

November 24, 2014 FTLCAC Meeting Minutes

Time: 1 -2 p.m.

Location: 3062 and 0068 James Zumberge Hall

Present: Gordon Alderink, Kyle Felker, Vijay Gondhalekar, Brianna ? (substitute for Cynthia Grapezynski), Janel Pettes Guikema (Chair), Barb Hooper, Jamie Langlois, Christine Rener, Matthew Roberts, Janet Vigna

1. Vince St. Germain began the meeting providing everyone with a brief overview of ooVoo videoconferencing. Committee members were divided between two rooms to practice using ooVoo in preparation for winter semester.
2. Barb Hooper volunteered to take minutes for this meeting.
3. Approval of agenda with no changes.
 - a. Motion by Gordon Alderink with a second by Barb Hooper.
4. Approval of October 27, 2014 meeting minutes
 - a. Motion by Vijay Gondhalekar with a second by Kyle Felker.
5. Announcements
 - a. There will be no meeting on December 8 due to final exams.
 - b. Winter dates and rooms will be sent via e-mail and posted on Blackboard. The committee will meet for 2 hours, once a month. Meeting locations will be on both the Allendale and Pew campuses using ooVoo videoconferencing.
 - c. Bob Smart will be attending the January meeting to discuss individual guidelines for Personnel Policy renewal. Christine Rener has Department and College guidelines available to share with the committee.
 - d. Simulations: Best practices will be reviewed at the February meeting. Departments and colleges currently using simulation will be contacted for best practices (ex. KCON).
 - e. Awards Sub-committees – met two weeks ago and all recipients have been selected.
6. Review of Faculty Handbook language: Description of FTLCAC duties - Christine Rener
 - a. Christine Rener reviewed all of the recommended changes on the document that she distributed.
 - i. Suggestions included:
 1. a: Add the word policies, ex. Programs, policies and services.
 2. g: Currently, not all members are serving on a sub-committee due to lack of need.
 3. f: change “of” to “if”
7. Investigating ways to promote best practices for academic integrity
 - a. Charge was clarified with Karen Gibson.
 - b. List of best practices for promoting student Academic Integrity and to develop a dissemination plan.
 - c. KOCN and the Seidman College of Business both have students sign an Academic Integrity statement upon admission to the program.
 - d. The library offers Plagiarism exercises and they are often done by the liaison Librarian who will come and teach.

- i. Purdue Owl is one excellent on-line source.
 - ii. Library also has teaching outlines for faculty who want to do the teaching.
 - e. Other Ideas
 - i. Statement in every syllabus (as this already a standard across the university?)
 - ii. Group Work – How do we report out individual work to ensure participation by all group members?
 - 1. Rubrics could address this issue.
 - iii. Hybrid/On-line Courses – Needs to be addressed in these courses as well.
 - iv. Cell Phone usage – Needs to be addressed
 - f. For consistency purposes, what should faculty do if there is an issue?
 - g. Committee suggested additional follow-up with Karen Gibson for more clarification. Work will continue in winter semester.
8. Meeting Adjourned at 1:52 p.m.

Respectfully Submitted,

Barb Hooper