AGENDA
COUNCIL ON UNDERGRADUATE STUDIES
Friday—February 12, 2010—1:30 P.M.
Student Senate Chambers

I. Call to Order

II. Introductions

III. Consideration of minutes of November 13, 2009 meeting

IV. Old business

V. New business

a. Undergraduate committee reports.

i. Academic Advising Committee—Jan Murdoch, Chair
ii. Academic Grievance Committee—David E. Barrett, Board Chair
iii. Academic Integrity Committee—Jeffrey R. Appling, Chair
iv. Admissions Committee—Robert Barkley, Chair
v. Calhoun Honors College Committee—Bill Lasser, Director
vi. Academic Eligibility Committee—Patrice Noel, Julia Lusk
vii. ePortfolio Program—Gail Ring, Director
viii. Scholarships and Awards Committee—Elizabeth Milam, Keith Reeves
ix. Registrar’s Report—Stan Smith, Registrar
x. Transfer and Bridge Programs—Sue Whorton, Director
xi. Undergraduate Curriculum Committee—Jan Murdoch, Chair

VI. Other business

a. Proposal for a uniformly scheduled fall break—Stan Smith.
b. University Funded Scholarships for Transient Study Abroad Use—Keith Reeves.
c. Student Senate—A Resolution to Support the Amendment of the Academic Integrity Policy—Pedro Ildefonso, IV.

VII. Adjournment
MINUTES
COUNCIL ON UNDERGRADUATE STUDIES MEETING
NOVEMBER 13, 2009

PRESENT: Jeffrey R. Appling, presiding; Vic Shelburne; Arlene Johnson; Casey Berkshire; Lib Crockett; S. A. Sparace; Kristin Goodenow; Lawson Clary; Mary Von Kaenel; Jeff Brown; Elizabeth Milam, Stan Smith; Keith Reeves; Robert Barkley; Suzanne Atkinson; Brad Putman; Gail Ring; Logan Roof; Lois Petzold; Ed De Julio; James Wood; Mickey Hall; Patrice Noel; Sue Whorton; and Barbara Rogers.

I. Appling called the November 13, 2009 meeting of the Council on Undergraduate Studies to order at 1:30 P.M. in the Student Senate Chambers. The minutes of the October 9, 2009 meeting were approved as circulated.

II. Old Business.

A. Berkshire presented the subcommittee’s recommendation to move the date of the last day to drop a class without a final grade later in the semester, from the beginning of the last seven weeks of the semester beginning with the fall 2010 semester. Proportionate time periods would apply for Maymester and summer terms.

To move the date for instructions to issue mid-term grades to one week later in the semester beginning with the fall 2010 semester. Proportionate time periods would apply for Maymester and summer terms.

After discussion, the Council unanimously approved the recommendation. After endorsement by the Faculty Senate Scholastics Policy Committee, the recommendation will be forwarded for the December agenda of the Academic Council.

B. Appling presented the following proposed changes to the Academic Integrity policy:

1. Change “faculty member” to “course instructor” where appropriate

2. Add new language in II.B. to allow supervisors to present charges in the absence of the original course instructors

3. Add time limit for return of student rebuttals in II.B.5

4. Correct language (compose vs. comprise, etc.)

5. Delete reference ‘D or F’ in redemption exclusion. Change this to disallow redemption of the course grade if the penalty is a redeemable grade.

In discussion, Appling noted the Faculty Senate’s Scholastics Policies Committee rejected the new language in I.B. to restrict “recycled” work (i.e., self-plagiarism). The committee recommended this issue be included in the syllabus letter the Dean of Undergraduate Studies distributes each semester.
The Council unanimously approved the recommendation. The recommendation will be forwarded for the December agenda of the Academic Council.

III. New Business—Committee Reports

A. Academic Advising Committee—Berkshire presented the NSAPP results as follows:

100% of NSAPP student population received an NSAPP report (first-time freshmen and first-time transfer students).

15,945 ratings were given in total, by 310 participating faculty members.

Of those, 2,665 were “below average” ratings. This means that roughly 16% of the ratings given were for “Below Average.” This is actually lower than last year’s 17.95.

There were 699 faculty on the NSAPP-L list, meaning each had at least one new student in a course and 310 participated, or 44.3%. This is a significant drop from last year’s program; however, the majority who did not participate was faculty who were asked for the first time due to the inclusion of transfer students in the population (instructors of upper-level courses).

As of today, just over 1500 TigerWire alerts have been triggered by students in the freshman program alone, 100% have been responded to by one of six administrators.

-927 freshmen have indicated that the cost of college is a burden to their family.

-70 freshmen indicated that Clemson is not a good fit for them and/or they have considering transferring. Meetings, lunches, and email conversations are happening with these students in order to respond to their needs.

B. Academic Grievance Committee—Appling reported for Barrett there are no additional grievances, one has been heard and is still in process, another one is in process.

C. Academic Integrity Committee—Appling reported for Lusk there have been 34 cases for the fall; 21 has used the new plagiarism resolution form; all but six attended a workshop; there have only been 2 hearing this semester (one in violation; one not in violation); two hearing are planned for next week.

D. Admissions Committee—Barkley stated admissions applications are more than last year. Meetings to set admission standards for fall 2010 semester with Dean Murdoch and collegiate deans are complete. Transfer admissions are up this year. New students for January 2010 include 15 freshmen and 200 transfers. No decision has been made regarding the number of new students for fall 2010.

E. Calhoun Honors College Committee—Irvin reported honors students are continuing to apply. The Honors College has received 110 applications; last year there were 99; approximately 50 will be accepted; over 100 extra honors classes are scheduled for spring semester; honors courses were approved at November curriculum committee; the rubric for CHS was changed to HON with a HXXX designation.

F. Academic Eligibility Committee—Appling reported for Lusk the appeals committee will meet on December 8, 2009.
Noel stated the committee did a study of twenty of the top public universities and is in the process of revising the academic eligibility policy.

The more structured approach to these students will be reworked for spring using information from the past summer and fall terms. There have been successes with individual students. Students on academic probation are asked to take full advantage of these options for assistance.

G. **e-Portfolio**—Ring reported students graduating in December are required to have an e-portfolio. The message from Provost Helms is the requirement will be enforced. Of the 900 expected to graduate in December, 495 are in the 2006-2007 academic year.

Students are encouraged to come to workshops and can be paired with mentors for assistance.

Information has been forwarded to the associate deans; 13% are complete; the major concerns are the non-starter students.

Ring also noted she is available to help students accomplish the task.

H. **Scholarships and Awards Committee**—Reeves stated the committee has not met and does not have a report; however, there is an issue pencing regarding scholarships and students studying abroad because monies intended to go to Clemson University cannot go to another school.

Milkam stated there are 464 students considered to be illegal undocumented students who will be blocked from spring semester.

I. **Registrar’s Report**—Smith reported registration has gone well except for the immigration and immunization issues.

The last window for registration opened yesterday.

The semester is drawing to an end and there are only 12 more days of classes.

There are 1,350 candidates for graduation, 1,275 will actually graduate.

J. **Transfer Programs and Bridge Programs**—Whorton commented on the NSAPP report, which included the pleasantly surprising number who responded and connected with the resources.

Currently, there are 346 Bridge students; the number of transfers are being set for next year; orientation planning is taking place; the retention rate is very good with 90% matriculation here as seniors.

K. **Undergraduate Curriculum Committee**—Appling announced December is the final meeting for Undergraduate Announcements. November’s agenda contained the typical number of new courses, the Language concentrations were standardized, and Leisure Skills presented a number of new courses.

IV. Other business, Hall mentioned whether the requests logs are efficient in assisting students while trying to register for general education required courses.
Appling stated he would discuss this issue with Dean Murdoch. Smith stated Kelly McDavid may be able to provide information.

There being no further business, the meeting was adjourned at 2:20 PM.

Respectfully submitted: Barbara Rogers
CLEMSON UNIVERSITY’S UNDERGRADUATE
ACADEMIC INTEGRITY REPORT

Term – Fall 2009

133 cases

85 students waived their right to a hearing –
8 requested hearings – of those: -
   4 were found in violation
   4 were found not in violation
5 students had charges dropped against them –
35 pending as of 1.5.10

128 were 1st offenders
5 were 2nd offenders

86 accused of plagiarism
   61 charged using the Plagiarism Resolution Form
41 accused of collaboration:
   18 on computer science programming code
   13 on online test
   4 on project
   4 on paper
   2 on in-class test
4 accused of copying answers from another version of test
1 accused of stealing a notebook from another semester
1 accused of asking to have test re-graded

48 were a freshman
25 were sophomores
39 were juniors
21 were seniors
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SUMMARY OF APPEALS
PROPOSAL FOR A UNIFORMLY SCHEDULED FALL BREAK

PROPOSAL
To move the days of fall break to the Monday and Tuesday following the exact midpoint of the semester each semester, beginning in the fall of 2010.

BACKGROUND
Relevant Background Information Includes:

1. Fall break in odd numbered years, 2009 for example, is the Monday and Tuesday following the midpoint in the semester.
2. In election years, such as 2008, fall break has been the first Monday and Tuesday in November to allow for voting.
3. A significant number of students have reported increased stress levels due to the later fall break in election years, and a large majority would rather have a uniform break each and every fall.
4. Using the midpoint to determine scheduling, the fall break in 2010 would be October 11-12 (classes begin August 18th) and in fall 2011 it would be October 17-18 (classes begin August 24th). The range for fall break each year would occur between those two extremes.

STUDENT OPINIONS AND PERFORMANCE

1,143 undergraduate sophomores, juniors, and seniors responded to a fall break survey sent on October 19, 2009. When asked, if fall break in early November increased student stress levels, 59% responded “YES.” When asked if they would prefer a break in November or in the middle of the semester during election years, 76% of students reported they would rather a break be in the middle of the fall every fall. Students that chose to go home to vote instead of absentee balloting cited reasons such as, “going home anyway,” “missed the deadline to apply,” and “absentee balloting is too hard.”

In the most recent election years, CAPS has seen an increase of students coming due to the stresses of a late fall break.

RATIONALE
This request is based on the following:

1. Feedback from undergraduate students has shown that a late fall break in election years lowers performance and increases stress levels.
2. A break at the midpoint in the semester allows time for reflection and gives students, staff, and faculty time to decompress.
3. A large majority of students (75%) would prefer a break in the middle of the semester every fall as opposed to a break that gives the opportunity to go home to vote.
Barbara Rogers

From: Keith Reeves
Sent: Thursday, January 28, 2010 9:26 AM
To: Barbara Rogers
Cc: Janice Murdoch; Marvin Carmichael; Lisa Crowe
Subject: Undergraduate Council Agenda Item
Attachments: S&A TSAP Policy Change.docx

Barbara,
Please place the attachment as an agenda item for the next Undergraduate Council Meeting from the Scholarships and Awards Committee. The attachment contains a policy change regarding the usage of scholarships by transient study abroad students and is being forwarded to the Undergraduate Council as a matter of record.

Thanks,
Keith

Keith Reeves, '82, MEd '87
Associate Director
Office of Student Financial Aid
G-01 Sikes Hall
Clemson, SC 29634-5123
864.656.3431

CLEMSON UNIVERSITY
MEMORANDUM

TO: Undergraduate Council

FROM: Marvin Carmichael, Chair
Scholarships and Awards Committee

SUBJECT: University Funded Scholarships for Transient Study Abroad Use

On January 27, 2010, the University Scholarships and Awards Committee unanimously adopted the following policy change:

That private donations specifically designated for support of study abroad and all university funded scholarships may be applied toward academic study at any approved foreign institution or program (CU, SAP, or TSAP), as long as this program of study applies directly toward a degree at Clemson University. For TSAP, this policy does not apply to scholarships that are funded by various waiver programs.

That this new policy should apply to all private donations designated for students to study abroad, whether the donations are called Travel Grants-in-Aid, Travel Grants, Study Abroad Grants, Study Abroad Scholarships, or any other name that clearly indicates the intent of the donor. That this policy will apply to private donations to Clemson University and university funded scholarships, and will not affect eligibility requirements for federal, state, donor, or other funds whose policies are controlled beyond the domain of Clemson University.

That, unless there are specific provisions otherwise, these funds should continue to be deposited directly into the student’s Clemson University account through the Office of Financial Aid, not given directly to the student. That, when not in violation of Title IV overaward provisions, these funds may be awarded late in the spring semester for study abroad in the fall of the same calendar year or spring semester of the following year. That, students who are awarded such aid and then alter their study abroad plans are subject to revocation of the grant, depending on the nature of their altered plans.

The previous policy did not allow University scholarship/grant funds to be used by a student to pay tuition at a foreign school (TSAP classification). This policy change will allow students to use their scholarships that are hard-funded. However, if the funding source of the scholarship is based on waivers, the scholarship cannot be used as there are no real dollars behind the award.

Current scholarships that cannot be used by TSAP students are: Trustee Scholarship, Presidential Scholarship, Freshman Engineering and Science Scholarship, Palmetto Pact Scholarship, Palmetto Pact Governor’s School Scholarship, Palmetto Pact Math and Science Scholarship, Clemson Scholars, Clemson Independent Scholars, and Clemson Achievement Scholarship.
A Resolution
To Support the Amendment of the Academic Integrity Policy

Resolution No. 17  Date Submitted: 11/23/2009
2009/2010 Undergraduate Student Senate  Date Approved: 11/30/2009
Committee: Academic Affairs  Author: Pedro Ildefonso IV

1. **Purpose:** To express the support of the Undergraduate Student Senate for
   the amending of the Academic Integrity Policy.

2. **Whereas,** Associate Dean of Undergraduate Studies Jeff Appling
   requested that a student led committee analyze and revise the Academic
   Integrity Committee to account for problems of developing technology, and

3. **Whereas,** Undergraduate Student Body President Abby Daniel approved the
   formation of a cabinet level Ad-hoc Committee for the purposes of the editing
   of the Academic Integrity Policy, and

4. **Whereas,** the members of the committee represented the most experienced
   members of the Academic Integrity Committee, the Coordinator for Academic
   Integrity within the Office of Undergraduate Studies, and the Undergraduate
   Student Government Attorney General, and

5. **Whereas,** the committee considered seven main committee goals
   and decided the necessary policy revision for each goal,
   including: the accounting of non-authorized technology during academic
   assignments, the use of XA/XF notations of academic transcripts for academic
   integrity violations, the ability to appeal Committee decisions to a higher or
   different authority, the ability of the Committee to use intent in the decision
   process of violators, the clarifying of academic integrity expectations for both
   students and teachers, and

6. **Whereas,** the committee came to swift and deliberate decisions about the
   revisions needed to improve the aspects of the Integrity Policy, including; the
   use of non-authorized technology within classrooms, the expectations of
   students and teachers with the application of the Academic Integrity policy,
   and the use of appeals in divided verdicts of the Committee, and
26. **Whereas,** The following corrections, additions, and modifications represent the opinion of the Ad-hoc Committee for Academic Integrity Revision.

28. **Be it resolved** by the Clemson University Undergraduate Student Senate assembled in Regular session, the following:

30. **That** the Undergraduate Student Senate formally supports the inclusion of the entire “Academic Integrity Policy” to be included as a mandatory item on all University academic syllabus. The “Academic Integrity Policy” includes section 1 and its four subsections that give a complete definition of the University Academic Integrity statement.

35. **That** Section I. “Academic Integrity Policy,” Subsection B “Academic dishonesty is further defined as:” have a new §4 that reads the following: “4. The use of any technology or device not specifically authorized by the course instructor.”

39. **That** Section I. “Academic Integrity Policy,” Subsection D “It is the responsibility...” now read the following: “D. It is the responsibility of every member, including all course instructors and students, of the Clemson University community to enforce the Academic Integrity Policy.”

44. **That** Section I. “Academic Integrity Policy,” Subsection D “It is the responsibility...” have a new §1 and a new §2 to read the following: “1. With this responsibility comes a requirement to report all suspected violations of Academic Integrity to the Office of Undergraduate Studies. 2. Any change to the application of a grading policy, for the purposes of a penalty for the violation of the academic integrity policy, is grounds for an Academic Grievance unless handled through the Office of Undergraduate Studies.”
52. That Section II. "Academic Integrity Committee," Subsection D "Appeals",
53. §1 now read the following:
54. "1. In any case where the Academic Integrity Board does not form a
55. unanimous decision, a student has a right to request another full hearing
56. by the Academic Integrity Board. In these cases a new hearing board will
57. be assembled and a new hearing will be held under the same procedures
58. outlined above. This may only be done once per case and after the new
59. board has issued their findings, students do not have the option to appeal
60. the decision rendered by the second hearing board, whether it is the first,
61. second, or any subsequent offense. Students do not have the option to
62. appeal the penalty determined by the faculty member for first offenses or
63. to appeal the grade of F for the course given for second offenses."

Signed: M. M. [Signature]

Date/Time: 11/30/09 10:00 PM

Kathryn Morgan
Student Senate President

Cc:
- Gail DiSabatino (gaid)
- Lindsey Dombert (dombert)
- Bill Bowerman (wbowerm)
- George Smith (smithg)
- Dave Crockett (crocket)
- Joy Smith (joy)
- Tammy Vaught (tvaught)
- Verna Howell (howell)
- JJ Grimland (jgrimlan)
- Althea Richardson (lalthei)
- Abby Daniel (abbyd)
- Butch Stanphill (butch)
- Ryan Duane (ujuane)
- Kathryn Morgan (kathym)
- Kenyatta Shamburger (kshambu)
- Tim Drake (tdrake)