**AGENDA**

**FACULTY SENATE**

**Wednesday, December 5, 2018**

**Rothwell 456**

1. Call to Order
   1. Approval of the minutes from November 13, 2018
   2. VPAA update
2. New Business
   1. Curriculum issues
   2. Faculty support of persistence and completion
   3. Quality Matters
   4. TIAA/CREFF, retirement funds
   5. Procurement
   6. Wellness Center Policies
3. Old Business
   1. Ethics Policy
   2. Faculty Senate’s statement concerning VPAA
   3. Ethics Policy
   4. HLC Update
   5. HLC Committee (Evaluation of Teaching and Learning)
   6. Academic Integrity Policy
   7. Adjunct Support
   8. External Employment Policy
   9. Campus Landscape
   10. Dean/Department Head evaluations
   11. Faculty Sick Leave Submission
4. Open Forum
5. Announcement and Information Items
6. Adjournment

**Curricular Items**

College of Arts and Humanities – Department of Behavioral Sciences

1. Modify the Minor in Rehabilitation Science, as follows: a) delete RS 3023: Principles and Techniques of Rehabilitation Science; b) add RS 3203: Interviewing Skills, and RS 4023: Case Management Strategies, to the required courses; c) change the RS Electives from 12 hours to 9 hours; and d) delete the reference: \*\*To be taken after the student completes at least 12 hours of RS electives.

College of Arts and Humanities – Department of History and Political Science

1. Modify the Curriculum in International Studies, as follows: add SPAN 2033: Intermediate Spanish II for Heritage Speakers, as an option to SPAN 2023:

Intermediate Spanish II.

College of Business – Department of Accounting and Finance

1. Add the following courses to the course descriptions:

BLAW 1033: Law for Life: Understanding the Law and Personal Legal Issues;

ECON 3023: Intermediate Macroeconomics;

ECON 4103: Economics Special Topics;

FIN 3023: Financial Markets and Institutions;

FIN 3033: Principles of Real Estate;

FIN 4033: Financial Modeling;

FIN 4083: Financial Institution Management;

FIN 4093: Advanced Financial Management;

2. Reconfigure the Curriculum in Economics and Finance, to create the new Curriculum in Finance; and

3. Modify the Minor in Economics, as follows: a) delete ACCT 2003 Accounting Principles I, ECON 2003: Principles of Economics I, and ECON 2013: Principles of Economics II; b) add ECON 3073: Intermediate Microeconomic Theory, and ECON 3093: Econometrics; and c) change 6 hours of upper division Economics electives to 9 hours of electives from the following:

ECON 3013: Economics of Labor Relationships;

ECON 3023: Intermediate Macroeconomics;

ECON 4003: Readings in Economic Theory;

ECON (FIN) 4093: International Economics and Finance;

ECON 4103: Special Topics;

BDA 3053: Business Data Analysis; and

FIN 2013: Personal Finance.

College of Business – Department of Management and Marketing

1. Add BUAD 4100: Business Experiential Learning Activity, to the course descriptions.

College of Education – Department of Health and Physical Education

1. Add PE 2533: Sports Officiating, to the course descriptions.

College of Engineering and Applied Sciences – Department of Parks, Recreation, & Hospitality Administration

1. Delete the following courses to the course descriptions:

CUL 1011: Sanitation Safety- cross listed with HA 1011- do not delete cross list;

CUL 1923: Introduction to Food and Beverage Management;

CUL 2003: Cost Controls;

CUL 2023: Hospitality Leadership and Ethics;

CUL 2053: Work Experience- cross listed with HA 2053 - do not delete cross list;

CUL 2063: Guest Service Management- cross listed with HA 2063- do not delete cross list;

CUL 2813: Basic Human Nutrition in Hospitality Management- cross list with HA 2913- do not delete cross list;

CUL 2903: Introduction to Garde Manger;

CUL 2914: Principles of Food Preparation- cross listed with HA 2914- do not delete cross list;

CUL 2923: Stocks, Sauces, and Soups;

CUL 2933: Advanced Food Preparation;

CUL 2943: Introduction to Baking and Pastry; and

CUL 2996: Externship; and

2. Remove the CUL major from prerequisites for HA 2053: Work Experience;

3. Remove the CUL cross list from prerequisites for HA 2914: Principles of Food Preparations; and

4. Modify the Minor in Hospitality Administration, as follows: a) delete HA 2053: Work Experience, HA 4093: Resort Management, and HA Elective (3 hours); and b) add HA 2063: Guest Service Management, HA 2133: Introduction to Travel and Tourism, and HA Elective (9 hours of 3000 or 4000 level).

College of eTech – Department of Professional Studies

1. Modify the Curriculum in Professional Studies – Agriculture Business Concentration, as follows: a) delete AGBU 3133 Intermediate Agricultural Macroeconomics; and b) add AGBU 3233 International Agricultural Trade.

College of Natural and Health Sciences – Department of Biological Sciences

1. Delete the following courses to the course descriptions:

HIM 1001: Health Information Management Orientation; and

HIM 2003: Coding Principles Medical Office.

Ethics Policy

**Introduction**

This ethics policy has been adopted by the Board of Trustees and is to be administered at the direction of the President. A campus, department, or area may implement more specific associational or professional policies that supplement this policy, but each must be approved by the President and each must have a higher (and not lower) ethical requirement than this policy. In the event of a conflict between this policy and those of a campus, unit, or area, this policy will control.

This ethics policy applies to all Arkansas Tech University employees. This policy may be amended or supplemented from time to time by the Board of Trustees.

Public employment is a public trust. It is the policy of Arkansas Tech University to promote and balance the objective of protecting government integrity and the objective of facilitating the recruitment and retention of personnel needed by the university. The policy is implemented by prescribing essential restrictions against conflict of interest without creating unnecessary obstacles to entering public service.

The institution and its employees shall conduct themselves in a manner that strengthens the public’s trust and confidence by adhering to the following principles:

* Conduct that is beyond reproach and integrity of the highest caliber;
* Honesty and fairness; and
* Accountability, transparency and commitment to compliance with statutory requirements.
* Being proactive in pursuing ethical conduct in future years.

**Definitions**

1. “Confidential information” means any information which is available to an employee only because of the employee’s status as an employee of this state and is not a matter of public knowledge or available to the public on request.
2. “Employee” means an individual drawing a salary from the university and any non-salaried individual performing personal services for the university.
3. “Gift” is defined for purposes of this policy using the definition of the Arkansas Ethics Commission rule §300(b), which is set forth in its entirety in attachment “A”.
4. “Gratuity” means a payment, loan, subscription, advance, deposit of money, services, or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value is received.
5. “Immediate family” means a spouse, children, parents, brother and sisters, and grandparents.
6. “Personal gain” means a benefit or advantage that relates to a particular person rather than to a business, group or organization.

**General standards of ethical conduct**

1. Any attempt to realize personal gain through public employment by conduct inconsistent with the proper discharge of the employee’s duties is a breach of a public trust.
2. Employee Conflict of Interest.
3. It shall be a breach of ethical standards for any employee to participate directly or indirectly in any proceeding or application, in any request for ruling or other determination, in any claim or controversy, or in any other particular matter pertaining to any contract or subcontract, and any solicitation or proposal therefore, in which to the employee’s knowledge;
4. The employee or any member of the employee’s immediate family has a financial interest;
5. A business or organization has a financial interest, in which business or organization the employee, or any member of the employee’s immediate family, has a financial interest; or
6. Any other person, business, or organization with whom the employee or any member of the employee’s immediately family is negotiating or has an arrangement concerning prospective employment is a party.
7. “Direct or indirect participation” shall include, but not be limited to, involvement through decision, approval, disapproval, recommendation, preparation of any part of a procurement request, including the content of any specification or procurement standard, rending of advice, investigation, auditing, or in any other advisory capacity.
8. Gratuities and kickbacks
9. It is a breach of ethical standards for any person to offer, give, or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a purchase request, including the content of any specification or procurement standard, rending of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim, or controversy, or other particular matter, pertaining to any contract or subcontract and any solicitation or proposal therefor.
10. It is a breach of ethical standards for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor, or any person associated therewith, as an inducement for the award of a subcontract or order. Meals provided as part of a conference are excluded from this provision.
11. Use of confidential information
12. It shall be a breach of ethical standards for any employee or former employee knowingly to use confidential information for actual or anticipated personal gain or for the actual or anticipated personal gain of any other person.
13. Non-employees
14. Any effort to influence any public employee to breach the standards of ethical conduct set forth herein is also a breach of ethical standards.

## DRAFT – Academic Integrity

## Academic Integrity

## 1. The Preamble

A university exists for the purpose of educating students and granting degrees to all students who complete graduation requirements. Therefore, Arkansas Tech University requires the highest standards of academic integrity and conduct from all students. Students at Arkansas Tech University will refrain from committing any of the violations of academic integrity as detailed below. Further, Arkansas Tech University expects that all classes maintain an academic and courteous atmosphere. Both the professor and students are responsible for creating an environment that enables all students to reach their academic potential. The classroom is under the control of the professor who will give students a statement of his or her classroom expectations and policies in a syllabus at the beginning of the semester. The term “classroom” as used in this Academic Integrity Policy includes face-to-face, hybrid and online classes. It is not restricted to classrooms on or off campus but also includes playing fields and laboratories, as well as University computer areas on or off campus as well as field trips associated with class-related matters. Students will conduct themselves in a non-disruptive and civil manner when attending classes and other events associated with Arkansas Tech University.

## 2. Types of Academic Integrity Violations

A violation of academic integrity refers to various categories of inappropriate academic behavior with respect to a course. Students must refrain from cheating, plagiarism, fabrication, impersonation, forgery, collusion and/or other dishonest practices. Below are common examples of unacceptable academic behavior.

**Cheating** on an examination, quiz, report, or assignment involves any of several categories of dishonest activity. Examples of cheating *include, but are not limited to*:

* copying from the examination or quiz of another student;
* using classroom notes, messages, or crib sheets in any format (paper or electronic) which gives the student extra help on the exam or quiz, and which were not approved by the instructor of the class;
* obtaining advance copies of exams or quizzes;
* soliciting of unethical academic services, including purchasing of research papers, essays, or any other scholastic endeavor; and
* using the same paper to fulfill requirements in several classes without the consent of the professors teaching those classes.

**Plagiarism** is stealing the ideas, data, tables, graphs or writing of another person and using them as one's own. This includes not only passages, but also sentences and phrases that are incorporated in the student's written work without acknowledgment to the true author. Any paper written by cutting and pasting from the Internet or any other source is plagiarized. Slight modifications in wording do not change the fact that the sentence or phrase is plagiarized. Acknowledgment of the source of ideas must be made through a recognized footnoting or citation format (MLA, APA, etc.). Plagiarism includes recasting the phrase or passage in the student's own words of another's ideas that are not considered common knowledge. Acknowledgment of source must be made in this case as well.

**Collusion** is the act of collaborating with one or more students or others on coursework (i.e., a test, assignments, paper, etc.) when the professor has not expressly approved collaboration or group work on the assignment. Individual coursework is to be entirely the work of the student submitting it for a grade. When work that is produced through collaboration with others without the authorization of the instructor is submitted as your individual student work and performance, this is a violation of academic integrity.

**Impersonation**, **fabrication**, and **forgery** are all violations of academic integrity. Impersonation is assuming a student’s identity with the intent to provide an advantage for the student academically. Fabrication and forgery are “to fake; forge (a document signature, etc.),” particularly the faking or forging the information or signature on course assignments. Examples of impersonation *include but are not limited* to hiring a substitute to take an exam, write a paper or complete some other course assignment. Examples of academic fabrication and forgery *include but are not limited to*:

* furnishing false information, data, or research findings on coursework;
* failing to identify yourself honestly in the context of an academic obligation;
* fabricating or altering information or data and presenting it as legitimate;
* providing false or misleading information to an instructor or any other University official;
* forging an instructor’s signature on a letter of recommendation or any other document;
* submitting an altered transcript of grades to or from another institution or employer;
* putting your name on another person’s exam or assignment; and
* altering a previously graded exam or assignment for purposes of a grade appeal or of gaining points in a re-grading process.

**3. Classroom Behavior**

Each member of the Arkansas Tech University community is obliged to conduct her/himself in a non-disruptive manner in the classroom. If a student is being disruptive, the instructor will address the situation, discussing behavioral expectations moving forward, and emphasize possible consequences for failing to comply. If the disruptive behavior persists, the student may be suspended on an interim basis from the class. Instructors may report excessive and/or repeated disruptive behavior through the Procedures for Addressing Violations of Academic Integrity and Classroom Behavior. This process includes an appeals process students may use to challenge perceived violations or excessive penalties. Students who exhibit disruptive behavior may also be referred to the Department of Student Conduct (see Article III, Section C of the Arkansas Tech University Student Handbook).

If a classroom incident constitutes an emergency (e.g., any immediate threat to life and/or property)and requires an immediate response from police, fire or emergency medical services, **please call 911.**

#### **Procedures for Addressing Violations of Academic Integrity and Classroom Behavior**

Since allegations of a violation of academic integrity may have serious consequences, below are the procedures for reporting allegations, the administrative procedure for processing alleged violations, and a statement of institutional penalties that may be applied on top of the instructor’s academic penalty in those cases where violations occurred.

**1. Principles**

1. Arkansas Tech University promotes a culture of academic integrity and professionalism that enhances the quality of an Arkansas Tech degree.
2. The process for reporting and adjudicating an allegation of academic dishonesty should be fair and just for all involved.
3. Faculty members have sole purview for any academic sanction administered if a violation of the academic integrity policy is found to have occurred.
4. Arkansas Tech supports educational, not solely punitive measures for addressing violations of the academic integrity policy.

**2. Reporting Procedure**

1. If any instructor, student, or staff member has compelling facts and evidence an individual has violated any category of academic integrity, that instructor, student, or staff member must report the suspected violation(s) to Academic Affairs using the Arkansas Tech University “Academic Integrity Referral” form found at:  
   [insert web link here]
2. Upon receipt of an allegation, Academic Affairs will either create a file for the student if it is a first time offense or add the report to an existing file for the individual if one already exists.

**3. Administrative Procedure**

1. Within ***three business days*** of receiving a reported violation of academic integrity, Academic Affairs will notify:
2. The instructor of record for the course, as well as his/her Department Head and Dean will be supplied the report, the evidence and the number of allegations and proven violations of academic integrity or disruptive classroom behavior by the student.
3. The student of the alleged violation, the report and evidence.

**NOTE: A course withdrawal or drop by the student that occurs after a reported violation of academic integrity or classroom behavioral conduct may not be honored. If a violation is determined to have occurred, the student may be reinstated if the penalty is an “F” in the course.**

1. Upon notification of an alleged violation, the student has ***five business days*** to schedule a meeting with the instructor to resolve the allegation. If the instructor is unreachable, the student should arrange within this time frame a meeting with the instructor’s Department Head or Dean.
   1. If the student fails to contact the instructor (or Department Head or Dean) within ***five business days***, this is taken as tacit acceptance the violation occurred. After five business days, the instructor informs Academic Affairs, his/her Department Head, and Dean the student has failed to request a meeting. The instructor may apply the academic penalty as prescribed in the course syllabus. Academic Affairs may also apply additional institutional penalties based on the number and severity of the violation.
   2. If the student does request a meeting within five business days, the instructor (or Department Head or Dean, if necessary) and student are to meet (either face-to-face, by conference call or using other electronic means) to attempt to resolve the allegation. This meeting may must result in one of the following:
      * 1. The student provides explanation and evidence to the satisfaction of the instructor that no violation occurred. The instructor informs Academic Affairs, his/her Department Head, and Dean the allegation against the student has been resolved and no penalties are being assessed.
        2. The instructor educates the student on what qualifies as a violation of the policy and the student accepts he/she violated it. The instructor may apply the academic penalty as prescribed in the course syllabus, which may include a final grade of “F” that would trump the student’s course drop or withdrawal if such has occurred. Academic Affairs may also apply additional institutional penalties based on the number and severity of the violation.

***NOTE: If the student feels the instructor’s academic penalty is excessive or unfair, he/she should refer to Section C, the Student Academic Grievance Procedure, on how to appeal it.***

* + - 1. The student and the instructor are unable to resolve the issue. The student then has ***three business days*** from the meeting to file an appeal with Academic Affairs. Academic Affairs then forwards the case to the Academic Affairs Appeals Committee Chair for resolution.
  1. If neither the individual nor the instructor acknowledge the report and/or take action to resolve it within the ***five business days***, Academic Affairs follows up with the Department Head and/or Dean to get acknowledgment of the report and resolution of the allegation by the student and/or instructor.

1. For cases where the student appeals the allegation to the Academic Appeals Committee, the Chair of the committee will have ***two business weeks*** to facilitate determining if a violation occurred. The Chair will form a subcommittee of at least three members (two students and a faculty member) who will be responsible for evaluating the case. The Chair will provide the subcommittee with the original report and evidence provided by the reporting party, any report and evidence supplied by the instructor, as well as the appeal and explanation by the student. The Chair reports their decision to Academic Affairs, which then contacts all parties as follows:
   1. If the decision is that no violation has occurred, Academic Affairs notifies the individual, as well as the instructor, his/her Department Head and Dean to that effect. No penalties are assessed against the student.
   2. If the decision is that a violation of the policy occurred, Academic Affairs notifies the student, as well as the instructor, his/her Department Head and Dean to that effect. The instructor may apply the academic penalty as prescribed in the course syllabus, which may include a final grade of “F” that would trump the student’s course drop or withdrawal if such has occurred. Academic Affairs may also apply additional institutional penalties based on the number and severity of the violation.
2. Academic Affairs updates the file for the individual as appropriate and the issue is resolved.

The procedural process for violations of academic integrity for Graduate Students can be found in the Graduate Catalog in the Academic Information Section located at this website: <http://www.atu.edu/academics/> catalog-graduate/ academic\_info.html.

1. **Penalties for Violations of Academic Integrity and Classroom Behavior**
2. Arkansas Tech University respects the right of the instructor of record for the course to determine and apply all academic sanctions for violations of academic integrity. The classroom is under the control of the instructor, who will give students a statement of his/her classroom expectations and policies in a syllabus at the beginning of the semester. Typical penalties *can include, but are not limited to* giving an ‘F’ on a particular quiz or exam, giving an ‘F’ on a term paper or other written work, or giving the student an ‘F’ or ‘W’ for the course. Instructors may also have different penalties depending on the number and severity of violations.
3. As an institution, Arkansas Tech University may deem it necessary to apply additional violations beyond the academic penalties imposed through the course. Examples of the types of penalties Arkansas Tech may choose to apply *include but are not limited to* required completion of academic integrity training, as well as disciplinary probation, suspension or expulsion from the university. Any institutional penalties that may be applied will vary based on the number and severity of violations. Below is the general rubric Academic Affairs will follow when applying an institutional penalty.
   1. First Offense: If an institutional penalty is applied, generally this will involve required training on academic integrity and acceptable academic practices and behaviors. However, the severity of the violation may justify probation or even suspension from the university.
      1. Note: The academic integrity course or training is two be completed within ***two business weeks*** of notification by Academic Affairs that it is required. Failure to complete the course in this timely fashion may result in a hold being placed on the individual’s account by Academic Affairs. It will not be removed until the training is completed. Also, any costs for the course or training must be paid by the student.
   2. Second Offense: For a second offense, additional training on acceptable academic practices and behaviors may be required, as well as disciplinary probation. However, the severity of the violation may entail suspension or even expulsion from the university.
   3. Third Offense: For a third offense the individual has already had two courses on academic training and incurred disciplinary probation. The minimum penalty is now suspension. However, the severity of the violation along with the multiple infractions may result in expulsion from the university.
   4. Fourth Offense: For a fourth offense, the individual will be expelled from the university.

Working Group Members

Mike Rogers (Chair), Chris Austin, Patricia Buford, Deborah Barber, Tracy Cole, Michael Stoker, Amy Pennington, Will Cooper, Sabrina Billey, Kyle Roughan, Robin Lasey, Scott Tomlin, William Titsworth, Ty Reasnor, Jordan Denton

**Committee on Adjunct Support**

\*Membership: Four regular full-time faculty members elected at-large and four adjunct faculty elected at-large for staggered two-year terms. The chair will be elected from the membership of the adjunct faculty. Members should not serve more than three successive terms. A term equals two years. Adjunct faculty are individuals with teaching responsibilities who are not otherwise employed in a full time position at Arkansas Tech University. (pg. 1, Adjunct Guide)

Function: To provide support to adjunct faculty and to enhance the standing of such faculty on campus. Recommendations will be presented to the Faculty Senate and the Vice President for Academic Affairs. ***THE COMMITTEE ON ADJUNCT SUPPORT MAY CHOOSE REPRESENTATIVES FOR THE FOLLOWING UNIVERSITY COMMITTEES: EQUITY AND DIVERSITY; GENERAL EDUCATION; LIBRARY, INSTRUCTIONAL MATERIALS, AND EQUIPMENT; AND STUDENT AFFAIRS.***

\*Equity and Diversity Committee

\*\*\*Membership: Coordinator for Affirmative Action/Equal Employment Opportunity (chair), Coordinator for Title IX, Deputy Title IX Coordinator

(s), Associate Dean For Student Wellness (or designee), Director of Health Services, Chief of Public Safety, Assistant Dean for Diversity and

Inclusion, Associate Dean for Diversity and Inclusion, three students appointed by the Student Government Association, three faculty members appointed by the Vice President for Academic Affairs in collaboration with the President of the Faculty Senate, and a Human Resources Representative. ***THE COMMITTEE ON ADJUNCT SUPPORT MAY ALSO CHOOSE TO HAVE A REPRESENTATIVE.*** Appointed faculty members should not serve more than three successive terms. A term equals one year.

\*\*\*Function: The committee will serve the campus by leading efforts to create an environment that respects, celebrates, and cultivates diversity and inclusion.

This will be accomplished by formulating recommendations, reviewing policy, and identifying steps to implement recommendations. The committee will also assure compliance with all applicable federal and state laws that will foster Arkansas Tech University’s commitment to building and sustaining an all - inclusive campus community.

General Education Committee

\*Membership: One faculty member elected from each college including the supernumerary voting block, one from the Ozark Campus, one faculty member appointed by the Vice President for Academic Affairs, one faculty member appointed by the Chair of the Faculty Senate, one faculty member appointed by the Chair of the Assessment Committee, the Director of Assessment and Institutional Effectiveness as an ex officio member, and one ex officio student member selected by the Student Government Association. Faculty membership restricted to regular faculty***; HOWEVER, THE COMMITTEE ON ADJUNCT SUPPORT MAY CHOOSE TO HAVE A REPRESENTATIVE***. Administratively appointed members should not serve successive terms. A term equals three years.

Function: Exercise oversight of general education: regularly assess the degree to

which the University is meeting the stated general education goals, review general education goals and requirements, evaluate proposals that affect general education, and clearly and publicly articulate the purposes, content, and intended learning outcomes of general education.

Library, Instructional Materials, and Equipment Committee

Membership: One faculty member elected from each college including the supernumerary voting block, Director of Library, Dean of Graduate College or appointed representative, and two students selected by the Student Government Association. ***THE COMMITTEE ON ADJUNCT SUPPORT MAY ALSO CHOOSE TO HAVE A REPRESENTATIVE.***

Function: Recommend policy with regard to the library and instructional service and equipment.

Student Affairs Committee Membership:

One faculty member elected from each college including the supernumerary voting

block, two faculty members elected at large, and three students appointed by the Student Government Association. ***THE COMMITTEE ON ADJUNCT SUPPORT MAY ALSO CHOOSE TO HAVE A REPRESENTATIVE.***

\*Function: Study and recommend regarding the operation of the Student Services Office; serve as the appellate body for student grievances.