Bloomsburg Local Assembly - MINUTES
March 27, 2024
3:00 pm

DRAFT FOR APPROVAL

Location: Hartline Science Center G40 or Zoom: https://commonwealthu-edu.zoom.us/j/96879548610?pwd=ZWJTWmVMYXk3bENoRDdNMVQyWllLQT09

Attendance: Mark Decker, Ingrid Everett, Terina Oman, Suzy Williamson, Dan Knorr, Brooke Harlowe, Eric Hawrelak, Tena Maurer, Rebecca Willoughby, Sara Barchik, Karinne Force, Christopher Hallen, Jessica Heid, Lauri Green, Hilary DeBardeleben, Robert Green, Angela La Valley, Cori Myers, Bill Calhoun, Amanda Stutzman, Jim Brown, Maramonne Houseknecht, Heather Feldhaus, Heidi Warner, Stephen Whisner, Meredith Grimsley, Walter Zilz, Jason Genovese, Michael McFarland, Ashleigh Cake, Dr. Marty Wygmans, Nikki Keller, Qing Yue, Thomas Starmack, Stacy Wagner, Rajendra Dulal, Andrea Schwartz, Brad Swenson, Diana Rogers-Adkinson, Jerome Dvorak, Erik Evans, William Walker, Jerome Dvorak, Stephen Lee, Dina Clark, Stephen Filipiak, Debra Minzola, Nancy McBride, Tess Fosse, Hope Lineman, Dr. Amy Downes, Stephanie Bissinger, Bashar Hanna, Brooke Lylo, Eric Ness, Amy Osborne, Melissa Buck, Gretchen Sechrist, Erin Heidlauf, Debra Minzola, Julie Kontos, Courtney Paddick, Mykola Polyuha, Yucheng Chen, Michael McFarland, Lynda Michaels, George Agbango, Latha Ramakrishnan

I. Call to order - Mark Decker, (Vice President of CU Senate and Professor Department Chair), called the meeting to order at 3:01pm.

II. Announcements

Go to the CU Senate website for the latest information and membership lists: https://www.commonwealthu.edu/commonwealth-university-senate

Senate Elections will be held on Monday, April 1 – Mark Decker explained that the information will be sent out via email and put on the website regarding elections.

III. Approval of Minutes: October 18ᵗʰ Local Assembly (Appendix A) – Minutes approved by acclamation of attendees.

IV. Committee Reports

A. Academic Policy Committee – Brooke Harlowe, (Professor Political Science), reported has prioritized mission critical policies and are getting stuff done.

i. Enrollment Management Subcommittee – Maramonne Houseknecht, (Director of Admissions Bloomsburg), said that they have moved their Bylaws to executive committee for approval.

ii. IT Subcommittee – Jason Genovese, (Associate Professor Media&Journ Dept Chair), committee met on 3/26. They are working on survey to send out to all faculty,

staff, and students. Their ByLaws have passed, and all their policies will be ready to go to first reading in the fall.

B. Advancement Committee - Jason Genovese, took a moment to thank Erik Evans, (VP University Advancement), for the updates and hard work on the state of fundraising. The committee passed its bylaws, and they have three policies that will be ready for senate in the fall.

C. DEI Committee – Lauri Green, (Associate Professor, Biological and Allied Health Sciences), reported that the committee has a draft of their bylaws and are making good progress on policies.

D. Finance Committee – Dina Clark, (Associate Professor, Accounting), Committee has submitted bylaws are working on policies PRP-5361 and PRP 0101.

E. Student Success and Campus Life – Mark Decker on behalf of Holly Jackson, (Associate Professor), working on 3 policies to submit to senate in the fall.

      i. First Year Experience Subcommittee – Rebecca Willoughby, (Executive Dir FYE-Assistant Professor), stated that the committee has drafted their bylaws and are working on the First Year Seminar Policy.

F. Elections Subcommittee – Angela La Valley, (Dept Chair – Professor), Met on 3/27/24 to vet all candidates. Elections will be held April 1st and 2nd, with runoffs planned for April 8th and 9th. Everything expected to be wrapped up by April 10th, 2024.

V. Student Government Report – Ashleigh Cake reported that the student government is preparing for "The Big Event" where over 900 students are expected to go out into the community and offer community service.

VI. Provost Report / Bloomsburg Athletics (Dr. Diana Rogers-Adkinson) – For athletics, Diana announced that Lee Anderson is the new Women's Head Volleyball Coach at Bloomsburg. Bloomsburg has 2 NCAA qualifiers for swim, the Lacrosse team is 6-0 and ranked 19th in the nation. Bloomsburg athletics has raised money for their 4th Make A Wish donation. On the Provost report, Diana said that the CPP review will be coming out. These are programs that are under review. This will not have any impact on current students.

VII. CU Senate Business - First Reading Notices/Feedback

A. Policy on Policy (Appendix B) – Suzanne Williamson, (Chief of Staff & VP for Administration), explained that this policy is designed to provide a way to draft uniform policies. There are templates on the CU Senate website under the resource tab and a recorded training for additional help when working through policies. Brooke

Harlowe added that even though the policies have been divided up among the committees, that doesn't mean that policies aren't reviewed by several committees.

B. First Year Seminar Exemption Policy (Appendix C) – Rebecca Willoughby explained that this policy should address students who are transferring in to help them transition to college life. Students should be reviewed case by case. Diana Rogers-Adkinson added that we cannot make assumptions and all students should be treated fairly, whether they are online students or not. Julie Kontos, (Professor - Assistant Chair of Psychology), asked if transfer students received credit for a 1 credit course, does it count for our 3-credit course? Diana stated that decision can be made on case by case in looking at the transcripts.

C. Academic Integrity Policy (Appendix D) Brooke Harlowe stated that the Integrity policy is mostly from legacy policy 3512 from Bloomsburg and that the bones of the policy have not changed. Much of the policy and procedure are the same. Updated the language to bring current. They worked on levels and changes within those levels for academic dishonesty. Suzanne Williamson offered to work with committee. Eric Hawrelak, (Professor of Bio-Chemistry), questioned the 30 timeframe to report an infraction. Brooke explained that timing was based off of detail and timing it can sometime take to do the research on an infraction.

IX. Identifying Problems/Seeking Solutions/Updates

A. A. *Press Enterprise* (March 10, 2024) article on CU debt (President Hanna) - President Bashar Hanna (CU President), wanted to provide additional context to the article in 4 categories. 1. All state system schools under PASSHE have long term dept, this is not new. CU is looking to use all resources, wherever possible and reduce long term dept. 2. Scholarships are not being reduced. CU is seeing a rise in enrollment and scholarships will be appropriated. 3. There is no plan for reduction in faculty. Every position is assessed for need and demand. Provost has been given approval to hire additional faculty where needed. Retirements are not layoffs. 4. Regarding the Governor's budget address; The address called for a 15% increase but is contingent on new system being up and running. CU has requested a 6.25% increase to the board of governors to help freeze tuition for the 8th year in a row. Commonwealth University has been aware of the level 2 dept putting us under a "high risk" category term since integration.

   B. MSCHE Update (Jess Heid) (Appendix E) – Jess Heidi, (Early Alert Technology System Manager), presented the MSCHE updates and asked that everyone review the working groups and provide feedback. Links are open until Friday, April 5th 2024. Please reach out to Amy Way or Dr. Cori Myers for any questions.

   C. APSCUF Update – Tentative Contract – Eric Hawrelak reported that the new contract is under negotiation. You must be a member to vote and voting has to be done in person. Coaches have also met a tentative agreement and will be voting April 4th, 2024.

   D. Reflections on Local Assemblies

X. Remarks for the Good of the Order

XI. Adjournment – Meeting was adjourned at 4:27pm

Upcoming Spring 2024 Meetings
• CU Senate Meeting @4 pm via Zoom: Thursday, 4/11/24

APPENDIX A

Bloomsburg Local Assembly
AGENDA
October 18, 2023
3PM
HSC Classroom G42 OR Zoom: https://commonwealthu-
edu.zoom.us/j/99724661354?pwd=TjJTUzRpNzd5ME1uQUlRMnpqRVAxdz09

I. Call to order – (Mark Decker) called meeting to order at 3:01pm

II. (Ed Keller)- How to access class lists and advisee lists. Trainings that are available in Brightspace. Ferrilli team working on critical issues. Backscribing 5 years. (Q. M. Decker) What is the easiest way to get of all students in programs/departments? (A. Keller) Argo's Report.

III. (Bill Walker)- Web consolidation project, includes 3 legacy sites, design of new site, launch June of 2024. Identifying high profile information that is outdated on legacy sites. Posted link in chat to use to help identify high priority changes. (Q. Mark Decker) If some materials are incorrect, should we use this link? (A. Bill Walker) Yes.
   A. Link: https://form.asana.com/?hash=735bd7f1a05ff431baa47902f1fe16c41104539d9c8b3eddef9c5647c385018d&id=1130235121502361

IV. Announcements

   A. CU Senate / Local Assembly Vacancies: Seeking volunteers for Interim Positions – (Mark D). talked through open positions.
   B. Bloomsburg LA Temporary Faculty Representative – (Mark D). to send out call.
   C. CU Policy Process Update – Discuss policies that need immediate review/approval. Top 50 to be delegated among the committees by executive committee. All policies will be linked on website.

V. Committee Reports

   A. Academic Policy Committee – (Diana Rogers-Adkinson) – Assigned co-chairs, starting to go through policies.

      i. Enrollment Management Subcommittee- (Chris Lapos) Met twice this summer, established guidelines. Started working through some admissions policies

ii. IT Subcommittee- (Jason Genovese) – Elected chair and secretary, reviewed by-laws and policies. Creating surveys for faculty and students

B. Advancement Committee- (Jason Genovese) – Met this summer, elected Chair (Jason G.). Reviewd 1 of 2 polocies. Meeting in November.

C. DEI Committee – (Lori Green) – Elected chair Chris Cummings. Committee getting depth and scope of all tasks.

D. Finance Committee- (Dina Clark) – Working on bylaws, establishing committee, working on policy

E. Student Success and Campus Life- (David Miller) Chair Holly Jackson. Will start to review policies.

   i. First Year Experience Subcommittee- (Rebecca Willouby)- Chair – Full membership established. Working on FYS policies. Meeting on a bi-weekly schedule.

VI. Campus Administrator Report- (Diana Rogers-Adkinson)- Mens Soccer ranked 7th, Womens Field Hockey ranked 5th, Cross Country hosting PSACC this Sat.

VII. Frequency of Meetings / Meeting Pattern- (Mark D.) – Proposed meeting once a semester

VIII. How to Identifying Problems and Seek Solutions (Mark D.) – Open to local Bloomsburg concerns like parking, safety, etc.

IX. Remarks for the Good of the Order

X. Adjournment – Meeting adjourned at 3:57pm

Upcoming Fall 2023 Meetings: CU Senate Meetings @4 pm via Zoom: Thursdays, 11/9

Policy on Policies

Policy Number 0-01

Commonwealth University of Pennsylvania

Issued as Interim Policy 0-01 on <mark>XXX</mark>

Issued by Suzanne Williamson, Vice President for Administration & Chief of Staff

Responsible Office: Office of the President

1.   Purpose

Policies are critical to creating and maintaining an environment that fosters excellence, integrity, and accountability. The purpose of this policy is to establish governing principles for the development, approval, maintenance, management, and publication of policies at Commonwealth University (CU) of Pennsylvania.

2.   Scope

All members of the Commonwealth University of Pennsylvania community, including students, faculty, staff, officials, volunteers, visitors, and contractors may be impacted by CU policies or related procedures, standards or guidelines.

3.   Definitions, Roles and Responsibilities

3.1.   **Definitions**

3.1.1.   **University:** shall mean Commonwealth University of Pennsylvania

3.1.2.   **Policy:** A formal statement of principle which may or may not apply to all University locations consistent with the statutory authority granted under Act 188 of 1982, as amended. A policy mandates, specifies, or prohibits conduct in order to enhance the institution's mission, strategic objectives, ensure coordinated compliance with applicable laws and regulations, promote operational efficiency, and/or reduce institutional risk. The University President (or designee) may issue separate procedures, standards, or guidelines related to supporting a University policy.

3.1.3.   **Interim policy:** An interim policy is a policy issued by the President and/or a Vice President of the University due to developing needs or situations, such as the emerging health, safety, and welfare issues of the University community; changes to applicable law, regulation or governing policy concerning University matters; upon the advice of legal counsel; to avoid liability; or other matters that require implementation of a policy governing University business.

3.1.4. **Procedure:** A Procedure is a written description of the operational processes necessary to implement and support a policy. A procedure represents required actions, and may include mandatory forms.

3.1.5. **Standard:** Standards are established criteria or requirements that define a level of quality, performance, compatibility, or consistency that is expected to be met. A standard describes required criteria, and may include mandatory forms.

3.1.6. **Guideline:** Guidelines provide recommendations, interpretations, administrative information, best practices guidance, or frameworks for the University administration, students or employees to follow under particular circumstances. Guidelines are informational and not mandatory.

3.1.7. **PASSHE:** The Pennsylvania State System of Higher Education.

3.2. **Roles and Responsibilities**

3.2.1. The process for posting policies on the University's website and the process for issuing related procedures, standards and guidelines shall be determined by the Office of the President.

3.2.2. The format of policies, procedures, standards and guidelines shall be determined by the Office of the President. Each policy and related procedure, standard and guideline will be numbered according to a subject matter category by University division or functional operation.

3.2.3. The Office of the President will be responsible for maintaining and posting to the University website an Index of Policies and related Procedures, Standards and Guidelines.

4. Policy

4.1. Issuance of policies will be in accordance with this policy and the related shared governance processes described in the University Senate Constitution.

4.2. Procedures, standards, and guidelines may be issued, revised or rescinded by the President (or designee).

5. Compliance and Enforcement

5.1. Every University policy will undergo a regular review on a five-year cycle, with approximately 20% of the total policies inventory being reviewed each year.

5.2. All policy reviews will be conducted by the responsible division/office to assure that the policy remains relevant and aligns with applicable federal and state laws and regulations, PASSHE Board of Governors policies, and other University policies, procedures, standards, or guidelines.

6. Additional Information

6.1. Supporting Documents

6.1.1. University Policy Template:

https://www.commonwealthu.edu/documents/2024-cu-policy-template

6.1.2. Commonwealth University Senate Constitution:
https://www.commonwealthu.edu/documents/senate-constitution

6.2. History

6.2.1 Issued as an Interim Policy by the Office of the President, replacing BLOOMSBURG UNIVERSITY PRP 0101 - POLICIES, RULES, AND PROCEDURES (PRPS) ISSUING PROCEDURES issued by President Bashar W. Hanna effective 9/26/2018 which replaced Bloomsburg University PRP #0101,0102,0103 dated 8/24/81; Cabinet Concurrence 7/9/94; GAC 10/27/94; Revised by GAC 2/16/95; Approved by Forum 3/22/95; Revised 2/22/01; Revised by GAC 4/5/18; Approved by Forum 9/26/18

6.2.2. Effective Date – <mark>XXX</mark>

6.3. Related Policies – N/A

6.4. Contacts for Additional Information and Reporting

Office of the President, Commonwealth University, Attn: Daniel Knorr, dknorr@commonwealthu.edu, 570.389.4655

COMMONWEALTH UNIVERSITY OF PENNSYLVANIA

DRAFT

First Year Seminar Exemption/Exception Policy

Policy Number [X-XX]

Commonwealth University of Pennsylvania

Approved by University Senate, [Date of Approval]

Revised 26 January 2024

Responsible Office: First Year Experience

1.   Purpose

New undergraduate students matriculating at Commonwealth University beginning in the fall 2023 semester are required to complete a First-Year Seminar (FYS) as part of the General Education Curriculum. FYS 100 promotes the retention of first year students by introducing them to skills in support of their academic success, encouraging them to engage with the wider university community outside of the classroom, helping them foster their personal development and wellness, and promoting a greater understanding of diversity and social responsibility. These courses pair this core curriculum with a topic that reflects the instructor's pedagogical or personal interests.

2.   Scope

First-year students, potential transfer students, advisors, instructors, the FYS Coordinating body.

3.   Definitions, Roles and Responsibilities

3.1.1. **Definitions**

3.1.2. **FYS:** First Year Seminar

3.2.   **Roles and Responsibilities**

3.2.1.   Division of Student Success and Campus Life: Executive Director of First-Year Experience; Chair of Commonwealth University Senate First-Year Experience Subcommittee (currently both roles occupied by Dr. Rebecca Willoughby)

4.   Policy

Some students may be exempt from FYS. -

The exemption policy applies to *any student who, prior to enrolling at CU, has completed one semester as a full-time, degree-seeking student, with a minimum of 12 credits, at least half of which are completed in face-to-face modality.*
- This supports the mission and goals of the FYS 100 course within the general education curriculum.
- This policy allows for transfer students to be exempt from the class.
- Other considerations will be made if a student has proof of taking FYS-equivalent coursework at another institution (e.g., transfer in FYS 100 or another equivalent, such as ISTD 199).

Students re-enrolling after more than one academic year may elect to opt-in to First-Year Seminar.

Regardless of the number of incoming credits, **dual-enrollment students will select an FYS course.**

Students should consult with their academic advisor to discuss alternatives or special circumstances.

5. Procedures, Standards, and Guidelines

5.1 Exemption form process:
1.   An exemption form not accessible to students (and on the whole not advertised) would be initiated by the student's advisor or other faculty member for the student to complete. *(Please see attached Undergraduate Petition from MA as an example).*

2.   Addendums to this form provided by the student would allow the student to demonstrate that they had met the SLOs of the FYS 100 course via previous coursework at another institution or via dual-enrollment.

3.   That form, when complete, would route to the Chair, then Dean, then Registrar as a petition for exception.

5.1

6   Compliance and Enforcement

6.1   Every University policy will undergo a regular review on a five-year cycle, with approximately 20% of the total policies inventory being reviewed each year.

6.2   All policy reviews will be conducted by the responsible Senate Committee to assure that the policy remains relevant and aligns with applicable federal and state laws and regulations, PASSHE Board of Governors policies, and other University policies, procedures, standards, or guidelines.

7.   Additional Information

6.3   Supporting Documents

6.3.1   N/A

6.4   History

6.4.1   This exemption/exception policy is a new policy following the adoption of this course into the new General Education curriculum in fall 2023. This new CU policy supersedes FYS exemption policies at BU, LH, and MA universities.

6.4.2   Effective Date – [Date Approved by the University Senate or Issued by the Office of the President as an Interim Policy]

6.4.3   Revised - [Date of Revision]

6.4.4   Next Review Date - [Date of Revision]

6.5   Related Policies - [Reference related policies]

6.6   Contacts for Additional Information and Reporting

Division of Student Success and Campus Life; Office of First Year Experience—Bloomsburg Campus

Dr. Rebecca Willoughby, Executive Director

570-389-4829

rwilloug@commonwealthu.edu

COMMONWEALTH UNIVERSITY OF PENNSYLVANIA

DRAFT

[Name of Policy]

Policy Number [X-XX]

Commonwealth University of Pennsylvania

Approved by University Senate, [Date of Approval]

Revised [Date of Revision]

Responsible Office: [Insert Division or Office]

1.   Purpose

The university's academic integrity policy is part of an effort to nurture a community where trust, honesty, and personal integrity guide all of our dealings with one another. Personal integrity is vital to our pursuit of educating and becoming educated.

2.   Scope

Commonwealth University of Pennsylvania students, faculty, staff, academic and student life officers.

3.   Definitions, Roles and Responsibilities

3.1.   **Definitions** [Define any terms used in the policy that have a specialized meaning, with the Term in bold, followed by a colon and the definition in plain text]

3.1.1.   [**Academic Integrity:**] refers to the adherence to agreed-upon moral and ethical principles when engaging in academic and scholarly pursuits. An act of academic dishonesty involves fraud, deceit, or misrepresentation in attempting to obtain academic credit or influence the grading process by means unauthorized by the course instructor or inconsistent with university policy. Academic honesty is breached when a student willfully gives or receives assistance not authorized in course work, and/or intentionally fails to adhere to, or assists others in failing to adhere to, the university policy on academic honesty.

The following types of behaviors are examples of academic dishonesty. This list is not, and cannot be, exhaustive. Students who are unsure if an act is academically dishonest have a duty to consult their professor before engaging in the act.

3.1.1.1. [**Cheating**:] (a) Using notes, study aids, or information on an examination or assignment which are not approved by faculty; (b) Altering graded work after it has been returned and submitting the work for regrading; (c) Allowing another person to do one's work and submitting that work under one's own name; (d) Submitting identical or similar papers for credit in more than one course without prior permission from the course instructors.

3.1.1.2. [**Plagiarism**:] (a) Inclusion of a particular idea or term which one has obtained from another source, and which is presented as one's own opinion or idea; (b) Submitting material that in part or whole is not one's own work without attributing those same portions to their correct source; (c) weaving into the text random writings of others without proper identification of the sources; (d) paraphrased and abbreviated restatement of the analysis and conclusions of another, without the due acknowledgment of the author's text as the basis for recapitulation; (e) reusing your own work without citation.

3.1.1.3. [**Fabrication**:] (a) Falsifying or inventing any information, data, or citation; (b) Presenting data that were not gathered in accordance with standard guidelines that defined the appropriate methods for collecting or generating data and failing to include an accurate account of the method by which the data were gathered or collected.

3.1.1.4. [**Misrepresenting Circumstances**:] (a) Lying; (b) Presenting a professor (verbally or in writing) with false or incomplete information.

3.1.1.5. [**Impersonation**:] (a) Representing oneself as another student in an examination; (b) Signing another's name on an attendance roster; (c) In general doing the work required of another student and/or allowing another to do your work; (d) Unless expressly permitted by a faculty member, using generative artificial intelligence (AI) for any test or assignment.

3.1.1.6. [**Obtaining an unfair advantage**:] (a) Stealing, reproducing, circulating or otherwise gaining access to examination material prior to the time authorized by the instructor; (b) Stealing, destroying, defacing or concealing library materials with the purpose of depriving others of their use; (c) Unauthorized collaborating on an academic assignment; (d) Retaining, processing, using or circulating previously given examination materials, where those materials are to be returned to the instructor at the conclusion of the examination; (e) Intentionally obstructing or interfering with another student's academic work; or (f) Otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over other students' academic work.

3.1.1.7. [**Aiding and Abetting Academic Dishonesty**:] (a) Providing material, information, or other assistance to another person with knowledge that such aid could be used in any of the violations stated above; or (b) Providing false information in connection with any inquiry regarding academic integrity.

3.1.1.8. [**Falsification of Records and Official Documents**:] (a) Altering documents affecting academic records; (b) Forging signatures of authorization or falsifying information on an official academic document, grade report, letter of permission, petition, drop/add form, ID card, or any other official University document.

3.1.1.9. [**Unauthorized Access to Computerized Academic or Administrative Records or Systems**:] (a) Altering computer records; (b) Modifying computer programs or systems; (c) Releasing or dispensing information gained via unauthorized access; or (d) Interfering with the use or availability of computer systems of information.

3.2.   Roles and Responsibilities

3.2.1 **Provost or their designee**. For Academic Integrity policy cases adjudicated at Level III, the Provost makes the final determination on whether a policy violation has occurred. If the student(s) are found to be responsible, the Provost determines sanctions for violations in consultation with the Dean of Students.

3.2.1.1 **Office of Academic Affairs** provides accused student(s) written notice of the time, place, and modality of the Academic Grievance Board hearing, providing the student with a written copy of the charges.

3.2.2 **Dean of Students** convenes Academic Grievance Board hearings.

3.2.2.1 **Executive Director of Student Conduct** receives and processes Academic Integrity Report forms, maintaining an information database of previous offences.

3.2.3 **Academic Grievance Board** is convened when a student does not accept the charged violation of the Academic Integrity Policy or does not accept the assigned penalty. In such cases, an Academic Grievance Board determines whether the student is responsible for the charges and suggests sanctions to the Provost.

3.2.4 **Faculty** encourage high standards of academic integrity. They instruct students on ways to avoid academic dishonesty. Faculty investigate suspected cases of academic misconduct from their classes. Faculty charge students with violations of the Academic Integrity Policy with options for resolving the issue informally or with formal charges at Level I, II, or III.

3.2.5 **Students** are expected to be familiar with what constitutes academic dishonesty and to abide by the University's policies and procedures.

4. Policy

4.1. Commonwealth University prohibits academic dishonesty in all forms.

5. Procedures, Standards, and Guidelines

The first step in any alleged case of academic dishonesty will be for the faculty member to inform the student that dishonesty is suspected and that steps will be taken to resolve the issue.

If the faculty member would like to resolve the issue informally and if the student accepts the charges and the penalty, then the faculty member chooses between Level I and II.

Level III is required when the student does not accept the charges or the penalty, or the faculty member believes that a penalty greater than failing the course is appropriate.

The faculty member has 30 days from the date the infraction was discovered to notify the student that an infraction has occurred.

If dishonesty is discovered at or after the end of the semester, the faculty will not enter a grade for that student; thus the student will receive an "X" grade. The faculty member will either contact the student directly to set up the initial meeting or contact the Office of Academic Affairs who will notify the student of the need for such a meeting.

5.1 Level I: Informal Confidential Resolution

The faculty member may resolve the charge confidentially with the student, discussing the alleged offense and explaining any penalty that might follow; students who dispute the fairness of the charge or penalty may elect to have the matter arbitrated by the Academic Grievance Board.

The professor has a range of sanctions within the boundaries of the course in which the dishonesty occurred. Possible sanctions include verbal and written reprimand, an appropriate additional assignment, and lowering the grade on the assignment on which the dishonesty occurred. If the professor wishes to impose more severe sanctions, including lowering the course grade, he or she must file an Academic Integrity Policy Violation Report Form with the Office of the Dean of Students.

The faculty member is strongly encouraged to have this agreement in writing, and to keep that document and any evidence in a secure location.

If the student accepts the charges but withdraws from the course before the end of the semester, the faculty member has the option to upgrade the resolution from Level I to Level II. If the student does not accept the charges but withdraws from the course before the end of the semester, the faculty member has the option to use Level III.

5.2 Level II: Informal Resolution with a Filed Report

The faculty member may follow the guidelines given in Option I, Informal Confidential Resolution, and, in addition, file an Academic Integrity Policy Violation Report Form with the Office of the Dean of Students. The Report Form explains the offense and penalty and includes an acknowledgment by the student of the offense and penalty. The penalty agreed to on the Academic Integrity Policy Violation Report Form will be void if the student has a record of a previous offense. A second or repeat offense requires resolution by the Academic Grievance Board.

If the student withdraws from the course, the Academic Integrity Policy Violation Report remains on file with the office of the Executive Director for Student Conduct.

If the student does not accept the charges but withdraws from the course before the end of the semester, the faculty member has the option to use Level III.

5.3 Level III: Formal Resolution by the Academic Grievance Board

If the student accepts the charges (1) but does not accept the penalty or (2) has had a previous offense, the sanction will be determined by the Provost (or his/her designee) in consultation with the Office of the Dean of Students.

If the student does not accept the charges, the case will be arbitrated by the Academic Grievance Board. The faculty member should fill out the Academic Integrity Formal Resolution Notification Form. Once it is determined that a case will be heard by the Academic Grievance Board, the Office of the Dean of Students will notify all involved parties of the need to convene the Board. The Office of Academic Affairs will provide the student with written notification of the time, place, and modality of the hearing and with a copy of any written charges. The hearing will be recorded and a recommendation made to the Provost as to whether a policy violation occurred.

The Provost will make the final determination as to whether academic dishonesty occurred. If the student is cleared of the charges, the initial report form will be destroyed and the student's record will be totally clear of the event. If it is determined that a violation did occur, the Provost will determine the appropriate sanction in consultation with the Office of the Dean of Students.

The decision of the Provost will be final.

[Academic Intregrity Report Form](#)

5   Compliance and Enforcement

5.1   Every University policy will undergo a regular review on a five-year cycle, with approximately 20% of the total policies inventory being reviewed each year.

5.2   All policy reviews will be conducted by the responsible Senate Committee to assure that the policy remains relevant and aligns with applicable federal and state laws and regulations, PASSHE Board of Governors policies, and other University policies, procedures, standards, or guidelines.

7. Additional Information

5.3   Supporting Documents

 5.3.1   [Include title of supporting documentation here.] [Link]

5.4   History

5.4.1   The policy supersedes Bloomsburg University PRP 3512 – Academic Integrity Policy, Effective date: 5/28/98 Revised by BUCC 2/22/06, Reported to Forum 3/1/06 Effective date; Fall 2006.

5.4.2   Effective Date – [Date Approved by the University Senate or Issued by the Office of the President as an Interim Policy]

5.4.3   Revised - [Date of Revision]

5.4.4   Next Review Date - [Date of Revision]

5.5   Related Policies - [Reference related policies]

5.6   Contacts for Additional Information and Reporting

[Name of Office/Division, Commonwealth University, Attn: [Name of person to serve as contact, email address of contact hyperlinked, office phone of contact in format of XXX.XXX.XXXX]

Commonwealth University Middle States Commission on Higher Education (MSCHE) Update

COMMONWEALTH UNIVERSITY OF PA

MSCHE Timeline Overview

AUGUST – DECEMBER 2022
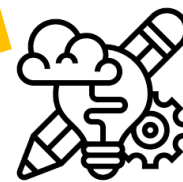
Learn and Plan

JANUARY – JULY 2023

Design Approach

AUGUST 2023 – JULY 2024

We are here

Collect, Study, and Write

AUGUST 2024 – JUNE 2025

Finalize, Host Visit, and Respond

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MSCHE Standards and Requirements

7 Standards and 50+ Criteria

Standard 1
Mission and Goals

Standard 2
Ethics and Integrity

Standard 3
Design and Delivery of the Student Learning Experience

Standard 4
Support of the Student Experience

Standard 5
Educational Effectiveness Assessment

Standard 6
Planning, Resources, and Institutional Improvement

Standard 7
Governance, Leadership, and Administration

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CU's Self-Study Institutional Priorities

- **Academic Programs and Support:** Explore curricular innovations, career pathways, high-impact practices, and holistic student support strategies designed to address goals for recruitment, retention, and credential completion

- **Diversity, Equity, and Inclusion:** Analyze survey results, studies, and data to inform institution-wide DEI initiatives designed to attract a more broadly diverse employee complement and student body and cultivate a more welcoming community

- **Financial Sustainability:** Evaluate possible revenue generation and cost containment measures to achieve greater financial sustainability

- **Communication:** Examine survey data and strategies that will promote more effective communication with internal and external constituencies

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Progress Update

- Continuing to address gaps
- Identifying evidence & verifying information
- Collecting examples of successes and assessment-driven changes
- Completing first full drafts of Working Group Reports
- Seeking your input

Your role

- Go to CU [Middle States Reaccreditation 2025 Web Page](#)

- Scroll to and expand Working Group Reports

- Find the report(s) that interest you

- Offer feedback on content via the link on the page

- Consider what examples you can offer to support the narrative

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Your Role

- Keep MSCHE in your conversations, especially with students, to create awareness and educate them about the process
- Respond to requests for information, evidence, examples, etc.
- Ask questions of the Steering Committee Co-Chairs and Committee Members.

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MSCHE Self-Study Steering Committee

Dr. Amy Way, Co-Chair Steering Committee

Dr. Cori Myers, Co-Chair Steering Committee

Dr. Sherry Griggs, At-Large Member

Ms. Amy Osborne, WG1

Ms. Amy DeLozier, WG1

Mr. Kenny Hall, WG2

Dr. Heather Feldhaus, WG3

Ms. Holly Jackson, WG3

Dr. Eric Lippincott, WG3

Ms. Jessica Heid, WG4

Mr. George Rusczyk, WG4

Dr. Ed Bowman Professor, WG5

Dr. John Bodenman, WG6 (on Sabbatical)

Mr. Eric Ness, WG6

Ms. Amy Laubscher, WG6

Dr. Mark Decker, WG7

Dr. Brad Lint, WG7

Ms. Andrea Swain, Evidence Inventory

Dr. Amy Downes, Evidence Inventory

Mr. Mike Abplanalp, Data/Analysis

Ms. Rachel Shaffer, SCUPA Rep

Mr. Shane Jones, Administrative IT support

Ms. Jessica Thomas, Administrative support

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Questions?

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