

[In these minutes: Scholastic Dishonesty violations within the School of Public Health and the Carlson School of Management MBA Programs]

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

### **MINUTES**

**WEDNESDAY, MAY 4, 2011**

[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, Sharon Dzik, Patricia Fillipi, Jennifer Goodnough, Laura Coffin Koch, Andrew Olson, Eric Watkins.

**REGRETS:** Arthur Carlson, Dana Davis, Francisco Ocampo.

**GUESTS:** Judith Garrard, Jessica Kuecker Grotjohn, Patrick McCarthy.

#### **1. DISCUSSION OF SCHOLASTIC DISHONESTY ALLEGATIONS HANDLED WITHIN THE SCHOOL OF PUBLIC HEALTH**

Judith Garrard, Senior Associate Dean for Academic Affairs and Research in the School of Public Health, joined the meeting to discuss the process for handling scholastic dishonesty violations in her college. She started by noting that in addition to being a professor, she is also a licensed psychologist which helps her carefully listen during her meetings with students.

She distributed a standard syllabi statement for all Public Health courses, a standard form submitted to OSCAI, and a description of the process that is used for the college. The current five-step process was established six years ago:

1. Notification to her by the faculty member
2. Faculty interview with the student
3. Faculty member report to her
4. Her interview with the student to discuss the incident as well as procedures and resources
5. Her report to OSCAI

She believes that prevention is key, which is the reason for the lengthy syllabi statement, talks with students at orientation, and information in the student handbook. She also refers students to one-on-one counseling at the Writing Center and requires that some students complete a plagiarism certificate.

She said that other issues for her college are cheating affecting licensing, collaboration, international students, online degrees, and online cheating on exams when they are taken without proctors.

Eric Watkins stated that the College of Continuing Education has a proctored testing room on campus and can help with arranging proctors for off-campus students. He is not sure about charges associated for these services.

#### **2. DISCUSSION OF SCHOLASTIC DISHONESTY ALLEGATIONS HANDLED WITHIN THE CARLSON SCHOOL OF MANAGEMENT MBA PROGRAMS**

Patrick McCarthy, Director of Student Affairs in the Carlson School of Management (CSOM) full-time and part-time MBA Programs, stated that he has only been in this position for six months after being in the admissions office for four years. He also has six years experience at the Kellogg Graduate School of Management at Northwestern University and 5 years at Loyola.

He stated that the CSOM Code of Conduct governs all the programs in the college and creates a common community in classes that include a mix of different levels of students. The Code has two themes – academic and professional, and he has only had to use the professional theme once in the last six months. He spoke with his predecessor who did not have any academic issues during his 18 months in the position.

According to the Code, if there is an academic issue:

- Faculty member must investigate and talk with the student
- Faculty member must report the incident to the Associate Dean
- Faculty must create a sanction if needed for the incident
  - If the student accepts the sanction, nothing further is needed
  - If the student does not accept the sanction, then the student speaks with the department chair first and then him
- After him, there is a review committee of four faculty and three students who determine if there was a violation and the appropriate sanction
- If the student is still not satisfied, they are notified of the official process with the Provost's Appeal Committee

He said that there is more fear from students as the process proceeds. He does not discuss resources with students, but will add this information. The Dean's Office maintains a database of cases and communications with OSCAI.

Q: Are reports made to OSCAI?

A: If the student accepts the sanction, there is no report made to OSCAI, just to the Associate Dean.

Tom Shield noted that there is a University policy that requires faculty to report all incidents to OSCAI. These reports also ensure students' due process rights.

Q: Is there an agreement from students to the Code?

A: Every student signs a statement at orientation which is kept in the student file. However, by being admitted, a student agrees to the general principles.

Q: What is the purpose of the college database?

A: He is not sure but it might relate to MBA accreditation.

### **3. OSCAI UPDATES**

Members mentioned that they have heard some responses to the email on reporting violations, which means that people are seeing it.

Tom Shield stated that he and Eric Watkins met with Vice Provost McMaster and Laura Coffin Koch regarding an email when students withdraw from classes. Vice Provost McMaster is supportive of the general usage for this email. He is asking the Registrar to look into the cost for implementation and will discuss the issue with the Education Policy Committee (SCEP) although their approval is not required.

For next year, the committee discussed developing best practices and a resource list for online teaching as well as looking at online cheating.

#### **4. OTHER BUSINESS**

With no further business, Tom Shield thanked the members for their service this year and adjourned the meeting.

Becky Hippert  
University Senate