**Academic Support and Student Services Committee (AS&SS)**

**Minutes**

10/5/23

10:00-11:30

**Members Attending:**

Dr. Melanie Taylor (Vice-Chair), Prof. Mary Slaughter she/her (A&H designee for Dr. Alicia Rodriquez), Dr. Antje Lauer (NSME), Dr. Atieh Poushneh (BPA), Mr. Eric Lord, LCSW/Counselor (At-Large), Janine Cornelison (Student Services Professional), Luis Hernandez (Staff), and Sandra Bozarth (*ex-officio*, Dean of Libraries)

**Members absent and excused:** Dr. Elaine Correa (Chair), Prof. Matt McCoy (Librarian), Ignasio Castillo (ASI Exec-VP), Dr. Denver Fowler (*ex-officio*, AD Undergrad. & Graduate Studies), Dr. Jennifer McCune (*ex-officio*, AVP Enrollment Management Designee), and

Dr. Markel Quarles (*ex-officio*, VP Student Affairs Designee)

Guest present: Rebecca Penrose- Assistant Senior Librarian

I  **Call to Order:** 10:00 a.m., by Vice Chair, M. Taylor

II **Approval of Minutes**

* Approval of Minutes September 7, 2023
  + Motion to approve Mary Slaughter, Seconded by Antje Lauer
* Approval of Minutes September 21, 2023
  + Not voted upon; These will be emailed to committee and voted upon via email.

III  **Approval of Agenda**

* Motion to approve Mary Slaughter, Seconded by Antje Lauer

IV **Old Business**

* Referral #37 – Academic Integrity Pledge
  + Discussion with Rebecca Penrose- Assistant Senior Librarian
  + Rebecca Penrose began the meeting by discussing her perspectives on the implementation of an academic integrity pledge. One concern she raised about pledges is that many universities require a box pertaining to academic integrity be selected before submitting assignments and that it becomes a routine that students may put little thought into.
  + Mary Slaughter questioned what the “teeth” would be to a pledge, as the consequences of cheating are up to individual instructors. Janine Cornelison noted that the Dean of Students has a flowchart outlining the process for handling reported incidents, which is available on their website.
  + Rebecca Penrose questioned what the impacts would be on students who don’t sign the pledge. She also discussed that there is currently an academic integrity module that can be incorporated into Canvas courses by individual instructors, but that it is not required campuswide.
  + Sandra Bozarth questioned if knowledge of consequences is a more effective tool for preventing misconduct than a pledge.
  + Mary and Melanie clarified that the pledge itself is separate from the consequences of breaking it.
  + Sandra expressed support for the pledge as a symbolic document that could serve as a learning tool for students. She suggested that even if it was not a legally binding contract, it could still send a message about the seriousness of academic integrity.
  + Several members of AS&SS expressed concerns over the effectiveness of a pledge, but also felt that something needed to be done to combat cheating and plagiarism among students. Despite the concerns over the effectiveness, the general consensus among the committee was that a pledge would likely be a useful tool to improve academic integrity.
  + Melanie Taylor argued that students already know cheating is not allowed, and the pledge should not carry an additional consequence. Rebecca Penrose agreed, emphasizing that students often compromise their own values under pressure. She also highlighted the importance of understanding the circumstances surrounding each situation, as the consequences often depend on the specific context.
  + One issue that was raised was how a pledge would be implemented. Sandra Bozarth discussed that it would be possible to read the pledge at the New Student Convocation Ceremony. Concerns were raised that this is only conducted in the Fall and would not capture transfer students, those enrolling in the Spring, and many students who do not reside in the dormitories. Another suggestion that was made was at Future Runner Day.
  + Melanie Taylor volunteered to review any relevant research on the effectiveness of Academic Integrity Pledges and models adopted currently at other universities. This will allow for a more informed discussion of how best to proceed at our next meeting.
* Referral #19 – ATI Appendix Changes – Lead: Dr. Taylor
  + Melanie Taylor reviewed the ATI Appendix and provided an update on the status of the ATI Instructional Materials committee review. In our last meeting, Alex Slabey (IM Subcommittee Vice Chair) stated that he had no further revisions to the document that was drafted last semester. The ATI appendix changes were initially reviewed by Melissa Danforth (IM Subcommittee Chair) last semester and changes were made. However, feedback has yet to be given for subsequent changes. AS&SS members requested that we wait until the next meeting to vote on the ATI appendix changes, as this will allow further time to review the document and the AS&SS chair will be available for questions. One question was raised for IM Goal 9.0 regarding if there were students who were part of the instructional materials working group.
* Referral #28 – Testing Center Update-Lead: Matt McCoy
  + Matt McCoy emailed to provide an update on the testing center. He stated that he will be meeting with the Testing Center Committee soon. Requests were made of members of AS&SS to serve on the Testing Center Committee, but there were no volunteers.

V **New Business**

* Referral #35 – Skipping Course Waitlist
  + Jennifer McCune has extensive knowledge of this issue and provided comments via email. These comments were shared with the committee. She stated that students are getting “stuck” on the course waitlists when they have a time conflict with another class and the space in the course will then be given to the next student on the list. She has found that some universities have been able to respond appropriately to this issue by emailing students when they are stuck on the waitlist. She is currently trying to work with these universities to see if we can share the codes that allow for this message to occur. As of now, she is waiting to hear back from IT at CSU, Northridge as to how we can remedy the issue.

VII **Open Forum**

* + Announcements
    - Sandra announced the upcoming Banned Book Week event in the library and an academic integrity workshop on October 12th. She also discussed the “Touch the Art” exhibit with student-submitted tactile art that is being hosted by the library at the end of October.

VIII **Adjourn**

Chair thanked everyone for their participation, before adjourning at 11:30 a.m.