**APC minutes, November 28, 2011; 1:00pm – 2:00pm**

Members in attendance:

Lisa Buckley

Sean Mattie

Barbara Musolf

Anthony Stinson

Scott Butterfield

Terri Summers

Eunice Warren

Non-members in attendance

Jeff Jacobs, Associate Dean of Student Conduct

Alicia Myrick, Coordinator of Student Conduct

1. The minutes for the November 2nd meeting were approved.
2. Jeff Jacobs, Alicia Myrick, and the APC members held a discussion of the academic misconduct process, touching on issues such as prevention (through student education), the procedure itself, and the composition of hearing panels. Faculty were polled for opinions on the process, and Jacobs responded to many of the concerns.
	1. One faculty member commented that “the process is not clear about how to submit a charge”; Jacobs responded that an 8-step process chart is available online, and that the procedure was gone over at the fall faculty meeting and gone into more depth during new faculty orientation.
	2. An issue was raised concerning the ability of a hearing panel to override the professor’s stated policy in his or her syllabus, imposing a different sanction. Jacobs responded that while this is indeed a possibility, it very rarely happens in practice; the hearing panel takes into consideration the penalty stated in the syllabus and usually imposes that penalty. Neither he nor Myrick could remember a hearing imposing a penalty that differed from the professor’s stated syllabus policy in the last five years.
	3. A faculty member, raised some issues about the composition of the hearing panel itself. In particular, (i) concerns were raised that faculty members are the minority, and that “the deliberation of cases sometimes turns into a critique of faculty and their policies by students and staff who have never had to deal with the issue in the classroom;” and also (ii) “currently faculty members must appear before hearing panels as “complainants”, which means that faculty are pitted against students on a one-on-one basis. We as faculty members are told that it our duty to report academic dishonesty, but in a hearing situation, it becomes our word against the students’. If we are performing our duty as representatives of the university by reporting cheating, then the complainant should be the university, and the faculty member should only be a witness.” Jacobs responded that he did not necessarily agree with these concerns, but that the committee could look into reformulating the composition of the hearing panel, and indeed the academic misconduct process, as long as (i) there is an office at the university overseeing instances of academic misconduct, (ii) the students retain their right to dispute a charge, and (iii) there is the chance for an independent overview of the evidence (and of course, as long as due process itself is retained throughout).
	4. Jacobs overviewed the penalty process and the chain of command governing the Office of Student Conduct.
	5. Jacobs will overview the e-mails garnered from faculty members, and offered to clear up any misconceptions there may be about the process. He also offered to continue the conversation and be involved in any reformulating of the procedures, to help ensure that any new policy respects due process.
3. Scheduling
	1. The APC discussed the proposed change to the fall schedule, which presents to options to incorporate a week-long break for Thanksgiving, rather than the current three day break. After some debate and discussion, including a request that a 14 week semester rather than a 15 week semester be considered, and that the length of summer semester also be reviewed, the APC unanimously agreed that, rather than extending the Thanksgiving break, adding a fall break earlier in the semester would be preferable. While we understand that having the week off would be helpful for students (and faculty) who are parents with children home this week, we felt it would be too disruptive to the end of the semester to extend the break. A fall break in its place would be preferable. Setting a fall break to coincide with Columbus Day would similarly assist those who have children out of school on that day; it also falls immediately after midterms are due, and right before the beginning of second session courses, and thus would not disrupt the academic flow. Thus it was resolved:

We prefer the start and end dates of Option I [first weekday class beginning on August 13th, faculty grades due December 12th] but propose rather than taking Monday and Tuesday of Thanksgiving week off, we instead create a Fall Break. The committee proposes a break on October 8th and 9th.

1. The committee set the meeting dates and times for spring semester for the fourth Friday of every month, at 11am. Thus, we will meet on January 27, February 24, March 23, and April 27 of 2012.

The meeting was adjourned at 2pm.