Members Present: Dee Andrews (Chair), Eileen Barrett, Judy Clarence, Julie Glass, Gary McBride, Fred Leavitt, Jane Lopus, Scott Stine

Members Absent: Mike Hedrick, Steve Williams (resigned)

Guests: Brenda Bailey, Norm Bowen, Mark Karplus, Valerie Smith, Don Wort

The meeting was called to order at 2:50 p.m.

1. Approval of the agenda
   M/S/P unanimous, with new business (originally item #6) before old (originally item #5) and evaluation of temporary faculty (originally old business item #5 a) after implementation of the academic standards report (originally item 5 b). The lettering and numbering was changed accordingly.

2. Approval of minutes of the meeting of April 17
   M/S/P with one revision: in the first sentence under A Old Business, the word A meeting was changed to A meet @

   Approval of the minutes of the meeting of May 1 M/S/P

3. Report of the Chair

   Steve Williams resigned from FAC and will be replaced by Valerie Helgren-Lempesis for the final FAC meeting.
   - The Subcommittee on Evaluation of Temporary Faculty and the FAC Lecturers Subcommittee both met during the preceding week to discuss a draft of the proposed policy and procedures for the evaluation of temporary faculty. FAC will take up the subject today.
   - The proposed amendment for the Definition of Office-holding for Emeriti Faculty was sent to the Senate by ExComm.
   - The last meeting for FAC this year will be on May 29, beginning with the organizational meeting for next year committee.

4. Report of the Director of Faculty Development

   Glass announced that the workshop on plagiarism was successful.

5. New Business

   a. Formation of a Regular Subcommittee on Lecturers
      M/S/P (unanimous) that the current Lecturers Subcommittee consider draft changes to the
FAC Policy and Procedures document and the Academic Senate Bylaws to allow for the formation of a regular FAC subcommittee on lecturers.

b. Terminal Degree for Faculty in Department of Nursing and Health Sciences
In light of the need to increase its tenure track applicant pool, the Nursing program seeks to return to its original standard of requiring a Master’s degree as the terminal degree for faculty. The Department has submitted an m.o.u to the Provost’s office for this purpose. After discussion with Dr. Bailey, the committee unanimously approved the request.

6. Old Business

a. Implementation of the Academic Standards Report
Norm Bowen presented a written summary of his recommendations for revising the University’s policy on academic dishonesty, along with a written summary of his meeting with Mack Lovett, Assistant Vice President, Instructional Services and Diane George, Student Judicial Officer, on the same subject. He also provided the committee with a copy of the Procedure for Processing Academic Dishonesty Incident Reports from Dr. Lovett’s office. Bowen’s summary of his consultation with Lovett and George included the observation that 90% of reported dishonesty involves plagiarism, along with a number of recommendations to standardize penalties for academic dishonesty and to prevent plagiarism and cheating.

The matter was discussed at length. The consensus of the committee was that no changes in the current Academic Dishonesty guidelines were warranted. While the members shared Bowen’s concerns about cheating, the committee felt that standardization of penalties (where, for example, instructors would be required to give an F course grade to students handing in largely plagiarized papers) would be counterproductive and difficult to regulate. The committee also agreed that in general faculty are often either ignorant of or not in compliance with the current requirement of filing an Academic Dishonesty Report. The Committee agreed to consider the best means to promote dissemination of that information at the final FAC meeting.

b. Evaluation of Temporary Faculty
The Committee, along with guests Smith and Karplus, discussed the language drafted by the Subcommittee on the Evaluation of Temporary Faculty regarding standards for evaluating lecturers. After considerable discussion and some modifications of the proposed draft, the matter was tabled for further discussion at the final FAC meeting.

c. Language Clarification -- PTR Document
Barrett reported on the changes proposed by the subcommittee (Barrett, Glass, and Hedrick) in the use of the terms dossier, PAF, and WPAF in the PTR document to establish consistency between the document and the CBA. The subcommittee also clarified the use of the term WPAF index in the PTR document. M/S/P (unanimous). The committee commended Barrett, Glass, and Hedrick for their hard work.

d. Ten Year Academic Calendar
M/S/P (unanimous) that the Chair make the necessary changes to make the calendar conform to a 7-day instructional week, as approved by ExComm, and 7-day final examination week. The Committee also requested that faculty administering final examinations on Saturdays and Sundays be granted an extension of 2 days each quarter in which to report final course grades.
7. **Adjournment.** The meeting was adjourned at 5:15 p.m.

Respectfully submitted,

Gary McBride, Acting Secretary