

MEMO

To: Janet Wilson, Faculty Senate President
Clay Arnold, Provost Office

From: Gary Roberts, Dean of Students

Date: April 2, 2012

Re: Quorum requirement for Academic Misconduct Cases

The UCA faculty senate in conjunction with the Student Government Association approved a new Academic Integrity Policy in Fall 2009. The policy was adopted by the Board of Trustees in February 2010.

A provision of the policy assigns academic misconduct appeals to the Academic Integrity and Discipline Committee. This committee consists of 12 representatives - 4 tenured faculty members, 4 students (appointed by SGA) and 4 staff (appointed by Staff Senate). This committee currently addresses both student discipline and academic misconduct appeals.

Prior to the establishment of the Academic Integrity Policy, this committee – then known as the University Discipline Committee - only addressed student discipline appeals. The following is a brief review of the committee's operations prior to Fall 2010:

- The size of the committee was nine members – 3 faculty, 3 students and 3 staff.
- Quorum for the committee was 50 percent plus one, or 5 members.
- The committee did not conduct actual disciplinary hearings. Instead, the committee reviewed all written documents related to an appeal. The committee would then make a recommendation to the Vice President for Student Services, who made the final decision.

With regards to student discipline issues, the current Academic Integrity and Discipline Committee still operates much the same as the previous University Discipline Committee, with the exception that the committee size is now 12 versus 9 members.

- The quorum requirement for discipline issues is still 50 percent plus one (or seven members).
- The committee still goes through a paper review process of all written documents.
- Since there is no actual hearing, it is fairly easy to schedule committee meetings for student discipline issues.
- The meetings for student discipline issues usually last 30 minutes or less.

Academic misconduct cases have many different requirements, which include:

- Academic misconduct cases require an actual hearing for the student (as opposed to a paper review process).
- A super quorum is required for academic misconduct hearings. In other words, nine members must be present for a hearing to take place. At least one student, staff and faculty member must be present.
- In addition to a minimum of nine committee members, the student, the student's advisor and/or witnesses, the instructor, the department chair, the dean of the college, and witnesses for the instructor, etc., are all invited to attend the hearing. A total of 16 or more individuals' schedules must be coordinated to arrange an academic misconduct hearing.
- According to written procedures, all individuals – student, instructor, department chair and college dean – must receive 5 days written notice of the hearing.
- Academic misconduct hearings may take an hour or more in length.

It is incredibly difficult to schedule an academic misconduct hearing with all the requirements listed above. During this spring semester, the dean of students office had to reschedule two students' academic misconduct appeal hearings twice due to lack of quorum and other factors. We also had to delay the scheduling of academic misconduct hearings on several occasions the past two years as it was difficult to coordinate the schedules of 16 or more individuals. For student discipline issues, an appeal can usually be resolved within one week. For academic misconduct issues, these cases can take anywhere from two to four weeks to get resolved due to the scheduling requirements.

I respectfully request that the quorum requirement for academic misconduct cases be reduced from nine to seven members (or 50 percent plus one). This reduction in quorum will give us more flexibility in scheduling academic misconduct cases so hopefully we can address issues in a timely manner. If you need additional information, I can be reached at 450-3416 or garyr@uca.edu. Thank you for your consideration of this request.