

[In these minutes: Faculty reporting process]

## **STUDENT ACADEMIC INTEGRITY COMMITTEE (SAIC)**

### **MINUTES**

**WEDNESDAY, FEBRUARY 21, 2007**

[These minutes reflect discussion and debate at a meeting of a committee of the University of Minnesota Senate; none of the comments, conclusions, or actions reported in these minutes represent the view of, nor are they binding on the Senate, the Administration, or the Board of Regents.]

**PRESENT:** Tom Shield (Chair), Sarah Angerman, Shawn Curley, Sharon Dzik, Laura Coffin Koch, Amanda Kossak, Robert Pepin, Kari Suvula, Micky Trent, Fernando Trinciante, Erin West.

**REGRETS:** Mark Bellcourt, Linda Jones, Paul Myers.

**GUESTS:** Debbie Gettemy, Kathy Skelton.

#### **1. OSCAI UPDATE**

Sharon Dzik said that she is working on designing the department's website and educating campus about the new Student Conduct Code.

Q: How are students informed about the Code?

A: It is up to each campus to decide how to advertise the Code.

Student members made the following comments:

- Law School includes the Code in its student planner
- Duluth should make the Code more available or advertise more to reach all students
- Morris sends a monthly email reminder to all students, which many students delete without reading since they see it every month

#### **2. FURTHER DISCUSSION ON THE FACULTY REPORTING PROCESS**

Tom Shield distributed the latest draft of the faculty reporting process for undergraduates, noting that after input from this meeting, a revised version will be presented to the Council of Undergraduate Deans (CUD) in March.

He mentioned that this proposal was just presented to Vice Provost Craig Swan, who had a few comments:

- Colleges should be asked if they wanted to be notified of the outcome from OSCAI after each case or just receive a report at the end of the semester or year
- Each college does not always have DUGS, so the proposal needs to accommodate this possibility and allow OSCAI to identify the correct person in each college
- Students needing to sign off on the faculty reporting form could be an impediment to timely reporting

Members then made the following comments:

- There is a difference between reporting and notification; faculty should just report and OSCAI should be responsible for notifying the student
- DUGS should be in the loop but there is a potential bottleneck if they are a step in the reporting process
- DUGS should know early and be a resource for the faculty
- It is not possible to submit reports via email since faculty always have physical evidence to submit as well
- Faculty should report directly to OSCAI and then notify DUGS
- Form should include an initial steps checklist for faculty, including notifying the student and the DUGS, and a reminder to contact OSCAI or DUGS with question
- DUGS should not be part of the decision process but a conduit for information
- OSCAI website should include a list of DUGS since they are not listed anywhere else
- First goal of this process is to get more forms to OSCAI and the second goal is to create a smooth process at the collegiate level
- If DUGS are involved in the process, they need to be provided training on how to report cases
- There is inherent pressure to keep these issues within the department or college, so faculty need to be convinced of the greater good in centrally reporting
- CUD buy-in to educate DUGS is important
- DUGS need to be commended for their help in the process and asked how it worked in their department
- Faculty should be asked to evaluate the process
- Different forms should be created for the different levels of reporting
- CUD should be asked how often they want to be informed of cases, how to involve DUGS, and how to help identify DUGS
- It is possible that faculty do not report because they do not know where to find the form
- A link to the form should be added to the faculty one-stop site

### **3. OTHER BUSINESS**

Sharon Dzik said that a future meeting topic is an academic integrity tutorial and whether it should be required for all students or just for students who are reported.

With no further business, Tom Shield thanked the members for attending and adjourned the meeting.

Becky Hippert  
University Senate