculty are being encouraged to get involved to increase response rates. He suggested the online evaluations be open only 1 day and the faculty can be involved to increase responses. President Follett said one suggestion is for faculty to treat the online survey just as they would a paper survey and take class time to allow the students to fill it out. He said this has been effective in raising the response rate.

## REPORT OF THE FACULTY SENATE VICE PRESIDENT

*Academic Deans Council – January 6, 2020*

Dr. Dana Franz and Tracey Baham presented on a review of general education courses. MSU's general ed courses have not been reviewed or updated since 2004. Trends in higher education are moving toward a broader offering of gen ed courses for freshmen, i.e. History of Technology as an option for a history gen ed course. There are 3 faculty committees reviewing the current peer institution's offerings, 1. Social science, 2. Communication, and 3. Fine arts. Dr. Shaw asked them to send links to the council members of the peer institution's gen ed requirements for examples of where we're headed. No immediate changes are being made; the presentation was to bring Dean's Council up to date on the review. Further information will be presented as the process moves forward.

Bobbie Baker and Brandy Akers presented on the use, or lack thereof, of the appropriate program codes to capture all the research funding that is happening on campus. We fell significantly in the 2019 NSF Higher Education Research and Development (HERD) rankings. In studying the reasons we fell, ORED has discovered that we are not capturing all of the current funds that are research related, i.e. salary, travel, start-up funds, etc. by using the appropriate program codes. They have met with department business managers to encourage them to take a few extra minutes to make sure we are using the program codes to accurately reflect the actual dollars invested in research. Dr. Shaw reiterated how important our rankings are for external funding and recruitment, so capturing and accurately reporting is crucial.

AOPs:12.23 Cooperative Education Program – passed

12.10 Recognition of Undergraduate Academic Achievement – passed

13.09 Credentials for Teaching and Degree Program Coordination – passed

10.16 Distance Education – passed

Steve Parrott, CIO, reported on the student email conversion to MS 360. As of February 26, students will be able to see Outlook calendars. The default is for users on the MSU network to see the "free, busy, out of office" settings, but that can be changed in the Outlook options. If help is needed, contact the ITS service desk. To assist with the conversion, MS will be on site February 24 in the Allen Hall lobby. Microsoft is also offering training for Teams for student engagement, an announcement will be made through email.

Mr. Parrott also reported that both Banner 8 and 9 registration will be available for summer & fall registration.

Dean of Libraries, Frances Coleman, announced the forthcoming MegaResources conference to be held at the library on February 14. This is a one-day conference for Mississippi school librarians who come to campus to learn about library resources for Mississippians and participate in professional development. This is a popular conference and every year there is a waiting list due to space limitations.

*Committee on Campus Access –*

The committee has not met since December, but an email update was sent to the committee. Bids for the north campus projects have been received. The low bid is very encouraging and they will likely move forward with those projects.

*Community Engagement Committee – January 8 and February 5, 2020*

Carnegie Community Engagement Classification designation has been awarded!

The end of semester question during grade submission about community engagement yielded 1848 yes responses and revealed 7 additional departments who are engaged with community partners.

Application for CE Fellows will be available through February 21.

<https://www.ccel.msstate.edu/faculty/workshops/pdf/2020MSUCELFapplication.pdf>

2019-20 Community Engaged Fellows showcase will be April 14 from 4:30 – 6:30 pm at The Mill. Awards ceremony will take place at 5:00 pm.

*President's Committee on Planning –*

Has not met since last report

*Textbook Committee –* Has not met since I have been assigned to the committee

*Undergraduate Research and Creative Discovery Committee –*

Has not met since last report

Senator Miller asked if the students will still have access to Google Drive once the migration is complete. President Follett replied the students will still have access to Google Drive after the migration.

Senator Freeman asked what the word “significant” meant when our drop in NSF HERD rankings was discussed. Vice President Jones replied she was not sure of the exact number, but it was significant enough to launch a study of it.

## **FACULTY DESIGNATES ON UNIVERSITY COMMITTEES**

### **BUSINESS TO BE SENT TO COMMITTEES**

#### **STANDING COMMITTEE REPORTS**

**Academic Affairs**

**No Report**

**Ancillary Affairs**

##### **1. Faculty Senate Confidence Survey Question Review**

Senator Bi, on behalf of the Ancillary Affairs Committee, presented the committee report on a review of the Faculty Senate Confidence Survey questions.

Senator Larson said the questions use “his”. President Follett said this is just the example for this presentation. He said the wording is changed based on who is being reviewed.

Senator Ambinakudige asked if there was a place to enter comments. Vice President Jones replied there is a comment section under each individual. Senator Bi said the material presented is just showing the questions asked and does not accurately reflect how the questions are presented.

Senator Musser said he just got done reviewing his department head and dean in DAFVM. He said he does not see the point in having multiple reviews unless what he has completed is unique to DAFVM. President Follett said on the non-DAFVM side administrators are only evaluated every three years. He said this survey allows for annual input which is seen by administrators over the individuals being reviewed. Vice President Jones said this also gives faculty the opportunity to review higher administrators all the way up to Dr. Keenum. President Follett added the Faculty Senate President has access to the results and can actively press for resolutions when problems are indicated.

Senator Alley said she has heard faculty express that the subject line needs to be specific so faculty do not miss the communication. Vice President Jones said using the word “evaluation”

instead of “survey” in the notification email may be beneficial. She said faculty become overwhelmed with survey requests sometimes.

Senator Wipf asked if the results of the survey are released outside of the faculty to IHL. President Follett replied the survey is in-house and the results are not released to IHL. Senator Wipf asked what good it did to review the president if IHL does not receive the results. President Follett replied the Faculty Senate President and Vice President see the results. He said this provides a stimulus for conversation if there are issues uncovered through the survey. Senator Wipf said this is not privileged information and any faculty member with access to the results could disseminate it. President Follett replied the numerical results could be shared. He said the comments are released only to the supervisor of the individual being reviewed.

The motion to accept the recommendation of the committee passed by unanimous voice vote.

## **2. AOP 10.02 Academic Administrators and Directors**

Senator Bi, on behalf of the Ancillary Affairs Committee, presented the committee report on AOP 10.02.

Senator Musser asked if the previous senate version was rejected. Vice President Jones replied the policy went back through Associate Deans Council and was tabled for review by General Counsel in Deans Council by Dr. Bonner. It has been with General Counsel until it was resurrected by Dr. Shaw after he became Provost.

The motion to accept AOP 10.02 Academic Administrators and Directors passed by unanimous voice vote.

## **Charter & Bylaws**

### **1. Faculty Census**

Senator Barrett, on behalf of the Charter & Bylaws Committee, presented the faculty census for this academic year.

The motion to accept the report of the current faculty census by unit passed by unanimous voice vote.

### **2. Modifications to Charter/Bylaws**

Senator Barrett, on behalf of the Charter & Bylaws Committee, presented the committee report discussing proposed edits to the Faculty Handbook.

Vice President Jones said on page 34 of the handbook Vice President for Campus Services and Vice President for Finance are listed. She said these positions have been merged. Vice President Jones made a friendly amendment to update these titles to the new title. Senator Barrett accepted the friendly amendment on behalf of the committee.

The motion to accept the changes to the Charter/Bylaws of the Robert Holland Faculty Senate as amended passed by unanimous voice vote.

## **Faculty Affairs**

### **1. AOP 13.05 Faculty Grievance Procedures**

Senator Sherman-Morris, on behalf of the Faculty Affairs Committee, presented the committee report on AOP 13.05.

Senator Perkins asked why the last sentence regarding faculty with a terminal contract in section 1B was stricken. Senator Sherman-Morris replied General Counsel removed the sentence since there is nothing specific with regard to faculty in their last year. If they have a grievance in their last year they are still covered by policy and may still file a grievance.

The motion to accept AOP 13.05 Faculty Grievance Procedures as presented passed by unanimous voice vote.

### **2. AOP 13.22 Guidelines for Adjunct Faculty, Visiting Faculty, Visiting Scholars and Executive Appointments**

Senator Sherman-Morris, on behalf of the Faculty Affairs Committee, presented the committee report on AOP 13.22.

The motion to accept AOP 13.22 Guidelines for Adjunct Faculty, Visiting Faculty, Visiting Scholars and Executive Appointments as presented passed by unanimous voice vote.

## **Student Affairs**

## **No Report**

## **University Resources**

### **1. Library Concerns Letter**

Senator Marett, on behalf of the Charter & Bylaws Committee, presented the committee report on the Library Concerns Letter.

The motion to accept the report of the Charter & Bylaws Committee passed by unanimous voice vote.

## **SPECIAL COMMITTEE REPORTS**

### **PENDING BUSINESS**

### **NEW BUSINESS**

Senator Robichaux-Davis made a motion to adjourn. Vice President Jones seconded the motion. The motion to adjourn passed by unanimous voice vote at 3:17 p.m.

Submitted for correction and approval.

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Rebecca Robichaux-Davis, Secretary

Jason Cory, Administrative Assistant II

# STUDENT HONOR CODE OFFICE

## 2019 Fall Semester

### REPORTS BY TYPE OF ADJUDICATION FOR STUDENT HONOR CODE CASES FOR THE PAST THREE YEARS

	Fall 2019	Spring 2019	Fall 2018	Spring 2018	Fall 2017	Total
Students Reported	227	179	225	188	230	1,049
Adjudicated by Instructor	55	70	87	84	123	419
Adjudicated by Honor Code Board	48	14	39	17	30	148
Adjudicated by Honor Code Staff	124	95	99	87	77	482

### DEMOGRAPHIC INFORMATION FOR CASES REPORTED DURING THE PAST THREE SEMESTERS

	Fall 2019	Spring 2019	Fall 2018	Spring 2018	Fall 2017	Total
Students Reported	227	179	225	188	230	1218
<b>CLASSIFICATION</b>						
Freshman	77	59	59	49	60	346
Sophomore	50	35	43	40	47	254
Junior	37	23	51	26	42	218
Senior	55	42	57	54	75	324
Graduate	8	20	15	19	6	76
<b>GENDER</b>						
Male	124	88	119	91	130	650
Female	103	91	106	97	100	568
<b>RACE</b>						
African American	57	62	85	57	66	424
Caucasian	145	90	113	104	143	659
Asian	2	4	3	4	3	19
Hispanic	4	6	4	6	6	32
Other	19	17	20	17	12	84

**TOTAL REPORTS BY COLLEGE**

<b>Colleges</b>	Fall 2019	Spring 2019	Fall 2018	Spring 2018	Fall 2017	Total
Academic Affairs	8	15	24	26	17	110
Accountancy	3	6	9	3	8	36
Ag. & Life Sciences	19	17	24	12	12	100
CAAD	1	0	2	2	7	17
Arts & Sciences	62	53	57	52	47	342
Business	26	9	23	20	48	146
CVM	0	10	0	2	2	14
Education	47	29	30	25	20	168
Engineering	60	36	41	45	61	253
Forest Resources	1	4	15	1	8	31
Undeclared Graduate	0	0	0	0	0	1

<b>Academic Dishonesty Cases Adjudicated</b>				
<b>Academic Year</b>	Fall 2019	2018-2019	2017-2018	2016-2017
<b>Students Reported</b>	227	404	418	396

<b>Cases by Classification</b>				
<b>Academic Year</b>	Fall 2019	2018-2019	2017-2018	2016-2017
Freshmen	77	118	109	119
Sophomores	50	78	87	89
Juniors	37	74	68	76
Seniors	55	99	129	96
Graduates	8	35	25	16

<b>Cases by College/School</b>				
<b>Academic Year</b>	Fall 2019	2018-2019	2017-2018	2016-2017
Academic Affairs	8	39	43	28
Accountancy	3	15	11	10
Ag. & Life Sciences	19	41	24	35
CAAD	1	2	9	6

Arts & Sciences	62	110	99	133
Business	26	32	68	46
CVM	0	10	4	0
Education	47	59	45	64
Engineering	60	77	106	70
Forest Resources	1	19	9	3
Undeclared Graduate	0	0	0	1

**TOTAL REPORTS BY COLLEGE:** Number of students found responsible and not responsible by college for Fall 2019 Semester.

<b>Colleges</b>	<b>Not Responsible</b>	<b>Responsible</b>	<b>Total</b>
Academic Affairs	1	7	8
Accountancy	1	2	3
Ag. & Life Sciences	0	19	19
CAAD	0	1	1
Arts & Sciences	2	60	62
Business	1	25	26
CVM	0	0	0
Education	1	46	47
Engineering	5	55	60
Forest Resources	0	1	1
Undeclared Graduate	0	0	0
<b>TOTALS</b>	<b>11</b>	<b>216</b>	<b>227</b>

TYPES OF ACADEMIC MISCONDUCT AS DEFINED IN THE STUDENT HONOR CODE  
OPERATIONAL PROCEDURES MANUAL GIVEN AUTHORITY THROUGH AOP 12.07

Type of Academic Misconduct	Charged	Responsible
<b>Cheating:</b> Intentionally using or attempting to use unauthorized materials, information, notes, study aids or other devices or materials in any academic exercise.	<b>140</b>	<b>133</b>
<b>Fabrication:</b> Making up data or results and recording or reporting them.	<b>0</b>	<b>0</b>
<b>Falsification:</b> Manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research or academic work is not accurately represented in the research or work record.	<b>0</b>	<b>0</b>
<b>Multiple Submission:</b> The submission of substantial portions of the same work (including oral reports) for credit more than once without authorization from the instructor of the class for which the student submits the work.	<b>3</b>	<b>3</b>
<b>Plagiarism:</b> The appropriation of another person’s ideas, words, processes, results, or images without giving appropriate credit.	<b>52</b>	<b>51</b>
<b>Complicity:</b> Intentionally or knowingly helping, or attempting to help, another to commit an act of academic misconduct.	<b>11</b>	<b>11</b>
<b>Academic Fraud:</b> The deliberate effort to deceive and is distinguished from an honest mistake and honest differences in judgment or interpretation.	<b>20</b>	<b>17</b>
<b>Violation of Rules:</b> The violation of any announced course, departmental, college, or university rule relating to academic matters.	<b>1</b>	<b>1</b>

**OUTCOMES**

Students found in violation of the Student Honor Code are assigned **one or more** sanctions based on type of violation, circumstances of the case, and a student’s prior record with the Student Honor Code Office, resulting in a difference between the number of cases resolved and the number of sanctions assigned during the same time period.

OUTCOMES ASSIGNED TO STUDENTS DURING THE FALL 2019 SEMESTER

Type of Outcome	Fall 2019	2018-2019 Totals
Academic Integrity Intervention Program	<b>83</b>	<b>179</b>
Charges Dropped	<b>4</b>	<b>8</b>
Verbal Reprimand	<b>0</b>	<b>0</b>
Not Responsible	<b>7</b>	<b>36</b>
Grade Reduced	<b>80</b>	<b>77</b>
Zero on the Assignment	<b>119</b>	<b>254</b>
XF	<b>18</b>	<b>30</b>
Suspension	<b>1</b>	<b>3</b>
Expulsion	<b>1</b>	<b>0</b>
Other	<b>10</b>	<b>27</b>