AGENDA
COUNCIL ON UNDERGRADUATE STUDIES
Friday—October 10, 2008—1:30 P.M.
Student Senate Chambers

I. Call to Order

II. Introductions

III. Consideration of minutes of September 12, 2008 meeting

IV. Old business
   a. Ad-Hoc Committee—Undergraduate Class Attendance Policy—Petzold
   b. Ad-Hoc Committee—Proposed change to Academic Integrity Procedures—Appling
   c. Ad Hoc Committee—Maymester Class Timings—Smith

V. New business
   a. Undergraduate committee reports.
      i. Academic Advising Committee—Janice W. Murdoch, Chair
      ii. Academic Grievance Committee—David E. Barrett, Chair
      iii. Academic Integrity Committee—Jeffrey R. Appling, Chair
      iv. Admissions Committee—Robert Barkley, Chair
      v. Calhoun Honors College Committee—Stephen H. Wainscott, Chair
      vi. Academic Eligibility Committee—Julia Lusk
      vii. Council on Freshman Year—Casey Berkshire, Freshman Year Programs
      viii. ePortfolio Program—Gail Ring, Director
      ix. Scholarships and Awards Committee—Marvin G. Carmichael, Chair
      x. Registrar’s Report—Stan Smith, Registrar
      xi. Transfer and Bridge Programs—Sue Whorton, Director
      xii. Undergraduate Curriculum Committee—Janice W. Murdoch, Chair

VI. Other business.

VII. Adjournment.
Minutes  
Council on Undergraduate Studies  
September 12, 2008

PRESENT: Janice W. Murdoch, presiding; Mark Aakhus; Lib Crockett; Shirley Timmons; Stan Smith; Herb Stevens (for Kristin Goodenow); Anthony Stack; Sean Brittain; Sarah Comer; Suzanne Rosenblith; Frances Edwards; Keith Reeves; Bob Brookover; Chandler Hudson; Joe Sample; Kevin Poole; Hugh Spitler; Bobby Hollandsworth; Sue Whorton; Shannon Finning; Steve Wainscott; Jerry Waldvogel; Calvin Becker; Christopher Boguski; Amy Sanders; Michelle Hall; Ned Brainerd; Rich Klein; Steven Mistoler; Rhonda Stailey; Rory Goosen; Suzanne Atkinson; Don Beasley; John M. Coggeshall; Flora Riley; Pat Zungoli; Jeremy DiGorio; Gail Ring; Abby Daniel; Rob Baldwin; Casey Berkshire; Gabriela Galdamez; Mary Von Kaenel; Becky Bowman; and Linda Collins.

Murdoch called the September 12, 2008 meeting of the Council on Undergraduate Studies to order at 1:30 p.m. in the Student Senate Chambers. The minutes of the April 11, 2008 were approved as circulated.

Appling, in Petzold’s absence, stated the Ad Hoc Committee on Undergraduate Class Attendance Policy had not met and had no report.

Daniel reported that the Ad Hoc Committee for the Admissions Application did not recommend adding an essay to Clemson’s application at this time citing a lack of resources.

A summation of the findings of the Ad Hoc Committee on GPA Requirements for Latin Honors, included in the meeting agenda, was given by Becker. Becker and Wainscott stated Clemson had not reviewed Latin Honors since 1980. In making their recommendation, the committee reviewed the practices of 100 other institutions and considered the effect of recent academic policies on Latin Honors. Comparisons with top 20 institutes indicated a need to raise levels. The use of percentages was rejected by the committee because of the variation in the number of students graduating in May, August or December ceremonies.

The committee’s recommendation of a grade point centered minimum threshold of 3.70 cum laude, 3.85 magna cum laude and 4.00 summa cum laude was approved and will become effective in fall 2009 pending approval of Academic Council.

Reporting for the Academic Advising Committee, Murdoch commented favorably on the workshops conducted by Atkinson. Daniel will represent the student view of advising for the committee. Whorton hopes to offer workshops for faculty without advising experience in November.

Appling, in Barrett’s absence, stated no charges have been brought to the Academic Grievance Committee to date.

Appling reported there were few charges before the Academic Integrity Committee.

Bennett, Admissions Committee, reported the following statistics for the Fall 2008 class:

- 15,549 applicants, a new record
- 2926 freshmen
- 959 transfers
- 312 new Bridge
- 58% of admitted freshmen were in the top 10% of their high school class
- Average SAT for admitted freshmen was 1227, ACT was 27

Bennett also advised two new credit evaluators have been added to the UAS staff.

Wainscott will continue in his position as director of the Calhoun Honors College. Reporting for the Calhoun Honors College Committee Wainscott stated there were 855 applicants this year, the first year a full application, including six essays, has been used to select CHC participants. The 245 students admitted to CHC had an average SAT of 1409 and were in the top 2% of their high school class.
Reporting for the Academic Eligibility Committee, Appling reminded everyone of the change to the academic eligibility policy which now requires a 2.4 on 12 hours. He asked advisors to share this information with all students on the bubble. A copy of the appeal summary for May was included in the agenda.

Berkshire shared several activities from the Council on Freshman Year. An assessment of Clemson Connect and Summer Reading is in progress. FAPP will be activated next week to allow faculty to enter grades and/or report excessive absences for freshmen.

TigerWire, a retention tool which provides an online community for freshmen and transfers, has impressive levels of participation.

Ring, e-Portfolio, announced GoogleSites may be used in place of Blackboard. A new tagging software will also be available October 1st which makes it easier for faculty to see artifacts. Ring continues to conduct workshops for both faculty and students.

Reeves, representing the Scholarships and Awards Committee, reported the appeal committee had met. Makeup awards will be made in mid-October.

Smith, Registrar’s Report, stated the semester was off to a good start. He reminded everyone of key dates in the next few weeks: September 18th is due date for makeup grades, October 3rd is the due date for midterm grades, and October 10th is the last day to drop without record.

Whorton, reporting on Transfer and Bridge Programs, announced 312 students had enrolled in the Bridge program this year, an increase of 22%. Whorton stated 98 students from the 1st cohort group have returned to Clemson after completing their sophomore year and the GPAs for the group are better than other transfer students. Whorton was asked about expected growth for the Bridge program. 400 students were expected next year. However reaching future enrollment goals envisioned by the administration may not be possible due to a limited pool of potentially successful candidates and limited resources at TCTC.

Von Kaenel commented on the Mission Transition program which was introduced this year to provide information to transfer students on academic resources, Clemson history, and the importance of getting involved in campus life.

The Undergraduate Curriculum Committee has tabled the two courses presented at the first meeting according to Murdoch. She stated a pilot assessment of artifacts and the use of rubrics had generated a lively discussion among UCC members. Faculty should expect to hear similar discussions in their departmental meeting.

In other business Smith and Jarvis reported on Class Times for Maymester Courses. A change of meeting times to 3:30-6:30 pm has been proposed. In analyzing data for Maymester and Summer I Jarvis found fewer than 4% of students enrolled in both sessions would have a time conflict. The complete analysis was distributed to the meeting. As there was no consensus in the discussion following Jarvis and Smith’s remarks, the matter was referred to a subcommittee consisting of Smith, Klein, DiGorio, and a student representative to be appointed by Daniel.

Appling, Academic Integrity Policy on Plagiarism, presented a draft of proposed changes to academic integrity procedures specifically focused on plagiarism. Appling repeatedly stated the purpose of this draft was to bring the discussion of plagiarism into the open and allow the campus to reach agreement before the committee voted. The proposal drew numerous comments as well as questions on the modern nuances of plagiarism. Appling acknowledged the importance of these differing viewpoints and encouraged everyone to continue the discussion with their colleagues.

The meeting was adjourned at 2:35.

Submitted by: Linda Collins
Draft

Proposed Change to Academic Integrity Procedures

Since the majority of academic dishonesty cases involve plagiarism, Undergraduate Studies would like to propose a change to the Academic Integrity Policy. The proposed change is to establish a Plagiarism Resolution Form that will allow faculty members to handle these types of cases departmentally, if they so desire. This change will reduce the amount of paperwork and the faculty member’s time commitment associated with the charges. It can also provide a teaching moment between the faculty member and student.

Students charged through this mechanism will no longer be required to see the Coordinator of Academic Integrity regarding the charge. The faculty member will send the form to Undergraduate Studies so that the Coordinator of Academic Integrity can determine if this is the student’s first offense.

If the faculty member feels uncomfortable addressing the student, the charge can still be filed through Undergraduate Studies as the current policy states.

Background Statistics
2005-2006 Academic Year:
165 cases – 44% of the cases were for plagiarism (72 cases). A total of 55 students charged with plagiarism waived their right to a hearing, thus pleading in violation to the charge. 10 students requested hearings and 10 students were found in violation by the hearing boards. Charges were dropped against 7 students.

2006-2007 Academic Year:
160 cases – 38% of the cases were for plagiarism (60 cases). A total of 40 students charged with plagiarism waived their right to a hearing, thus pleading in violation to the charge. 19 students requested hearings and 18 students were found in violation by the hearing boards. Charges were dropped against 1 student.

2007-2008 Academic Year:
181 cases – 30% of the cases were for plagiarism (51 cases). A total of 37 students charged with plagiarism waived their right to a hearing, thus pleading in violation to the charge. 12 students requested hearings and 7 were found in violation by the board. Charges were dropped against 1 student. 1 case is still pending.

Resolution Forms
The form (draft attached) will be available online for instructors to print on departmental letterhead for the private meeting with the students. The instructors will then send the form to Undergraduate Studies where it will be filed as the student’s first offense. If it is not the student’s first offense, the Coordinator of Academic Integrity will inform the instructor as well as the other appropriate University personnel to proceed with the University sanctioned penalty.

Plagiarism Workshops
The penalty for plagiarism will be a zero on the assignment and the student must attend a plagiarism workshop within 90 days of the charge. If the student fails to do so, then the penalty will be changed to an F in the course, as long as it is the student’s first offense. If it is not the student’s first offense, the penalty would be set by the University per the current policy.

The intent of the workshop is to provide a standardized approach for the intervention with students that plagiarize. These students need instruction regarding the expectations of college-level work in order to minimize the likelihood that they will plagiarize in future classes. Undergraduate Studies will work with Library faculty and the Center for Academic Integrity to create and schedule the workshops.
MEMORANDUM

TO: Jeffrey R. Appling
Associate Dean of Undergraduate Studies

FROM: Instructor Name (print)  Instructor Signature

Campus Mailing Address

Phone and E-mail address

RE: Plagiarism Resolution Form

I hereby charge the following student with plagiarism:

_____________________________  ________________________________
Student  Course and Section Number

_____________________________  ________________________________
ID#  Semester

The student has accepted responsibility for this offense. Assuming this is the student’s first
offense, the penalty will be a zero on the assignment. The student is required to attend a
Plagiarism Workshop within 90 days. Failure to do so will result in an F in the course. The
workshop schedule can be accessed at http://www.clemson.edu/ugs/academic_integrity/index.html.
If this is not a first offense, the student will be suspended in accordance with university policy.

_____________________________  ________________________________
Student’s Signature  Date

To the Student: If you do not accept the charge of plagiarism, do not sign this form and contact Ms.
Julia Lusk in E103 Martin Hall, 656-3941, mcbride@clemson.edu.

Please note: students may not drop a course in which they have been charged with academic dishonesty
unless they are exonerated of all charges.

Students who are in violation of an academic dishonesty violation and receive a “D” or an “F” grade in the
course will not be allowed to redeem that grade under the academic redemption policy.

xc: File
Student
Hi everyone:

There is a proposal being considered that would change the class timings of Maymester courses from 5:30pm-8:30pm each day to 3:30pm-6:30pm (Saturday classes would remain at 9:00am-12:00pm). The proposal originated from a CBBS faculty member and I understand that University’s undergraduate council will be debating this starting at 1:30pm on Sept 12. Stan Smith (Registrar) has studied this issue in detail and has said that the change is not likely to create problems for students (e.g., schedule conflicts).

If you have taught Maymester courses (or have interest in teaching one) and have an opinion about this proposal, please let me or Jan Murdoch know. Jan is especially interested in having one or more faculty members express their views in person at the meeting.

Thank you.

Raju Balakrishnan