

# MINUTES

## Meeting of the Hunter College Senate

### 11 May 2005

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3 The 455th meeting of the Hunter College Senate was convened at 4:10 PM in Room W714.

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5 **Presiding:** Joan Tronto, Chair

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7 **Attendance:** The elected members of the Senate with the exception of those listed in Appendix I.

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9 **Agenda:** The agenda was adopted as distributed.

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11 **Minutes:** The Minutes of April 20th were approved as distributed.

12  
13 **Report by the President:** The following is a summary statement of President Raab's report to the Senate. She said:

14  
15 "I want to congratulate Eija and announce that she was officially appointed Vice President for  
16 Student Affairs. I have another wonderful announcement to make. We are very pleased to make  
17 permanent Madelyn Stokely's appointment as the Associate Dean for Student Support Services. In  
18 addition, I want to thank everyone for being so engaged in the Dean of Education search which is  
19 almost completed. Hopefully, we will be able to make a formal announcement at the last Senate  
20 meeting. I do want to thank everyone involved, and particularly the search committee, for their  
21 hard work and dedication.

22  
23 On a less happy note, CUNY is facing a \$30M hole in the budget between operating costs and the  
24 budget that has been allocated by the Legislature. The good news in this is that there will be no  
25 undergraduate tuition increase. The Legislature did not provide funds to close the budget gap, and  
26 CUNY is now looking at ways in which it can address this deficit. It is unclear what will be  
27 proposed. The good news is that the Chancellor has been very consistent over the years, and that  
28 no one is speaking about retrenchment, cutting back programs, or stopping hiring. That is very  
29 important news for us. There is a concern that there may be an increase in graduate tuition. In  
30 addition to looking at productivity and efficiency, they are also looking at other ways to find this  
31 revenue. It is not an insignificant amount of money, and we are all very concerned. As I have  
32 information I will share it. Joan and I actually talked a little bit about it this morning, and I think  
33 there are tuition-sensitive programs that would be really challenged by this at this point. We are  
34 all going to have to work together as we get more information, and I will keep you informed.

35  
36 On a happier note, we had a wonderful alumni luncheon this weekend and I had the great pleasure  
37 of being in a room with the class of 1930 and 35. As far as I can tell, at least 9 of the women from  
38 these classes majored in science. Larry Summers' mother was also there. She is currently the  
39 Ombudsman at the University of Pennsylvania and an Emeritus Professor at the Wharton School  
40 of Economics. She is a genius and of course a Hunter graduate. There was a very good feeling in  
41 the room and a lot of real energy and interest. A lot of people signed up for the mentoring  
42 program, and people are interested in the renovation of Roosevelt House. It was a very successful  
43 event. During the campaign for Mother's Day, an old acquaintance actually called me to say that  
44 his mother-in-law is the oldest Hunter graduate. She is 95 and she came to the reunion. However,  
45 the oldest Hunter graduate at the reunion was a 97 year old man. Note that Hunter was not co-ed  
46 then. His wife was at the reunion from the class of 1935 with a Hunter degree. Apparently, he  
47 was so envious of that degree that he went back to school and graduated in 1979. He is now 97.  
48 So, there is a little bit of Hunter trivia.

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50

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56 We had a very successful Mother's Day Campaign and we raised \$400,000. Unlike the dinners  
 57 that we will ultimately do, this campaign had few expenses. We had an ad, some stamps, some  
 58 stationery, and exciting results. We are going to do it again next year. So, as people introduce  
 59 themselves to you and tell you that their mother went to Hunter, just get their card and send it up  
 60 to us so that we can keep the list of names going. We have received a lot of very nice feedback. "

62 **Items Carried**  
 63 **Over:**

**Select Committee on Academic Integrity: H.C. Policy on Academic Integrity**

64 Dr. Linda Carlson, Chair of the Committee, presented the report.

65 The following resolutions were on the floor:

66  
 67 **A. Establishment of Policy**

68 BE IT RESOLVED, that the Hunter College Senate establish the following Hunter College Policy  
 69 on Academic Integrity (see Appendix II), and

70  
 71 BE IT FURTHER RESOLVED: That the policy and procedures described here be implemented  
 72 Fall 2005.

73  
 74 **B. Syllabus Statement**

75 BE IT RESOLVED, that the Hunter College Senate requires that the following statement  
 76 be included on all syllabi:

77 "Hunter College regards acts of academic dishonesty (e.g., plagiarism, cheating on  
 78 examinations, obtaining unfair advantage, and falsification of records and official  
 79 documents) as serious offenses against the values of intellectual honesty. The  
 80 College is committed to enforcing the CUNY Policy on Academic Integrity and will  
 81 pursue cases of academic dishonesty according to the Hunter College Academic  
 82 Integrity Procedures."

83 And,

84 BE IT FURTHER RESOLVED, that this statement also be included in all sample syllabi  
 85 submitted as part of new course proposals.

86  
 87 **C. Turnitin.com**

88 BE IT RESOLVED, that faculty at Hunter College are encouraged to use "turnitin.com"  
 89 as a device to prevent and detect some forms of plagiarism and to educate and promote  
 90 student commitments to academic integrity.

91  
 92 It was moved that the motion be divided into three parts. The motion carried by voice vote  
 93 and Resolution A was on the floor.

94  
 95 Resolution A was approved by voice vote.

96  
 97 Resolution B was on the floor.

98  
 99 After discussion it was moved that the motion be amended by substituting the word  
 100 "recommend" for "required."

101  
 102 After discussion the motion to amend was defeated by voice vote.

103  
 104 The question on the main motion was called and carried. Resolution B was approved by  
 105 voice vote.  
 106

110  
111  
112 Resolution C was on the floor.

113  
114 After discussion it was moved that the motion be amended to read as follows:

115  
116 **C. Use of Commercial and Non-commercial Resources**  
117 **to Further Academic Integrity**

118 BE IT RESOLVED, that faculty at Hunter College are encouraged to use commercial  
119 and non-commercial devices to prevent and detect some forms of plagiarism and to  
120 educate and promote student commitments to academic integrity.

121  
122 After further discussion the question on the motion to amend was called and carried. The  
123 amendment was approved by voice vote and became the main motion on the floor.

124  
125 Resolution C was approved by voice vote as amended.

126  
127 (The complete *Hunter College Policy on Academic Integrity: Procedures for Academic*  
128 *Dishonesty* is attached as Appendix II.)

129  
130 **Departmental Governance Committee**

131 Professor Jane Matthews, Chair of the Committee, presented the Revised Bylaws of the  
132 Department of Film & Media Studies as distributed.

133  
134 After discussion the Revised By-laws were approved by voice vote.

135  
136 Professor Tronto stated that the next meeting would be the first meeting of the 2005-2006  
137 Hunter College Senate. She thanked the outgoing members for their service.

138  
139 It was moved that the meeting be adjourned. The motion carried, and the meeting adjourned  
140 at 5:20 PM.

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143  
144 Respectfully submitted,

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148 Anthony Picciano,  
149 Secretary

## APPENDIX II

### Hunter College Policy on Academic Integrity: Procedures for Academic Dishonesty

To initiate the procedure for addressing an allegation of academic dishonesty, faculty members must first determine if they are seeking an academic sanction or a disciplinary sanction. An academic sanction involves a grade penalty only (i.e., a reduced grade); a disciplinary sanction involves various penalties, which may include a grade penalty.

#### I. Procedure for *Academic* Sanctions

- A. When the faculty member suspects academic dishonesty and wants only an academic sanction, the professor should first confer with the student. If the student admits to the violation, the instructor should inform the student of the grade penalty and report the action taken on the "Report Form: Academic Dishonesty—Academic Sanctions" to the Hunter College Academic Integrity Official, currently, Dean Michael Escott, in the Office of Student Services, room 1103 East.
- B. If the student admits to academic dishonesty but believes the grade penalty is too severe, the instructor should fill out the appropriate line on the "Report Form: Academic Dishonesty—Academic Sanctions" and submit it to the Hunter College Academic Integrity Official. The instructor shall submit the grade at the end of the semester. At that point, the student may contest the grade sanction by appealing the course grade through the College's grade appeal procedure. Once the student has admitted the violation, s/he may contest only the severity of the grade sanction, not the dishonesty allegation itself. If the student appeals the grade, the departmental and Senate grade appeals committees should send copies of their findings to the Hunter College Academic Integrity Official.
- C. If the student denies the allegation of academic dishonesty, the faculty member will report that this is the student's position on "Report Form: Academic Dishonesty—Academic Sanctions." The matter will then be reviewed and a judgment rendered by the Academic Integrity Review Committee (described below).
- D. Students who either admit to an act of academic dishonesty or are found to have committed one by the Academic Integrity Review Committee will receive a letter from Hunter College Academic Integrity Official notifying them that this matter has been reported to the Office of Student Services. When an academic dishonesty accusation is resolved by the Academic Integrity Review Committee, the student and faculty member will be notified of the findings.

#### II. Procedure for *Disciplinary* Sanctions

- A. If the faculty member suspects academic dishonesty and seeks a disciplinary sanction (see "Report Form: Academic Dishonesty--Disciplinary Sanctions" for a list of options), which may also include an academic sanction, the faculty member should submit the attached "Report Form: Academic Dishonesty--Disciplinary Sanctions" to the Hunter College Academic Integrity Official. (Disciplinary sanctions are not issued when only academic sanctions are sought. The College always retains the right, however, to bring disciplinary charges against the student if there is a history of academic dishonesty.)
- B. The allegation against the student will then be adjudicated, as is currently done, through the CUNY Faculty Student Disciplinary Procedure. This procedure, in its entirety, can be found on page 248 of the Hunter College Undergraduate Catalog, 2004-2007, and on page 177 of the Hunter College Graduate Catalog, 2003-2006.

### III. Academic Integrity Review Committee

**The purpose of the Academic Integrity Review Committee is to review evidence when an academic sanction is being sought and when the allegations of academic dishonesty are in dispute. The Committee will proceed in the following manner:**

1. If the charge of academic dishonesty is denied by the student, the faculty member will advise the student that the matter has been referred to Hunter College Academic Integrity Official, who will initiate the fact-finding process to be conducted by the Academic Integrity Review Committee.
2. A panel of three Academic Integrity Review Committee members will be selected and convened by Hunter College Academic Integrity Official to review the evidence for each case.
3. The faculty member and student will be invited to present their case at a formal hearing, which will be conducted within 30 days of receipt of "The Report Form: Academic Dishonesty--Academic Sanctions."
4. The committee will deliberate in closed session (i.e., with neither student nor instructor present) and submit its findings, in writing, to the Hunter College Academic Integrity Official, who will then notify the faculty member and student. Although faculty members reserve the right to submit grades whenever they deem appropriate, they are encouraged not to submit grades for the disputed work or a final course grade until they have been notified of the committee's findings. Students may appeal the final course grade through the College's grade appeal process.

**Committee Structure:**

The Academic Integrity Review Committee will be appointed by the Vice President for Student Affairs. The Hunter College Senate will nominate four faculty members and eight students to serve on this committee. The Faculty Delegate Assembly will also nominate four faculty members.

A panel of three, consisting of two faculty members and one student selected from the sixteen committee members, will be convened by the Hunter College Academic Integrity Official for each review or hearing. Faculty members and graduate students affiliated with the department, and undergraduate students majoring in the department's programs, will not be selected to serve on that particular panel.

### IV. Clarifications of the Process

All questions regarding these procedures or the College's disciplinary process should be referred to the Hunter College Academic Integrity Official, currently, Dean Michael Escott (Room 1103 East, phone #212-772-4876 or email at [michael.escott@hunter.cuny.edu](mailto:michael.escott@hunter.cuny.edu)).

## Report Form: Academic Dishonesty – Academic Sanctions

Please complete this form to **report** any instance of suspected academic dishonesty. This form must be submitted within 30 days of the faculty member's discovery of the suspected academic dishonesty. Make a copy for your records, a copy for the student and a copy for your department chair, and forward the original to Dean Michael Escott, Office of Student Services, Room 1103 East.

Instructor Name: \_\_\_\_\_

Department: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Student Name: \_\_\_\_\_

Date of Discovery of Suspected Academic Dishonesty: \_\_\_\_\_ Course Title, Number & Section: \_\_\_\_\_

Type of Incident: Cheating \_\_\_\_\_ Plagiarism \_\_\_\_\_ Other \_\_\_\_\_

**Explanation of Incident/Please Be Specific:** \_\_\_\_\_

\_\_\_\_\_

**Please answer only 1, 2, or 3:**

1. If the student admits to the charge of cheating, plagiarism, academic dishonesty, or falsification of records and agrees with the sanction imposed by you, please indicate the sanction (reduced grade in course or assignment, "F" in course or on assignment, etc.):

Sanction: \_\_\_\_\_

**or**

2. If the student admits to the charge of cheating, plagiarism, academic dishonesty, or falsification of records, but does not accept your sanction, please indicate below the sanction imposed.

Sanction: \_\_\_\_\_

**or**

3. If the student denies the charge of cheating, plagiarism, academic dishonesty, or falsification of records, no sanction should be imposed until the process is complete. Please advise the student that the matter has been referred to Hunter College Academic Integrity Official, who will initiate the fact-finding process to be conducted by the Academic Integrity Committee (see attached). The faculty member and student will be notified of the findings.

Proposed Sanction: \_\_\_\_\_

(Please note that faculty members are encouraged not to issue a grade for the disputed work or a final course grade until receiving the findings of the Academic Integrity Review Committee. Faculty reserve the right to grade the assignment and submit the final course grade they deem appropriate. Only those students who have been cleared by the Academic Integrity Review Committee retain the right to appeal the final course grade through the College's grade appeal process.)

Please attach any documents, such as the syllabus, that show your policy on academic integrity.

Signature below indicates that the faculty member and student agree on the information indicated in item **1, 2, or 3 above**:

Signature of Faculty Member: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

**Please note that you are not requesting any disciplinary sanctions, including warnings, when submitting this form.**

## Report Form: Academic Dishonesty – *Disciplinary* Sanctions

Please complete this form to **request** disciplinary action for suspected academic dishonesty. The form must be submitted within 30 days after discovery of the suspected academic dishonesty. Make a copy for your records and forward the original to Dean Michael Escott, Office of Student Services, Room 1103 East. Please attach all supporting documentation.

Instructor Name: \_\_\_\_\_

Department: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Student Name: \_\_\_\_\_

Date of Discovery of Suspected Academic Dishonesty: \_\_\_\_\_ Course Title, Number & Section: \_\_\_\_\_

Type of Incident: Cheating \_\_\_\_\_ Plagiarism \_\_\_\_\_ Other \_\_\_\_\_

**Explanation of Incident/Please Be Specific:** \_\_\_\_\_

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**What sanctions are appropriate?** (Please check all that apply):

1. Grade should be \_\_\_\_\_.
2. Student must participate in a plagiarism on-line tutorial.
3. Official institutional written warning/censure that a recurrence of academic dishonesty will result in a more serious sanction, including possible suspension. This letter will be sent to the student and retained in his/her file.
4. Official notation on the student's record (transcript) that would indicate that a lowered grade or "F" was given because of academic dishonesty. Please indicate the length of time you would like the notation on the record:

One Year \_\_\_\_\_ Two Years \_\_\_\_\_ Until Graduation \_\_\_\_\_ Permanently \_\_\_\_\_ Other \_\_\_\_\_

5. Suspension/Expulsion: exclusion from classes for the period of time indicated below:

One Semester \_\_\_\_\_ One Year \_\_\_\_\_ Two Years \_\_\_\_\_ Permanently \_\_\_\_\_ Other \_\_\_\_\_

6. Other (Please be specific.) \_\_\_\_\_

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**Please do not submit a final course grade when requesting disciplinary action. Grades are to be issued by the faculty member, who will be asked to do so only when the matter is concluded.**

Please attach any documents, such as the syllabus, that show your policy on academic integrity.

Signature of Faculty Member: \_\_\_\_\_ Date: \_\_\_\_\_

