

MINUTES
General Faculty Meeting
February 27, 2007—Lowrimore Auditorium—3:45

- I. Chair Autrey called the meeting to order at 3:45 p.m.
- II. The minutes from the November 28, 2007 meeting were approved.
- III. Ken Autrey was reelected as faculty chair by acclamation. David White, Beckie Flannagan and Shirley Bausmith were elected as at-large Senators.
- IV. Executive Committee Report
 - A. Autrey indicated that FMU would honor two persons at spring commencement with honorary degrees: Frank Avant, Pepsi Corporation executive and Dr. William Moran, former FMU Provost. Dr. Moran will deliver the commencement address.
 - B. Autrey told the group that the revised FMU Mission Statement was approved at the February Board of Trustees meeting. Also at the Board Meeting, the group voted to name the Center for the Child after longtime Board member Gail Richardson and her husband, Terry. The Board also voted to increase housing and meal fees, as well as the student activity fee. The student activity fee will ultimately be used to develop FMU land across the road for a new athletic complex.
 - C. Autrey informed the group that Dr. Jeff Camper in biology and Dr. Scott Kaufman in history were named Board of Trustees Research Scholars. Informational displays about these two professors will be shown in the library.
 - D. Autrey suggested that chances are favorable for FMU to be awarded a capitol fund request this year in order to build the Business and Education Complex and renovate Founders Hall.
 - E. Autrey also indicated that construction for the Center for the Child had been delayed because of the architect's illness, but that the projected opening will now be fall, 2008. Dr. John Hester is director of the facility.
- IV. Report from the Faculty Senate (*See the attachment for proposals. See the Appendix for supporting materials.*)
 1. Item I from the Academic Advising and Retention Committee concerning changes to the catalog relative to the academic renewal policy, the eligibility of students to continue, and the academic dismissal policy was approved.
 2. Item II from the Biology Department concerning a prerequisite change for BIOL 410 and the math requirement for the B.S. degree in Biology with an emphasis on medical technology was approved.
 3. Item III from the Provost's Office concerning changes to the *FMU Faculty Handbook* and the *FMU Student Handbook* concerning the faculty role in academic dishonesty cases, as well as sanctions for academic dishonesty, was approved.
 4. Item IV from the Department of Psychology concerning the addition of two new courses, PSY 270, Beginning Supervised Student Research, and PSY 370, Intermediate Supervised Student Research, was approved.
 5. Item V was from the Faculty Life Committee. Item A concerning the

inclusion of an Intellectual Property section in the *FMU Faculty Handbook* was approved. Item B concerning changes to the *FMU Faculty Handbook* relative to the definition of “full-time faculty” was approved.

- IV. Lynn Hanson, SACS Coordinator, discussed FMU’s progress toward SACS reaccreditation. Her presentation indicated our progress is on target, despite some revised guidelines and revised due dates.
- V. John Dixon, new CIO on campus, outlined his agenda for FMU. Included in those plans are the following: arrange for an outside firm to look at how to maximize our network; look into the costs of electronic printing; find software which makes data more flexible and easy to use; establish a technology refresh cycle; establish protocols for establishing technology enabled classrooms with Brad Wofford as leader in that effort; establish a common data set for university data relative to accreditation efforts; begin the change over of all e-mail to Microsoft Exchange; and develop a Technology Strategic Plan.
- VI. There was no old business.
- VII. There was no new business.
- VIII. Announcements:
 - A. Bill Whitmire indicated that the IT Committee would meet after the faculty meeting.
 - B. Paul Dove informed the group that library satisfaction surveys would be coming our way soon. In addition, several classes have been chosen in order to survey students.
 - C. Keith Best announced that the AAUP Forum with Dr. Carter and Dr. Chapman on April 3, 2007 in The Cottage. A reception following the forum will be held at Wallace House.
 - D. Pam Rooks indicated that those wishing to donate books for the Honors Program’s fundraiser at Arts Alive should bring those to her soon. Autrey informed the group that Pam Rooks and her husband John were directing the upcoming play *Lost in Yonkers* for Florence Little Theater.
 - E. Larry Anderson told the group that the Atlanta Opera Group would be Performing on Thursday, March 2, 2007.
 - F. Jeanette Meyers suggested we all look for the lunar eclipse on Saturday, March 2 between 6:30-9:00 p.m.
 - G. Lisa Eargle will have an IE workshop on Wednesday, February 28 at 4:00.
- IX. The meeting adjourned at 4:20.

Respectfully submitted,
Rebecca Flannagan,
Faculty Secretary

I. Proposal from the Admissions, Advising, and Retention Committee:

A. CHANGE, on page 59 of the current *Catalog*, under **ACADEMIC RENEWAL POLICY**

FROM:

6. Students admitted under the Academic Renewal Policy are automatically placed on Academic Probation 1.

TO:

6. Students admitted under the Academic Renewal Policy are automatically placed on Academic Probation 2.

Rationale: This change makes all policies dealing with readmitting students after dismissal consistent.

B. CHANGE, on page 59 of the current *Catalog*, under **ACADEMIC STANDING: ELIGIBILITY TO CONTINUE**

FROM:

A minimum 2.0 cumulative GPA is required to maintain good academic standing. After the first semester a student fails to obtain the required minimum 2.0 overall GPA, the student is placed on academic Probation 1 and will receive written notification from the University.

While on the Probation 1, the student is strongly advised to repeat courses necessary to regain an overall 2.0 GPA and may take no more than 13 credit hours in a regular term, seven hours in any one summer term, and four hours in the late spring term. The student is removed from probation if the cumulative GPA is 2.0 or higher at the end of that semester.

If the student's overall GPA is not 2.0 or higher at the end of the Probation 1 semester, the student is placed on Probation 2. A Student on Probation 2 is required to repeat courses to regain an overall 2.0 GPA and is not allowed to take more than 13 hours in a regular term, seven hours in any one summer term, and four hours in the late spring term. Once the student's academic advisor had advised the student, the student's schedule will be verified and entered into the system by the Associate Provost for Enrollment Management or the personnel in the Registrar's Office. The student is removed from probation if the cumulative GPA is 2.0 or higher at the end of that semester. At the end of the Probation 2 semester, if the student fails to earn a 2.0 cumulative GPA, the student is dismissed from the University.

If the GPA of a student with 87 or more hours falls below a cumulative 2.0 GPA the student will be placed on Probation 2.

Note: This policy is for eligibility to continue only. Some degree programs may have higher GPA requirements for graduation.

TO: *(changes are in bold)*

A minimum 2.0 cumulative GPA is required to maintain good academic standing. After the first **major** semester a student fails to obtain the required minimum 2.0 overall GPA, the student is placed on academic Probation 1 and will receive written notification from the University.

While on the Probation 1, the student is strongly advised to repeat courses necessary to regain an overall 2.0 GPA and may take no more than 13 credit hours in a **major semester**, seven hours in any one summer term, and four hours in the late spring term. The student is removed from probation if the cumulative GPA is 2.0 or higher at the end of that semester.

If the student's overall GPA is less than a 1.25 at the end of the Probation 1 semester, then the student is dismissed. If the student's overall GPA is at least a 1.25 but less than a 2.0 at the end of the Probation 1 semester, then the student is placed on Probation 2. A Student on Probation 2 is required to repeat courses to regain an overall 2.0 GPA and is not allowed to take more than 13 hours in a **major semester**, seven hours in any one summer term, and four hours in the late spring term. Once the student's academic advisor had advised the student, the student's schedule will be verified and entered into the system by the Associate Provost for Enrollment Management or the personnel in the Registrar's Office. The student is removed from probation if the cumulative GPA is 2.0 or higher at the end of that semester. At the end of the Probation 2 semester, if the student fails to earn a 2.0 cumulative GPA, the student is dismissed from the University.

If the GPA of a student who has previously been on Probation 2 falls below a cumulative 2.0, the student will be placed on Probation 2. If the GPA of a student with 87 or more hours falls below a cumulative 2.0 GPA the student will be placed on Probation 2.

Note: This policy is for eligibility to continue only. Some degree programs may have higher GPA requirements for graduation.

Rationale: The purpose of the proposal is to send a stronger message to our students on Probation 1 to perform at a higher academic level and to strongly encourage them to repeat D's and F's during the Probation 1 semester.

This change is based on the assumption that students previously on Probation 2 should be able to fix the deficient GPA in one semester and this will remove Probation 1 as an option for all students except those who have never had Probation 1 previously.

C. **CHANGE**, on page 60 of the current *Catalog*, under **ACADEMIC DISMISSAL**

FROM:

After the first academic dismissal, the student will not be allowed to enroll at Francis Marion University until he/she has remained out of FMU for a semester (Fall or Spring). At the end of serving the dismissal, the student may apply for readmission by submitting the appropriate application packet to the Admissions Office. If the student meets all other admission requirements, the student will be readmitted and placed on Probation 1. The student must meet the Academic Standards to Continue.

After a subsequent academic dismissal, the student will not be allowed to enroll at Francis Marion University until he/she has remained out of FMU for a Fall and a Spring semester. The student may then apply for readmission by submitting the appropriate application packet to the Admissions Office. If the student meets all other admission requirements, the student will be readmitted and placed on Probation 1. The student must meet the requirements under "Academic Standing: Eligibility to Continue.

After the third academic dismissal, the student will not be considered for readmission into the University unless she/he is eligible for the Academic Renewal program and has earned an Associate of Science or Associate of Arts Degree from another accredited institution. If the student meets all other admission requirements, the student will be admitted only into the Academic Renewal Program and placed on Probation 1.

A student who has been dismissed may appeal the dismissal. The policy and procedure for this appeal can be obtained from the University Registrar.

TO: (*changes are in bold*)

After the first academic dismissal, the student will not be allowed to enroll at Francis Marion University until he/she has served the one major semester dismissal. At the end of serving the dismissal, the student may apply for readmission by submitting the appropriate application packet to the Admissions Office. If the student meets all other admission requirements, the student will be readmitted and placed on **Probation 2**. The student must meet the Academic Standards to continue.

After the second academic dismissal, the student will not be allowed to enroll at Francis Marion University until he/she has remained out of FMU for two major semesters. The student may then apply for readmission by submitting the appropriate application packet to the Admissions Office. If the student meets all other admission requirements, the student will be readmitted and placed on **Probation 2**. The student must meet the Academic Standards to continue.

After the third academic dismissal, the student will not be considered for readmission into the University unless she/he is eligible for the Academic Renewal program and has earned an Associate of Science or Associate of Arts Degree from another accredited institution. If the student meets all other admission requirements, the student will be admitted only into the Academic Renewal Program and placed on **Probation 2**.

A student who has been dismissed may appeal the dismissal. The policy and procedure for this appeal can be obtained from the University Registrar.

Rationale: This change allows us to place readmitted students on Probation 2 instead of Probation 1 after they have served their dismissal. This gives the students one semester to prove they are ready to return to the classroom and will make the necessary adjustments in their studies to be successful in the classroom. The previous policy allowed students two semesters to get it right.

II. Proposal from the Department of Biology:

A. **CHANGE**, on page 75 of the current *Catalog*, the course prerequisite
FROM:

410 Vertebrate Physiology (4:3-3) (Prerequisite: 106 and CHEM 101 and 102 or permission of department)....

TO:

410 Vertebrate Physiology (4:3-3) (Prerequisite: 106 and CHEM 102 or permission of department)....

B. **CHANGE**, on page 174 of the current *Catalog*, the Math requirement for the Bachelor of Science degree in Biology with an emphasis in medical technology

FROM:

Mathematics - 9 semester hours

Math (2 courses from 111, 132, 180 or higher)6 hours

Statistics (Mathematics 114)3 hours

TO:

Mathematics – 6 semester hours

Mathematics 132 or higher3 hours

Statistics (Mathematics 134)3 hours

III. Proposal from the Office of the Provost:

**A. CHANGE page 43 of the current *Faculty Handbook*
FROM:**

Faculty Role in Cases of Alleged Academic Dishonesty Involving Students

In cases in which a faculty member has reason to believe that a student has committed an act of academic dishonesty, it is the responsibility of the faculty member to confront the student privately and personally, give the student the opportunity to rebut the allegation, and then make a determination of his or her belief regarding the student's responsibility or lack thereof. If the faculty member concludes that a violation has occurred, the faculty member must present the allegation in writing, along with any supporting documentation, to the Provost, with a copy being sent to the department chair. The Provost or his or her designee will contact the student and refer the case to the Honor Council.

The Honor Council shall hear cases of alleged violation of Standard of Conduct 1--Academic Cheating or Plagiarism. It consists of six faculty members-- five council members and one alternate--appointed by the Provost. One of these faculty members shall be selected by the membership to serve as chair. Each hearing board of the Honor Council shall consist of five members. Decisions shall be based upon a majority vote of those present.

(See the section entitled "Academic Integrity" in the *FMU Student Handbook* for further information.)

TO:

Faculty Role in Cases of Alleged Academic Dishonesty Involving Students

If a faculty member believes a student has committed an act of cheating or plagiarism, he or she should notify the student of the allegation and give the student an opportunity to respond. Whenever possible, this process should occur prior to the submission of final grades. When notification occurs after the submission of grades, the instructor will provide the student a *post factum* opportunity to rebut the charge.

If, in the judgment of the instructor, the student is able to show that the charge is unsubstantiated, the instructor will withdraw the allegation and remove the academic penalty. If the faculty member determines that a violation has in fact occurred, she or he must then notify the Provost's Office in writing of the allegation, with copies sent to the faculty member's dean or department chairperson.

The Provost or designee will serve as an adviser to the faculty member to assure that all appropriate due process is provided to the student and that proper procedures are followed. Notice to the Provost also serves as a record of the alleged violation. The notice must include a statement of, and (if appropriate) copies of evidence that the faculty member has which leads him or her to believe that the student has committed the act in question.

Upon receipt of this material, the Provost or designee shall confirm the allegation by providing written notice to the student. This notice shall include the alleged violation, a brief description of the persons presenting information regarding the alleged violation, a summary of the evidence against the student, a statement of the academic penalty imposed by the instructor, and a date by which the student must respond to the allegation.

The notice will provide the student with an opportunity to contest the allegation. Should the student deny responsibility for the act, the Provost /designee shall inform the student of his or her right to a hearing before the Honor Council.

Should the student accept responsibility for the act, the Provost/designee may choose to let the academic penalty stand without further action or, in severe or repeat cases, may choose to levy an additional sanction as described in the Code of Student Conduct.

Should the student wish to contest the charge, the matter will be referred to the Honor Council for adjudication. The Honor Council consists of six faculty members--five council members and one alternate--appointed by the Provost. One of these faculty members shall be selected by the membership to serve as chair. Each hearing board of the Honor Council shall consist of five members. Decisions shall be based upon a majority vote of those present.

(See the section entitled "Academic Integrity" in the *FMU Student Handbook* for further information.)

B. CHANGE page 134 of the current *Student Handbook*

FROM:

Sanctions for Academic Dishonesty

Violation of Academic Integrity strike at the very heart of the university and the teaching and learning process. As a result, cheating and plagiarism are placed first on the list of prohibited student conduct. Sanctions for violation of academic integrity are severe; they may include any appropriate general sanctions and may range from receiving no credit for the work involved to expulsion. Sanctions for cheating and plagiarism, two forms of academic dishonesty, will be assigned by university officials depending upon the seriousness of the offense and/or the student's primary disciplinary record.

TO:

Sanctions for Academic Dishonesty

Violations of the academic integrity policy strike at the very heart of the university and the teaching and learning process. As a result, cheating and plagiarism are placed first on the list of prohibited student conduct.

It is the responsibility of the instructor to determine the appropriate academic penalty for an act of cheating or plagiarism. Normally these penalties range from failure on the assignment to failure of the course. It is the responsibility of the Provost or his/her designee to enforce general university sanctions for severe or repeat offenses.

The first violation of the academic integrity policy typically carries no general sanction beyond the academic penalty. A second violation will result in the academic penalty plus a general sanction of at least a suspension from the university for a term of no less than one fall or spring semester. A third offense will result in the academic penalty plus a general sanction of permanent expulsion from the university.

Rationale for A and B: These changes bring various policy statements on Academic Integrity into alignment. The changes proposed in “A” clarify that the Honor Council is used only in those cases in which a student refuses to accept responsibility for an act of cheating or plagiarism. The changes proposed in “B” clarify the distinction between academic penalties imposed by the instructor and general university sanctions imposed by the Provost. “B” also presents a clear progression of sanctions for repeat offenses.

IV. **Proposal from Department of Psychology:**

A. **ADD**, on page 131 of the current *Catalog*,

270 Beginning Supervised Student Research (1:3) (Prerequisite: permission of department) F, S, or SU. This introduction to the laboratory practice of research methods in psychology provides students with familiarity in the basic techniques of data entry and conducting research protocols in the context of ongoing department research. Regular weekly lab meetings will include discussions of special topics. Students may earn a maximum of three-credit hours in 270/370 combined.

B. **ADD**, on page 132 of the current *Catalog*,

370 Intermediate Supervised Student Research (2:6) or (1:3) (Prerequisite: 302 and permission of department) F, S, or SU. Directed research in psychology guides students in detailed laboratory work such as behavioral coding of department research projects. Regular weekly lab meetings will include discussions of special topics and allow students to develop their own research questions. Students may earn a maximum of three-credit hours in 270/370 combined.

Rationale: To facilitate students in learning the fundamentals of psychological research in a supervised context, students will be allowed to enroll in research early in their psychology coursework, and without committing to a major project. The sequence proposed here consists of two supervised research courses detailed in Appendix I and Appendix II.

The proposed approach allows students to determine their own level of involvement in department research. Some students will merely wish to get more experience at techniques required of them in their classes. Others will wish to

determine if they are interested in a professional track involving research early in the course of their major. Yet others will know that they wish to gain the best experience to prepare them for a graduate career. A number of benefits attend the development of the two courses. First, research experience is not only an excellent preparation for graduate school but facilitates the student's graduate application since research supervisors are in a unique position to observe qualities of leadership, character, and ingenuity. The close mentorship of a faculty member yields more detailed and comprehensive letters of recommendation. In addition, enrollment in the research series documents this experience on the student's transcript, which is helpful on graduate school applications. A closely related benefit is that the research laboratory setting is an excellent context for students to show leadership skills as they take initiative to suggest ideas, propose original projects, exercise teamwork skills, and assist others in their goals and objectives. In a laboratory context where beginning students work in tandem with more experienced peers, advanced students are both models and mentors. Finally, student research assistants provide a valuable role in academic research. Empirical behavioral methods, such as the analysis of videotapes or audiotapes of behavior in a genuine interactive context, are essential to augment self-report methods that are more prone to impression management and participant reactivity. Only through student participation, and in turn their adequate training, can such techniques be applied in university laboratories.

Resources:

The Department does not anticipate needing additional resources.

V. Proposal from the Faculty Life Committee

A. ADD to *Faculty Handbook*, page 6, before “Required Courses: Policy and Procedures”:

Intellectual Property Policy

Francis Marion University supports the development, production, and dissemination of Intellectual Property, including copyrights, patents, trademarks, and any intellectual creation by its faculty, staff, and, if significantly involved in the creation of Intellectual Property, its enrolled students. Furthermore, the University seeks to encourage and reward creativity and innovation while still retaining for the University, when appropriate, reasonable access to, and use of, the Intellectual Property for whose creation the University has provided assistance.

Francis Marion University, faculty, and staff acknowledge that the mutual obligations of trust, good will, equity, and fair dealing are indispensable foundations and the guiding principles of this policy.

The creator/inventor of Intellectual Property must play the active role in any process to license and protect Intellectual Property. The creator/inventor assumes the responsibility of complying with all processes involved with the licensing and protection

of Intellectual Property consistent with State and Federal laws, State and Federal conflict of interest regulations, as well as University policy. Nothing set forth in this policy shifts this obligation from the faculty member, staff member, or student to the University.

It is the intent of the University that each faculty member, staff member, or student shall be the copyright owner of works created by the individual and at the individual's own initiative for academic purposes. These works would include, but not be limited to, scholarly works, class notes, class syllabi, books, articles, literary compositions of any discipline, artistic works, scientific works, dance, sculpture, visual arts, audiovisual works including any interactive or educational programs, sound recordings, as well as courseware development for distance education programs. Revenue derived from Intellectual Property owned by individuals belongs to the individuals.

Clarification of ownership and/or rights to Intellectual Property may be necessary. The University, faculty, staff, and/or students may enter into a memorandum of agreement regarding Intellectual Property rights at any time. If the Intellectual Property is commissioned by the University or one of its components pursuant to a signed contract or is created as a specific requirement of employment or as an assigned duty by the University, the Intellectual Property is owned by the University unless prior agreement has been made otherwise. Revenue derived from Intellectual Property owned by the University is credited to the University's general funds.

Intellectual Property that results from substantial use of University resources or facilities may create a joint ownership of the Intellectual Property between the University and the individuals who contribute to the creation of the Intellectual Property. The University and the individuals may agree to such an arrangement in writing.

Any disagreements, conflicts, and/or special requests for development of Intellectual Property shall be submitted to the Provost for further action as may be deemed necessary.

The Faculty Life Committee shall have general oversight of Intellectual Property issues. At the request of the Provost, the Committee shall review any matters relating to disagreements, conflicts, and/or special requests for development of Intellectual Property. The Committee shall make determinations and recommendations to be transmitted to the Provost. Further, the Committee shall review on a regular and ongoing basis University policy as to Intellectual Property. Any recommendations and/or concerns shall be transmitted to the Provost of the University.

The mutual obligations of trust, good will, equity, and fair dealing create the opportunity for an early and amicable resolution of any matters relating to Intellectual Property. If a mutually acceptable resolution can not be obtained, the Provost shall advise the University President. The President shall make the final determination.

B. ADD on page 9 of the *2005 FMU Faculty Handbook* the italicized text below:

FACULTY REGULATIONS AND POLICIES

POLICIES CONCERNING RECRUITMENT OF FACULTY

Recruiting and Selecting Faculty

Initial appointment to a full-time faculty position at Francis Marion University is the result of meritorious selection and is based on academic preparation and the expectation of effectiveness in teaching, scholarly activity, and professional service. Accordingly, candidates for initial appointment to full-time positions at Francis Marion University should normally hold an earned terminal degree in the appropriate discipline and should offer promise of, or a demonstrated record of, effective teaching, scholarly activity, and professional service. At a minimum, those receiving initial appointment to a full-time position must hold the Master's degree in field or a Master's degree with at least 18 graduate hours in the teaching field, as required by the Southern Association of Colleges and Schools.

Selection of a faculty member requires a recommendation from a department or school and subsequent approval by the Provost and the President. Copies of University policies and procedures with regard to the recruitment and selection of faculty may be obtained in the Human Resources Office.

Equal Employment Opportunity and Affirmative Action Principles

Rationale: The handbook already includes (on page 4) the minimal qualifications for part-time faculty, referring to faculty in that category in contrast to full-time faculty. But the handbook does not spell out the minimal qualifications for full-time faculty. The above wording corrects that omission.