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Armstrong Faculty Senate Agenda

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February 20, 2012 AASU Faculty Senate Agenda

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Armstrong Atlantic State University
Faculty Senate Meeting
Agenda of February 20, 2012
UH 157, 3:00 pm

I. Call to Order

II. Senate Action

    A. Approval of Minutes from January 23, 2012, Faculty Senate Meeting (minutes available at: http://www.armstrong.edu/Departments/faculty_senate/senate_minutes)

    B. University Curriculum Committee Items (February 8, 2012, minutes available at: http://www.armstrong.edu/Departments/faculty_senate/senate_minutes)

    C. Proposed Amendment to Senate Constitution RE: Senator Recall Process (**Appendix A**)

    D. Reports from Academic Standards Committee on Turnitin.com (**Appendix B**)

    E. Other Action Items

III. Senate Information

    A. Referral of Graduate Curriculum Committee Minutes to President Bleicken (for the full GAC report from February 7, 2012, see: http://www.armstrong.edu/Departments/faculty_senate/senate_minutes)

    B. Update from Educational Technology Committee

    C. Update on Senate Elections

    D. Update on Online Faculty Voting Process

    E. Other Information Items

IV. Announcements

V. Adjournment

Appendix A - Proposed Amendment to the Constitution of the AASU Faculty Senate from the Constitution and Bylaws Committee (2/6/12)

ARTICLE I, SECTION G. Terms and Elections
Senators shall each be elected for a three-year term and alternates shall be elected for a one-year term. Each department shall have one alternate for each Senator. The alternate may vote only when substituting for the Senator. Should a Senator be unable **or unwilling (as determined by a two-thirds vote of the voting faculty members in the department)** to fulfill his or her duties, the alternate will replace that Senator for the remainder of the Senator's term. ~~Each department shall adopt a procedure for the recall of a Senator and shall submit the procedure to the Secretary of the Senate.~~

Each department shall elect its Senators and notify the Secretary of the Senate not later than March 1 of each year. Senators begin their term of service at the beginning of the fall semester following their election to the Senate.

Special elections may be called if a Senator and alternate are not able or eligible to fulfill a Senate term.

RATIONALE:
The above changes are recommended as the simplest and most flexible solution to addressing the lack of documented procedures of a non-problem (as yet). This solution would maintain department-based local authority.

Appendix B - Academic Standards Committee Report on Turnitin.com

The charges to the committee were:
1. "sample syllabus statements that outline how the software would be used in class, and consequences"

Many academic institutions use Turnitin software. Each has a site stating policy, and many of these are extensive and unwieldy. The most succinct policy is given by the University of Maryland University College. These faculty guidelines for using Turnitin include a "notice to students" to be included in syllabi, a FERPA notice regarding privacy, how to handle suspected plagiarism, etc. We recommend adoption of similar guidelines, modified for Armstrong. These guidelines are reprinted below; the original site is http://www.umuc.edu/library/libabout/turnitin.cfm. (Our notice may want to reference this source; it would surpass irony to plagiarize an anti-plagiarism statement.)

Faculty Guidelines for Using Turnitin Notice to Students:

If you choose to use Turnitin for your classes, you must notify your students.
- For Vista (and later Desire to Learn) courses, place the notice in your syllabus and an announcement in the class announcements section.
- For face-to-face courses, place the notice in your syllabus and verbally inform students of the service during the first class meeting

This is the notice that must be placed in the syllabus and/or announcement via Vista (and later Desire to Learn):

The University has a license agreement with Turnitin, an educational tool that helps prevent or identify plagiarism from Internet resources. Your instructor may use the service in this class by requiring you to submit assignments electronically to Turnitin, by submitting assignments on your behalf, or by providing the option for you to check your own work for originality. The Turnitin Originality Report will indicate the amount of original text in your work and whether all material that you quoted, paraphrased, summarized, or used from another source is appropriately referenced. If you or your instructor submits all or part of your assignment to the Turnitin service, Turnitin will ordinarily store that assignment in its database. The assignment will be checked to see if there is any match between your work and other material stored in Turnitin's database. If you object to long-term storage of your work in the Turnitin database, you must inform your instructor no later than two weeks after the start of this class. You have three options regarding your assignment being stored in the Turnitin database: 1) If you do nothing then your assignment will be stored in the Turnitin database for the duration of Armstrong's contract with Turnitin. 2) You can ask your instructor to have Turnitin store your assignment only for the duration of the semester or term, then have you assignment deleted from the Turnitin database once the class is over. 3) You can ask your instructor to change the Turnitin settings so that your assignment is not stored in the Turnitin database at any time.

Student Privacy:
Student papers are protected by the Family Educational Rights and Privacy Act (FERPA) as they are educational records that contain personally identifiable information. If you submit a paper or an excerpt from a paper on behalf of a student for evaluation by Turnitin, use an alias instead of the student's name and ensure that any reference to the organization where the student is employed is removed before submission.
As long as students' papers are stored in the Turnitin database, your name and e-mail address will be associated with your students' papers. If the paper submitted by or on behalf of another student at Armstrong or any other institution that utilizes the Turnitin database matches your student's paper, you may be contacted. **Faculty are not permitted to release student papers either to other Armstrong faculty or faculty from other institutions. If Turnitin requests permission to release a paper, faculty shall deny the request.**

Suspected Plagiarism:
In a case of suspected plagiarism, faculty should refer to Armstrong's Honor Code and Code of Conduct and proceed accordingly.

Originality Reports:
When a paper is evaluated, Turnitin provides originality reports which tell you that text in the evaluated project or paper is similar to or identical to text Turnitin has in its database. Faculty must still evaluate the quality of the report independently and determine if the parts identified by Turnitin that are similar or identical, are actually plagiarized text. This is because all matches are shown, even those where students cited properly. As a result, faculty must critique the report they receive, use their best judgment and follow University policy before approaching a student about possible plagiarism.

Similarly, if a paper is reported as "original" by Turnitin, that is not necessarily airtight evidence that the paper is original. Instead, it may mean that the student plagiarized from a work that is not available in the Turnitin database. No database is entirely comprehensive and many sources are not digitally available. Therefore, plagiarism can occur and be undetectable by services such as Turnitin.

Peer-review Capability:
The peer review capability allows students to review each other's works.

This capability was not made available to UMUC faculty. The committee is not sure if we want to use this function of Turnitin. If not, then no statement is needed.

Use of Other Services in Evaluating Student Plagiarism:
Use of Internet services to evaluate plagiarism should be conducted only through the license agreement selected and authorized by the University. Please do not submit papers prepared by UMUC students to other plagiarism service providers not approved of by UMUC.

This statement is verbatim from the UMUC policy. Several departments on campus

2. "library training"
addressed with item 3, below.

3. "faculty training for use of the software, as well as due process and policies"
Turnitin claims "extensive resources to help instructors get started quickly and develop deeper skills through continued use". They offer an instructor's training program at http://turnitin.com/en_us/training/instructor-training .

There should be no need for Armstrong to develop our own training program. If Turnitin is to be used, then it is advisable someone be appointed as an administrator for the program. Turnitin also provides a training programs for students and administrators, at http://turnitin.com/en_us/training/student-training and
http://turnitin.com/en_us/training/administrator-training
respectively. This last resource should be invaluable for whoever administers the program.