

# Faculty Development Learning Excellence Team Meeting Minutes

Friday, December 12, 2008

12:30 pm

Collins 227

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<b>Co-leaders:</b>	Renee Tonioni, Dean for Distance Learning and Instructional Technology, Maya Tolappa, CTLT Faculty Liaison & IS Instructor
<b>Facilitator:</b>	Christine Meyer
<b>Guest:</b>	Melinda James
<b>Attendees:</b>	Ellen Field, Melinda James, Cliff Luxion, Allison DeStefano, Sowjanya Dharmasankar, Lynne Krantz, Sandra Boyd, Adam Burke, Alison Thompson, Patricia de Boom, Jane Thompson, Amy Del Medico, Josh Mattern, Amy Godfrey

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## *Minutes*

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<b>Agenda item:</b>	Lunch, Introductions and Update Distribute minutes from last meeting	<b>Presenter:</b>	Maya Tolappa
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**Discussion:** Meeting agenda

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<b>Agenda item:</b>	Plagiarism Action Team	<b>Presenter:</b>	Melinda James
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- Discuss potential changes to Student Conduct Board in regards to cases of plagiarism
- Discuss and set goal of Plagiarism Action Team
- Create membership list for Plagiarism Action Team

**Discussion:** Discuss the Student Conduct Board and plagiarism issues

Melinda James talked about the Student Conduct Board and issues relating to it. Some of the issues discussed were:

- The Student conduct board hears cases about plagiarism and student behavior issues. Since there have been so many more cases of plagiarism lately, she may consider splitting up the Student conduct board into 2 parts; one that listens to plagiarism cases, and a second one that addresses behavior related issues
- The purpose of the student Conduct board is not to punish students but to teach students that there are consequences to their actions. Additionally, students are assured of due process.
- If a student is suspected of plagiarism, the faculty member can get in touch with Melinda James, and she will share information about similar allegations against the student in the past, if they exist.
- Additionally, if a faculty member intends to bring a student to the Student Conduct Board for plagiarism issues, get in touch with Melinda James to request her to place a hold across the student's record, so that the student cannot drop the class.
- Melinda would like to develop a database of student issues, along with the CAT system and the system used by counselors.
- Melinda would like to hear about student plagiarism issues even if the faculty member does not intend to bring the case to the student conduct board.
- Plagiarism needs to be treated as an institutional issue. Melinda has talked to IT about installing software that helps faculty detect plagiarism.
- The Student Conduct Board meets on the last Wednesday of the month. Sometimes, it may meet twice a month, since the board can, realistically, only hear 4-5 cases in one meeting. In summer, the board meets once a week
- Renee mentioned that there was a PowerPoint presentation on plagiarism on the CTLT website that students can view.

**Conclusions:** A sign-up sheet for the Plagiarism Action Team was passed around. The Team will convene and meet in the Spring 2009 semester.

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**Agenda item:** Mywcc Update **Presenter:** Amy DelMedico

- Review pilot and roll out date
- Discuss training plan
- Share marketing efforts

**Discussion:**

Amy talked about myWCC implementation effort. Issues discussed included:

- Amy trained a pilot group of 32 people on the use of myWCC. The group included full-time faculty, adjunct faculty and staff members from student activities,
- The url for myWCC is <http://mywcc.waubonsee.edu>.
- About 1500 people are currently using the portal.
- myWCC will be formally launched in January 2009, with training provided during the Spring 2009 Orientation.
- Starting in the Spring 2009 semester, all face-to-face classes will be assigned either a myCourses shell or a WebCT supplemental shell.
- When a student registers for a class, they are automatically added to myCourse shell for the class or the WebCt supplemental shell.
- Christine Meyer mentioned that Dave Schmutz will create a one page document comparing WebCt and myWCC.
- Amy performed a myWCC demo.
- Marketing is creating materials for student with instructions on how to use myWCC from a student perspective.
- The myGroups feature of myWCC will be used for student clubs.

**Conclusions:** myWCC is going live in Spring 2009

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**Agenda item:** Project Update **Presenter:** Christine Meyer

- Adjunct Supplemental Catalog flyer
- Integrating Technology course
- Sessions at Orientation

**Discussion:** Christine talked about the following issues:

- Christine passed around the adjunct faculty professional development booklet that was developed for adjunct faculty.
- The "Integrating Technology in College Teaching" graduate class from Aurora University will be offered in Spring 2009 again.
- FDLET members stated that they like the idea of concurrent sessions during semester orientation week, along with the assurance that sessions will be offered at the CTLT during the semester as well.

**Conclusions:** Concurrent sessions will be offered during orientation

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### ***Other Information***

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**Special notes:** Meeting dates for the Spring 2009 semester have not been finalized.