

*Academic Senate
Grossmont College*

**Monday, April 21, 2003, 11:10 a.m. – 12:20 p.m.
Room 342**

I. PRESIDENT'S REPORT

- A. Approval of Agenda
- B. Approval of minutes, meeting of April 7, 2003
- C. Other

II. ACTION ITEMS

- A. College Priorities – **Attachment #1**
Presented by Beth Smith

III. INFORMATION ITEMS

- A. Report on Data Sharing and Intersegmental Councils
Presented by Ryan Griffith, Beth Smith, Natalie Ray, and
Brad Phillips
- B. Academic Fraud – **Attachment #2**
Presented by Beth Smith

IV. COMMITTEE REPORTS

- A. Program Review Committee Report
Presented by Dean Colli
- B. ICC Report – **Attachment #3**
Presented by Gary Phillips

COLLEGEWIDE PRIORITIES

2004-2004

(for review by college constituent groups)

- Articulation

Meet the college's need for new and updated articulation agreements with four-year colleges and universities.

- Staffing

Maintain faculty, classified and administrative staffing levels that meet student and program needs.

- Revenue enhancement

Increase external resources and community partnerships to create a structure for enhanced and stable college funding.

- Communication

Identify specific mechanisms for improving collegewide communication, particularly in relation to state, district and college budget issues.

- Planning

Increase coordination of all planning efforts, integration of all planning documents, and linkage of planning to budgeting.

- Budget

Minimize the impact of state budget cuts on students, particularly in program areas that are disproportionately targeted in the state budget.

- Technology

Increase uses of existing technology that allow staff and faculty to carry out their activities more efficiently and effectively, that allow students greater access to resources that assist them in reaching their educational goals, and that best utilize scarce college fiscal resources.



“Academic Fraud”

Students: Highly Important to Read

The college is an academic community with high standards, and its teaching, learning and service purposes are seriously disrupted and subverted by Academic Fraud. All students at Grossmont College are expected to comply with the institution's high standards of Academic Integrity and avoid instances of dishonesty at all times. Such acts of dishonesty include cheating, plagiarism, fraud, false citations or data, and the fraudulent use of Internet resources.

Students are not to commit Academic Fraud, which is a form of cheating, lying or stealing. It is a serious violation of the Student Code of Conduct, as published in the catalog. The intent of this document is to increase student awareness as to what Academic Fraud is, to provide strategies to avoid the situations, and to explain the consequences of committing academic fraud. The Faculty and Administration expect students to have a responsible and sincere commitment to Academic Integrity during the performance of their instructional activities and completion of assignments or requirements.

Academic Fraud includes the following situations:

***Plagiarism** is using someone else's ideas or work without proper or complete acknowledgement. Plagiarism encompasses many things and is by far the most common manifestation of Academic Fraud. For example, copying a passage straight from a book into a paper without quoting or explicitly citing the source is plagiarism. In addition, completely rewording someone else's work or ideas and using it as one's own is also plagiarism. It is very important that students properly acknowledge all ideas, work, and even distinctive wording that are not their own. Students unsure of how or when to properly acknowledge sources are encouraged to consult their instructor.

***Cheating** is the copying of any test or quiz question or problem, or work done in a class that is not the student's own work. It also includes giving or receiving unauthorized assistance during an examination whether it was intentional or not. Obtaining or distributing unauthorized information about an exam before it is given is also cheating, as is using inappropriate or unallowable sources of information during an exam. To avoid unintentional copying of work, cover exams and quizzes, and do not leave a test or quiz on the desk where another student may be tempted to look at it.

***Multiple Submission** is the use of work previously submitted at this or any other institution to fulfill academic requirements in another class. For example, using a paper from an English 126 Creative Writing class for a Sociology 138 Social Psychology class is academic fraud. Slightly altered work that has been resubmitted is also considered to be fraudulent. With prior permission, some professors may allow students to complete one assignment for two classes. In this case, prior permission from both instructors is absolutely necessary.

***False Citation** is falsely citing a source or attributing work to a source from which the referenced material was not obtained. A simple example of this would be footnoting a paragraph and citing a work that was never utilized.

***False Data** is the fabrication or alteration of data to deliberately mislead. For example, changing data to get better experiment results is academic fraud. Instructors and tutors in lab classes will often have strict guidelines for the completion of labs and assignments. Whenever in doubt about what may be considered academic fraud, immediately consult with the instructor.

***Internet Resources** are quickly becoming popular materials used in academic research. As more and more people gain access to computer technology, the number of websites devoted to academic pursuits is increasing dramatically. Many of these websites provide reliable information; however, others may not include well-documented research. If you rely on Internet resources for your research, please be sure to use the proper citation.

***Intentional Deception** is the submission of false documentation (absence excuse, proof of attendance, volunteer hours, etc.) or falsifying any official college record. A student who misrepresents facts in order to obtain exemptions from course requirements has committed an act of intentional deception and may also be subject to the consequences listed below. It is best to do the work as required in a course or speak to the instructor about circumstances that may cause problems in completing forms correctly or honestly.

NOTE: Academic Fraud is not limited to the categories and examples listed above.

Students who engage in Academic Fraud will be subject to penalties authorized at the discretion of the instructor of record in the class. Such penalties may range from an adjusted grade on the particular exam, paper, project, or assignment to a failing grade in the course at the discretion of the instructor. The instructor may also summarily suspend the student for the class meeting when the infraction occurred as well as the following class meeting.

In addition, Academic Fraud can result in a suspension or expulsion as stipulated by the District's Student Disciplinary Procedures administered by the Vice President of Student Services and Assistant Dean of Student Affairs.

It is worthwhile to note the California Education Code Section 76224(a) states:

“When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the faculty member of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final.”

The foregoing language indicates that the instructor has sole and final authority in awarding grades based on his/her determination of the quality of the student's work in the course. All students found to be in violation of the college standard for academic integrity shall be reported to the Assistant Dean of Student Affairs.

For further clarification and information on these issues, please contact the Assistant Dean of Student Affairs Office in Room 636 or 619-644-7601.

Thank you to the University of Virginia for allowing Grossmont College to modify its statement on Academic Fraud.

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
OPERATING PROCEDURE**

**DATE: 2/24/03
REVISED:**

WEB PROCEDURE

**Attachment #3
Senate 4/21/03**

OVERVIEW

This procedure describes the District's web sites and the responsibility for hosting those sites.

FORMS USED

None

CODES, REGULATIONS AND DISTRICT POLICIES RELATED TO THIS PROCEDURE

Governing Board Policies 3410, 3415, 3420, 3430, 3500, 3510, 3710, 3720, 4035, 4030

PRIMARY STAKEHOLDER: Director, District Information Systems
Vice Chancellor-Human Resources and Administrative Services

COMMENTS

The District publishes three main web sites. Each of these web sites is the responsibility of the corresponding college or District Office:

Cuyamaca College	Cuyamaca.net	and	Cuyamaca.edu
Grossmont College	Grossmont.net	and	Grossmont.edu
District Office	gcccd.net		

Each site has web standards and an assigned person who is responsible for maintaining the web site. All three sites must adhere to Districtwide standards and Board Policy.

GUIDELINES AND DEFINITIONS

1. "GCCCD network" consists of all District owned, networked resources and infrastructure located at the District Office, Cuyamaca College, Grossmont College and remote sites.
2. "Web Server" is a computer that delivers content or services from any network location.
3. "District Servers" are any servers owned by the District.
4. "Non-District Servers" are those that deliver content or services from servers that are not owned by the District.
5. A "Web Link" is a selectable connection on a web page from one word, picture, or information object to another.
6. An "External Link" is a web link/URL that leads to content on a web server external to the GCCCD network.
7. "Web Services" enable access to information, administrative and instructional services provided on the District and college web sites.
8. "Web Publisher" is anyone that publishes a web page(s) from any web server in the District.

RELEVANT BOARD POLICY

The Board has several policies that are relevant to the content of web pages. Some of the relevant policies are:

1. Nondiscrimination

The District is committed to equal opportunity in educational programs, employment, and institutional programs and activities. See Board Policy 3410.

2. Equal Access

The District is committed to equal opportunity for access to all educational programs, employment, and institutional programs and activities. See Board Policy 3415.

3. Affirmative Action

The Board supports the intent set forth by the California Legislature to assure that effort is made to build a community in which opportunity is equalized. See Board Policy 3420.

4. Prohibition of Harassment

The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. See Board Policy 3430.

5. Safety

The Board is committed to a safe and secure Districtwide work and learning environment. See Board Policy 3500.

6. Violence Plan

The Board is committed to providing a District work and learning environment that is free of violence and the threat of violence. See Board Policy 3510.

7. Intellectual Property and Copyright

The Board is committed to ensuring that all intellectual property and copyright issues are respected. See Board Policy 3710.

8. Computer Use

Employees and students who use District computers and networks and the information they contain, and related resources have a responsibility not to abuse those resources and to respect the rights of others. The Chancellor shall establish procedures that provide guidelines to students and staff for the appropriate use of information technologies. The procedures shall include that users must respect software copyrights and licenses, respect the integrity of computer-based information resources, refrain from seeking to gain unauthorized access, and respect the rights of other computer users. The procedures will also include that users must not use a system to perform an illegal, malicious act, or an act in violation of District policy. See Board Policy 3720.

9. Controversial Issues

The Board recognizes that controversial issues have a legitimate place in the instructional program. Properly introduced and conducted, the consideration of such issues can help students learn to identify important issues, explore fully and fairly all sides of an issue, weigh carefully the values and factors involved, and develop techniques for formulating and evaluating positions. See Board Policy 4035.

10. Academic Freedom

The Board shall promote public understanding and support of academic freedom for the implementation of the educational philosophy of Grossmont-Cuyamaca Community College District. Academic freedom is fundamental for the protection of the rights of the instructor in teaching, and of the student to freedom in learning. It carries with it duties correlative with rights. See Board Policy 4030.

STANDARDS

Districtwide

A. General Standards

1. All information and pages on the GCCCD Network should be publicly accessible unless there is a District sponsored security or confidentiality arrangement. Examples of such District sponsored security arrangement are: e-mail, BlackBoard classes, WebCT classes, WebConnect, Web Based Financial Aid, and "Affiliated Organization" pages.
2. Prior approval in writing from the appropriate Division Dean, Vice President, and the Director of Information Systems is required to:
 - a. Connect department or personal servers to the GCCCD network (LAN and WAN).
 - b. Host any of the following information on servers not maintained by ICS or IS.
 - i. Course syllabi, outlines, assignments
 - ii. Instructor office hours
 - iii. Student information (names, id numbers, grades, etc.)
 - iv. Student developed course work
3. Only approved logos may be used for college/District web sites. These can be obtained from the Image Folder of the Public Folder under the GCCCD Outlook services.
4. Written permission is required for an affiliate organization to use a District or college logo on their website.
5. The website publisher is responsible for upholding the appropriate standards of any site that they have published on the GCCCD network.

B. Accessibility

1. The District and colleges adhere to the ADA/Section 508 requirements for all new Web pages since June 21, 2001.
2. All software/systems on the GCCCD Network, implemented since June 21, 2001, must be ADA 508 compliant.

C. Affiliate Organizations

Affiliate organizations may publish web sites on the GCCCD network with proper prior approval of the District.

1. Student Organizations
 2. Labor Organizations - Requires network login
 3. Professional Organizations
 4. Individuals - Only faculty are permitted to post individual web sites within the GCCCD Network.
- D. External Links
1. Advertising and logos of a commercial or non-educational nature must be District approved in advance.
 2. Web links to commercial or other sites should be for the benefit of the student and/or provide educational content.
 3. No links may be placed on GCCCD web pages that are for the generation of private income by any employee or entity.

Individual Site Standards

A. Cuyamaca College

See <http://www.cuyamaca.net/standards/>
For Cuyamaca College Web Guidelines (last updated 11-Jan-01)
See Academic Senate Standards for instructional content and code of ethics.

B. Grossmont College

See <http://www.grossmont.net/home/webstandards/webstandards.asp>
For Grossmont College Web Guidelines (unpublished)
See Academic Senate Standards for instructional content and code of ethics.

C. District Office

See <http://www.gcccd.net/webstandards.asp>

Approved Resolutions in Concept Only - Area D

Area D Senate representatives met on Saturday, April 12, 2003, to discuss various resolutions which have been prepared for presentation at the 2003 Academic Senate for California Community Colleges Spring Plenary Session. The list that follows are the concepts that were embodied by each resolution, all of which were supported by participants:

Support a resolution to oppose disproportionate funding in EOPS, DSPS, and matriculation (Developed with the help of the GC Academic Senate)
Support for new CAN model (Developed with the support of the GC Academic Senate)
Support a resolution to oppose differential funding by discipline (Forwarded by the GC Academic Senate)
Support equitable funding for all community college students on a per student basis, including measures that will halt the increasing disparity in funding (Forwarded by the CC Academic Senate)
Support a resolution which encourages developmental education faculty to engage in regular professional development activities and support for ASCCC to create a bibliography to support developmental education faculty
Support a resolution for the request of legal opinion regarding the requirement for students participating in GED programs at community colleges to pass the California High School Exit Exam before they receive their diploma
Support a resolution to oppose disproportionate cuts to Teacher and Reading Development Partnership (TRDP)
Support a resolution to amend Title 5 requirements for an AA/AS degree to include successful completion of a college-level English writing course
Support a resolution for the delay of decisions about amending the Title 5 requirements for degrees in both Math and English until more discussion has occurred at local senates
Support of two resolutions opposing legislation that moves authority for decisions on academic and professional matters away from the local senates
Support a resolution for the exploration with the ASSIST Board of the considerations of an online repository for course outlines
Calls on the ASCCC to reaffirm its opposition to student fees and any attempt to divert increases in fees to the colleges thereby continuing the likelihood of inadequate state funding
Support the adoption of 3 reports as follows: <ul style="list-style-type: none"> • Report from Task Force on Counseling, • Basic Skills, and • Digital Divide
Support a resolution for increased support and investment in basic skills education

BOARD POLICY NUMBER AND TITLE	CHANGE TO REFERENCE SECTION	NOTES ABOUT CHANGES TO TEXT
2310 – Regular Meetings of the Board	Yes	Accessible to persons with disabilities
2320 – Special and Emergency Meetings	Yes	Brown Act clause
2340 – Agendas	Yes	Accessible to persons with disabilities
2345 – Public Participation at Board Meetings	Yes	Accessible to persons with disabilities
2360 – Minutes	Yes	Accessible to persons with disabilities
2431 – Chancellor Selection	All new	All new
2432 – Chancellor Succession	None	Information deleted
2717 – Personal Use of Public Resources	All new	All new
3540 – Sexual and Other Assaults Occurring on District Property	Yes	Procedural information deleted
3710 – Intellectual Property and Copyright	No	Slight modification to language due to Union recommendations
3810 – Claims Against the District	No	Reference to related procedures
3900 – Political Activity	All new	All new
4020 – Program and Curriculum Development	No	Additional language for clarification added
7100 – Commitment to Diversity	Yes	None
7120 – Recruitment and Selection	Yes	Wording changed from affirmative action to Equal Employment Opportunity
7220 – Classified Employees	No	The Board specifies service required and certifies the ending date.