VILLANOVA UNIVERSITY
FACULTY CONGRESS

Academic Year 2021-2022

November 18, 2021
9:00 am to 10:30 pm
via Zoom: https://villanova.zoom.us/my/drtomway

Minutes

Present: Amanda Knecht, Aronte Bennett, Bridget Wadzuk, Debra Shearer, Gregory Hoskins, James Peyton Jones (Vice Chair), Jared Paul, Jennifer Altamuro, Jeremy Kees, Joe Betz, John Sedunov, John-Paul Spiro, Kathryn Haymaker, Paul Bernhardt, Paul Steege, Peter Busch, Rabih Moussawi, Rachel Skrlac Lo, Rebecca Winer, Rory Kramer, Shannon Hamlin, Sherry Burrell, Stephanie Katz Linkmeyer, Stephen Liedtka, Sue Metzger, Tom Way (Chair)

Absent: Ani Ural, Benjamin Scheick, Eugene McCarraher, Gerald Beyer, Ilia Delio, Javad Siah, Jennifer Ross, Kamran Javadizadeh, Lisa Sewell, Melissa Hodges, Meredith MacKenzie Greenle, Ruth Gordon, Samantha Chapman, Tina Agustiady, Travis Foster, Wenqing Xu

Housekeeping

- Welcome
- Approval of minutes from Oct. 18, 2021 delayed until next meeting
- Reminder: CLAS Dean Town Hall via Zoom, Fri. Dec. 3, 2021, 3-4pm
- Holiday party email detailing reasoning of 11/18/21

Standing Committee Reports *(reports submitted in advance; please see appendix; this time set aside for elevated issues and/or questions)*

1. Awards Committee (Andrew Scott [chair, external member], Sherry Burrell) – Appendix A – will be voting on whether we approve of the award recommendation from the committee (under new business). Faculty award nominations are being worked on.
2. Adjunct Faculty Representatives (Tina Agustiady, Shannon Hamlin)
3. CNT/FTNTT Faculty Representatives (Sue Metzger, J-P Spiro) – The associate dean for CNT faculty is looking to set up a meeting/townhall with CNT faculty, to meet them.
4. Election and Credentials Committee (Q Chung, Jen Palenchar, Qi Wang, Bob Styer [emeritus]) – Results of recent elections in Appendix A. Election in spring for FC is on the horizon.
5. Research Policy Committee (RPC; James Peyton Jones, chair) – Vice Provost Amanda Grannas has drafted guidelines for post-docs, trying to give guidance for recruitment, advising, training, etc., and is also drafting a document about data stewardship. RPC is providing feedback on that, and is supportive.

Amanda Knecht, Ani Ural, Aronte Bennett, Benjamin Scheick, Bridget Wadzuk, Debra Shearer, Eugene McCarraher, Gerald Beyer, Gregory Hoskins, Ilia Delio, James Peyton Jones (Vice Chair), Jared Paul, Javad Siah, Jennifer Altamuro, Jennifer Ross, Jeremy Kees, Joe Betz, John Sedunov, John-Paul Spiro, Kamran Javadizadeh, Kathryn Haymaker, Lisa Sewell, Melissa Hodges, Meredith MacKenzie Greenle, Paul Bernhardt, Paul Steege, Peter Busch, Rabih Moussawi, Rachel Skrlac Lo, Rebecca Winer, Rory Kramer, Ruth Gordon, Samantha Chapman, Shannon Hamlin, Sherry Burrell, Stephanie Katz Linkmeyer, Stephen Liedtka, Sue Metzger, Tina Agustiady, Tom Way (Chair), Travis Foster, Wenqing Xu

6. Faculty Rights & Responsibilities Committee (FRRC; Amanda Knecht, interim chair) – Update in Appendix A. FRRC primarily discussed the IP policy. From FRRC it goes to IPP board. There will be a meeting of IPPB before the end of semester. We have achieved huge amounts. The one outstanding disagreement is on licensing of patents. FRRC has been asking that faculty have a license to their own inventions, while administration claims that it will impede commercialization. There will be a vote in IPPB, and then it will go to provost.
7. Retired faculty members (Joe Betz) – Quarterly club is meeting for lunch. Rose O'Driscoll and Nancy Sharts-Hopko (nancy.sharts-hopko@villanova.edu) are executives.

Committees with Faculty Representation *(time set aside for questions about reports received)*

1. Academic Policy Committee (Bridget Wadzuk, chair) – The chair provided several updates. First, details on the snow day policy: for undergrad classes, if it is deemed a snow day class is canceled. For grad classes you can decide whether to hold class virtually. For a delayed schedule, the option is presented for faculty to use their discretion about the format of class. There is a link to other programs with more detail (for example, Law, graduate, engineering). There was also an update on the summer schedule: standard classes are piloting a 4-day schedule (not all, but many). The APC subcommittee-in-waiting has been considering this proposal. They suggested a lenient policy for this summer – if a faculty wants to have a 5-day schedule, that will be given ample consideration. Dean Christine Paulus was amenable to this idea. If you are teaching a summer class that is moving to a 4-day schedule, or if you opt to stick with 5-day, let us know how it works. APC continues to work with OSPIE to improve CATS. APC is also reviewing a proposal to move to 15-min between all classes (MWF); the proposal will be reviewed in the 11/19 meeting of APC. Implications include having to expand the school day, and the committee is seeking more input. The Law School used to have 5-10 min between classes but this past year they switched to 15 min, and they decided to keep that. The chair also gave an update on the academic calendar, specifically the timeline between the time of the last final and the final grade deadline. The rule has technically always been 48 hours after the last final. This year it cannot be changed. The academic calendar is used by many other offices. Bridget talked with Pam Braxton about moving the deadline to midnight instead of Noon, however that was not possible. There has been discussion about rethinking for future semesters. (FYI the academic calendar committee has about 40 people, with faculty presence, but perhaps not with FC overlap.) In other semesters, the final grade deadline has been January, but we cannot amend it once it has been published this year.

   - It was noted that the new general protocol on committees should apply to all committees, including the academic calendar committee and the budget committee. That is, chairs of those committees should be faculty members. Rewriting constitution should help with institutionalizing overlap between FC and these committees, and general protocol should also be used.

2. Intellectual Property Policy Board (James Peyton-Jones) (update included in FRRC above)
3. Policy (Jennifer Altamuro, Jake Elmer) and Operations (Elaine Youngman, Cathy Curley) Committees – Jennifer noted the difference between policy and operations. Policy meets more frequently, but we canceled one meeting. Policy is still meeting, we get an update on cases and surveillance testing. There are a few issues coming up that have been debated, around enforcement as well as issues with people coming up for surveillance testing and not complying. The resources for enforcement and a penalty are not currently available. Along the same lines, the masking policy is not being enforced, or there is no formal enforcement. The committee is having conversations about the spring semester with masking. Jen and Jake would like to gather feedback for modifications for the mask mandate. Because discussions of the Policy Committee are confidential, they seek to get that feedback constructively while still keeping confidentiality.

Idea of polling FC or a larger collection of faculty. This update was followed by a wide-ranging discussion on the topic of mask policies.

4. HR subcommittee of the "Lessons learned taskforce" (Rebecca Winer) – Committee seems retired. Ray Duffy didn't know why Rebecca would want faculty congress to see the document produced by the taskforce. Another member of FC noted that we would like to see that document. Transparency was indicated at the start of those committees, and it is important to respect that. We would like this to be an ongoing conversation. FCEC can support that request as needed.

Old Business
1. Faculty rep to Athletics Advisory Committee, appointed Jared Paul – (first meeting at end of Month)
2. Recap of 10/27/21 FC leadership meeting with Provost (James, Bridget, Amanda), short grading deadline (APC), race & justice course, CNT salary increments. Other items for 12/8 can be sent to Tom/James.
3. Recruitment of interim Vice Chair (overlap during Fall, then Spring 2022) – still need a vice chair and RPC chair. Please consider it yourself or think about someone you know who might be willing.
4. Recruitment of RPC Chair (Spring 2022)

New Business
1. Facultas Award, vote on approval of Awards Committee recommendation – *The first and second choice for the Facultus Award were approved unanimously by vote.* The Facultas award is given to a staff member who works across the University and helps faculty in a variety of ways. The first choice based on nominations is the staff of health services on campus. The second selection is the assistant registrar. It was suggested that names should be listed of all the staff members in health services. Names were not provided from the awards committee but we can ask for a list from the health center. Tom suggested that we can raise the award amount this year since it is a group of people, (FCEC will discuss) to come up with a reasonable number for the number of people to have a small celebration. Typically the Facaltas award is a surprise, at the holiday party. We will have to figure out the mechanism this time around.
2. Status of gatherings - no indoor holiday party in January, possible Spring Faculty Friday events – email with details went out to faculty 11/18/21
3. Board of Trustees Standing Committees, status of faculty reps for calendar year 2022 – There are 4 committees with 2 faculty on each. Past precedent was to ask if currently serving members would like to continue. All but one have expressed interest in serving for another year, so there is one spot on the investment committee. We have asked one person to consider and that request is pending. It is unlikely there is any decision-making involved.
4. NCAA Faculty Athletics Representative (FAR), fact finding – Jeremy Kees, the FAR representative, offered to give info on where things are at the moment. Jeremy noted that this is his 6th year on FC. The role of FAR is the liaison between the academic side and athletics. The FAR chairs the athletics advisory committee. Relevant FC sentiments are presented to the athletics director. Parking is being discussed today. Jeremy can report back to FC. A formal update can be given, or specific issues, or individuals can ask questions. Questions related to athletics can be relayed through the FAR.
5. Basketball games, mid-day parking relocation of faculty vehicles, FC response? – Parking issue: there was an early game on Tuesday, November 9, 2021 and faculty parking in several of the on-campus lots were informed on Monday 11/8 that they were being asked to move their cars across campus. Jeremy noted that there is one more early on-campus game on the calendar, for January 25, 2022. During these instances the M1 lot is cleared and also M2. Jeremy spoke to the parking and events representatives yesterday, and noted that this is treated in a similar way to any large event on campus. It is a parking approach for events in general as part of a campus plan. There

was one official complaint noted from a faculty congress representative and several other suggestions, such as giving more than 24 hours notice to faculty and staff who pay to park in these areas on campus.

6. In progress:
    - Town Hall with Fr. Peter, no format or date determined
    - Town Hall with Provost, no format or date determined
7. Open discussion – other items?
8. Meeting adjourned 10:20 am.

Reminders

    Upcoming Congress events:

    APC meeting hosting Race and Justice Course development team (Zoom)
    (non-participating visitors can request zoom link)
- ~~Tuesday, October 19, 2021, 11:30-12:30~~

    FC leadership meetings with Provost & Vice Provost (Zoom)
    (Tom, James, Bridget, Amanda)
- ~~Wednesday, October 27, 2021, 12:30-1:30~~
- Wednesday, December 8, 2021, 12:30-1:30

    Fall 2021 Faculty Congress general meetings (Zoom)
- ~~Tuesday, September 14, 2021, 9-10:30~~
- ~~Monday, October 18, 11:30-1~~
- Thursday, November 18, 9-10:30
- Friday, December 17, Noon–1:30

    Spring 2022 Faculty Congress general meetings
- TBD

    2020-21 Faculty Fridays, 2:30 p.m. to 4:30 p.m. (*Presidents' Lounge, Connelly Center*)
- Discussions underway for possible Spring 2022 events

APPENDIX A

Committee Reports & Updates

Awards Committee Report, November 2021
Submitted by: Andrew Scott, committee chair

On Thursday, November 11, 2021 the Awards Committee met to discuss the nominations for this year's Facultas Award. From a number of worthy nominations, the committee makes the following recommendations.

First selection: Staff at Health Services

For the second year in a row this group was nominated for the award for their work in managing COVID-19 on campus and helping Villanova remain in-person. Their efforts in education, testing, and management of positive cases on campus were lauded. The bestowal of this award on a group would be unusual (perhaps unprecedented), but given the challenging circumstances in which we still find ourselves, the committee felt it would be appropriate to make such an exception.

Second selection: Erin Spina, Assistant Registrar

Erin was praised for her work across the university, and in particular her ability to deal with difficult questions and challenging requests. In general, the work that this office does truly reaches across all departments in the university and though often unnoticed is certainly essential.

Adjunct faculty representatives: We are reaching out to adjuncts with an email about the benefits that the University offers adjunct professors to reiterate the perks and benefits that are available to us. We would also like to schedule a Zoom meeting before the Christmas break to answer any outstanding questions or hear any concerns that have been pending to bring back to committee for clarification. Our goal is to reinforce that we keep everyone connected.

Election and Credentials Committee: Below is the outcome of recent elections.

University Rank and Tenure Committee

- Humanities: Sarah-Vaughan Brakman
- Science: Jared J. Paul

University CNT Promotion Committee

- Humanities: Marylu Hill

FRRC: Amanda Grannas and Samantha LaBarbera, the Associate General Counsel, met with the committee to finalize edits to the intellectual property policy. We decided that the FRRC's opposition to the university having sole ownership of all patents should be noted in the historical records of the policy. The IP Committee still needs to approve of our recommended changes, but it seems like the revisions are finally finished. We need to make sure the faculty handbook and the new IP Policy agree.

Academic Policy Committee: APC updates:

- 11 approval votes and 0 no votes for the snow day policy. Formal policy should be forthcoming.
- The Academic Integrity Code was finalized and is attached. https://www1.villanova.edu/villanova/provost/resources/student/policies/integrity/code.html
- The APC Subcommittee-in-waiting approved a pilot schedule for Summer 2022 to move to a 4-day schedule. This will be presented at the 11/19 APC meeting.

APPENDIX B: The Code of Academic Integrity
June 15, 1998, University Senate Resolution #9798-7-1, Approved April 17, 1998, Revised January 15, 2000, Academic Policy Committee. Reformatted January 14, 2002. VPAA revision January 11, 2005. Revision: February 15, 2018; Revision November 23, 2021

Statement of Purpose
Academic integrity lies at the heart of the values expressed in the University's Mission Statement and inspired by the spirit of Saint Augustine. When students come to Villanova, they join an academic community founded on the search for knowledge in an atmosphere of cooperation and trust. The intellectual health of the community depends on this trust and draws nourishment from the integrity and mutual respect of each of its members.
Institutional experience suggests that maintaining academic honesty can most easily be achieved by planning ahead and keeping lines of communication open. By consulting with their instructors, students can resolve any questions they have before submitting their work.
The development of knowledge relies upon the synthesis and analysis of existing sources and the work of scholars across nations, cultures, and time periods. Proper citation and attribution are fundamental elements of advanced learning; they acknowledge the intellectual work upon which new scholarship builds and they serve as guideposts for future projects.
                                          Code of Academic Integrity
The following are some rules and examples regarding academic dishonesty. Since academic dishonesty takes place whenever anyone undermines the academic integrity of the institution or attempts to gain an unfair advantage over others, this list is not and cannot be exhaustive. Academic integrity is not simply a matter of conforming to certain rules; it must be understood in terms of the broader academic purposes of a Villanova education.
A. Cheating:
While the university encourages and lauds collaborative learning (i.e. sharing notes and resources, forming study groups), when completing an individual class assessment (i.e. assignment, quiz, lab report, exam, etc.) students shall rely on their own mastery of the subject and not attempt to receive help in any way not explicitly approved by the instructor; for example, students should not rely on others' work (code, programming, spreadsheets, etc.) or use outside sources unless the assignment specifically allows it.
Please consult with your faculty member if you are uncertain whether outside sources/support are allowed.
Such cheating includes trying to give or obtain information about a test when the instructor states that it is to be confidential. It also includes trying to take someone else's exam or trying to have someone else take one's own exam.
B. Fabrication:
Students shall not falsify, invent, or use in a deliberately misleading way any information, data, or citations in any assignment.
This includes making up or changing data or results, or relying on someone else's results, in an experiment or lab assignment. It also includes citing sources that one has not actually used or consulted.
C. Assisting in or contributing to academic dishonesty:
Students shall not help or attempt to help others to commit an act of academic dishonesty.
This includes situations in which one student copies from or uses another student's work; in such situations, both students are likely to be penalized equally severely. If the assisting student is not enrolled in the particular course, the student's Dean will formulate a suitable and equivalent penalty. Students are responsible for ensuring that their work is not used improperly by others. This does not include team projects where students are told by their instructor to work together or when the student whose work is used by another did not know their work was being used.
D. Plagiarism:

Plagiarism is defined as the appropriation of another's work and the unacknowledged submission or incorporation of that work as one's own offered for credit. Plagiarism takes place whether it is accidental or intentional. The most common way to acknowledge reliance on another's work or indebtedness is to use footnotes or other documentation. Faculty members will introduce students to the tools used in their disciplines, providing guidance on how to show clearly when and where they are relying on others -- and students are expected to apply these tools in their writing.

Unacknowledged appropriation involves either using another's work without any reference or acknowledgement.

Examples of unacknowledged appropriation include not referencing quoted text, paraphrasing another's ideas without referencing the source(s), and acquiring a pre-written paper. Unacknowledged appropriation also includes borrowing sentences, phrases, and paragraphs from outside sources, and can also occur when students follow the expression of another's ideas or structure of another's argument too closely. When engaged in knowledge creation and academic research, students must be careful to provide proper attribution and develop their own original language, ideas and arguments in all assignments.

Another's work includes someone else's published statements, ideas, data, or illustrations.

Sources of this work include written text (in any format including Powerpoint slides), podcasts, or video lectures.

The following are examples (not exhaustive) of sources that require citation or acknowledgement: blog posts or any commentary found on social media platforms, online articles found on journal sites or websites, comments by a lecturer in an online video lecture, information from another person's Power Point slide(s) or other presentation modality, hardcopy texts, any authored source whether it has multiple authors or is institutionally authored or is listed as anonymous. If a student is uncertain about whether their submission violates academic integrity, whether by failing to adequately acknowledge sources or by adhering too closely to another's argument, it is recommended they contact the faculty member to discuss prior to submission.

Ideas that occur to the student in conversation with roommates, other students, etc., should be considered the natural result of collaborative learning and do not require specific citation. At the same time, per academic standards, students may wish to acknowledge indebtedness to conversations with roommates, parents, friends, professors, and others in a footnote at the end of the writing assignment.

E. Multiple submissions of work:

Students shall not submit the same academic work, or substantially the same work, for more than one class course without prior approval of both faculty members. Faculty create assignments in order to foster a certain kind of learning in a course. Handing in work done for a previous course may preclude this learning.

F.   Unsanctioned collaboration:

When doing out-of-class projects, homework, or assignments, students must follow their faculty member's instructions regarding any collaboration with other students to complete the work. When a faculty member requires students to complete the work individually, then students may not collaborate to complete the work.

Many Villanova courses involve team projects and out of class collaboration, but in other situations, out of class collaboration is forbidden. While study groups are permitted and even encouraged, students must follow the faculty member's instructions regarding any collaboration.

G. Other forms of dishonesty:

Acting honestly in an academic setting includes more than just being honest in one's academic assignments; students are expected to be honest in all dealings with the University. Certain kinds of dishonesty, though often associated with academic work, are of a different category than those listed above. These kinds of dishonesty include (but are not limited to) the following:

- Misrepresenting oneself or one's circumstances to an instructor (for example, in requesting a makeup exam or a special due date for an assignment, or in explaining an absence).

- Forging parts of, or signatures on, official documents (including both university documents, such as drop-add slips or excused absence slips, and relevant outside documents, such as doctors' notes).
- Taking credit for work in a team-project even when the student has made little or no contribution to the work of the team.
- Stealing or damaging library books.
- Unlawfully copying computer software.

These serious offenses will be handled by the University's disciplinary procedures.

Appeal of Allegation

Students who receive an academic integrity violation may, if they believe that they have not committed an academic integrity violation, take their case to the Board of Academic Integrity.

Penalties

Individual Course Penalty. The academic penalty will be determined by the student's instructor. The instructor may impose a grade penalty up to and including failure in the course. In the School of Business, all faculty members assign a grade of zero to any work in violation of the Code. Students who feel that the penalty is too harsh may appeal their grade through the normal University procedure for resolving grade disputes.

If the penalty for the violation is an F for the course, the student will not be permitted to withdraw from the course. If, after the penalty grade has been taken into account, the student is still passing the course, the student may withdraw from the course prior to the final deadline for withdrawing from a course.

University Penalty. Students who violate the code of Academic Integrity are also referred to their Dean for a University penalty.   Two kinds of penalty are available – Class I and Class II. A full academic integrity violation is a Class I violation and Class II violations are usually appropriate for less serious cases, or in cases where there are mitigating circumstances.   Typically, a student with two Class I violations will be dismissed from the university. In some cases, the Dean (or designee) may choose to treat a violation of the Academic Integrity Code as a Class II violation. Typically, a student may receive only one Class II violation during his or her four-year career as an undergraduate. All subsequent violations are treated as Class I violations.

Students who have committed an academic integrity violation will be expected to complete an educational program, supervised by the student's college Dean (or designee), to help the student come to a fuller understanding of academic integrity. Students who fail to complete the educational program to the satisfaction of the Dean (or designee), and within the timelines specified by the Dean (or designee), will have a hold placed on their transcript until the program has been completed.

Revisions Recommended by Academic Policy Committee: October 20, 2021
Recommended by Council of Deans: November 17, 2021
Approved by Provost: November 17, 2021
Approved by President: November 23, 2021