

PALM BEACH STATE COLLEGE

[Business/Financial Services/Hospitality Management/Office and Paralegal Cluster

October 15, 2014

1:15PM

BA307

ITEM 1. Academic Dishonesty policy

Discussion: Each Program will work on their Academic Dishonesty policy with consequences.

Action: Programs will design policy and will present policy before October meeting for voting.

See addition to document

ITEM 2. The class Introduction To Business GEB1011 uses the Understanding Business Book by Nickels 10th Edition now. In January, they are coming out with the 11th edition. I would like to be able by Summer or Fall 2015 offer the bundled options to students.

Discussion: New edition to book has new material and publisher is not printing old edition.

Action: Vote to adopt 11th edition. passed

ITEM 3

1) Fundamentals of Entrepreneurship (ENT1000) textbook selection

2) Re: curriculum: Having Fundamentals of Entrepreneurship (ENT1000) and possibly 2 other entrepreneurship courses offered as AA electives.

3) Re: curriculum: Reengineering some of the entrepreneurship courses to help facilitate completion of the certificate and the AS degree. This may include adding/substituting classes. I will be able to discuss in greater detail at the meeting.

Discussion: Professor William “Patch” Paczkowski want to reevaluate the Entrepreneurship Program, its book use and it’s course offerings. “Patch” is just wanting to research the offerings to try to ensure more completers of the program.

Action: Cluster voted and approved the evaluating the Entrepreneurship Degree, for selection of new test book (McGraw-Hill Entrepreneurship book Ninth Edition by Robert Hisrich, Michael Peters, and Dean Shephard: . #978-0-07-802919-6.: ENT1000 Fundamentals Of Entrepreneurship beginning Summer 2015. This change will affect all sections of the course.) and submitting findings to curriculum on offering Fundamentals of Entrepreneurship (ENT1000) as AA course.

**Attendance: Debbie Beres,
Dr. Jane Montonen
Bill Paczowski, Bob Gillan
Cary High, Karen Brown
Lisa Mears, Danny Fontenot
Juliett Tracey, Ron Capute, Barbara
Scheffer**

Submitted by:

Danny Fontenot
[name], Scribe

c. Minutes Distribution List

ADDITION:

the Paralegal Program has adopted the following policy, procedure, and consequences for academic misconduct:

Based on the Paralegal Program's awareness in the increase of numbers of instance of academic dishonesty, the Paralegal Program has agreed to adopt a policy of mandatory reporting and recording of all discovered incidents of academic misconduct. The following will outline the continuum of consequences of academic misconduct.

Mandatory Reporting and Recording Requirement - All incidents of violation of academic integrity, the facts surrounding the violation, and the consequence shall be documented in writing and reported to the student's program's department chair and/or associate dean, the student's academic advisor, and/or the registrar for entry into the student's non-public (viewable only by Palm Beach State College faculty, staff, and administration) records. This recording requirement is mandatory for all discovered incidents of violations of academic integrity. A professor's findings in a students' non-public records (i.e. non-transcript entries into the student's file such as a contact logged by an academic advisor or registrar) after instituting the program's reporting and recording requirement will be the polestar that dictates the consequences of academic misconduct. Accordingly, prior to determining a consequence, the professor shall consult with the program's department chair, academic advisor, and/or the registrar for any documented incidents in the student's non-public records of academic misconduct.

Based on the professor's findings, the following consequences will include:

First offense – The consequence for a first offense shall be left up to the professor's discretion. There is no minimum consequence. Consequences may range from a professor's verbal warning, to a professor awarding an "F" or "0" on the assignment, to maximum penalty of the professor awarding an "F" in the course with the matter referred to the dean of student services with the professor's recommendation to commence formal disciplinary proceedings for a violation of the Student Code of Conduct. Notwithstanding the professor's discretionary consequence, as stated *supra*, all incidents of academic misconduct and the consequence shall be documented in writing and reported to the program's department chair and/or associate dean, the student's academic advisor, and/or the registrar for entry into the student's non-public records. This recording requirement is mandatory for all discovered incidents of academic misconduct.

Second offense – The consequence for a second violation shall too be discretionary, with a minimum consequence of the professor awarding an "F" or "0" on the assignment, with a maximum punishment being an "F" in the course with the matter referred to the dean of student services with the professor's recommendation to commence formal disciplinary proceedings for a violation of the Student Code of Conduct. Notwithstanding the professor's discretionary consequence, as stated *supra*, all incidents of academic misconduct and the consequence shall be documented in writing and reported to the program's department chair and/or associate dean, the student's academic advisor, and/or the registrar for entry into the student's non-public records. This recording requirement is mandatory for all discovered incidents of academic misconduct.

Third offense – The consequence is not discretionary. The professor shall award an "F" in the course with a mandatory referral to the dean of student services with a mandatory professor recommendation to commence formal disciplinary proceedings for a violation of the Student Code of Conduct. as stated *supra*, all incidents of academic misconduct and the consequence shall be documented in writing and reported to the program's department chair and/or associate dean, the student's academic advisor, and/or the registrar for entry into the student's non-public records. This recording requirement is mandatory for all discovered incidents of academic misconduct.

Accounting, Business, Economics, and Office Administration

Any student who violates the academic dishonesty policy will receive a failing grade in the course.

Hospitality and Tourism Management

Academic Integrity:

Academic misconduct, including but not limited to, unauthorized use of aids, cheating, fabrication, plagiarism, or facilitating academic dishonesty in the classroom or other college environments, as defined below.

Plagiarism:

Although difficult to define, plagiarism consists of taking the words or specific substance of another and either copying or paraphrasing the work without giving credit to the source. The following examples are only some of the many forms plagiarism may take:

1. Submitting a term paper, examination or other work written by someone else. This is a flagrant instance of plagiarism.
2. Failure to give credit in a footnote for ideas, statements of facts or conclusions derived by another.
3. Failure to use quotation marks when quoting directly from another, whether it is a paragraph, a sentence or even a part thereof.
4. Close and extended paraphrasing of another.

Cheating:

Using unauthorized notes, study aids, or information from another student or student's paper on an in-class examination; altering a graded work after it has been returned, then submitting the work for re-grading; and allowing another person to do one's work and to submit the work under one's own name.

Fabrication:

Presenting data in a piece of work which were not gathered in accordance with guidelines defining the appropriate methods for collecting or generating data and failing to include a substantially accurate account of the method by which the data were generated or collected.

Aiding and Abetting Dishonesty:

Providing material or information to another person with knowledge that these materials or information will be used improperly.

Forgery:

Altering documents affecting academic records; forging a signature of authorization or falsifying information on an official academic document, election form, grade report, letter of permission, petition, or any document designed to meet or exempt a student from an established College academic regulation.

Any student participating in the conduct mentioned above will receive a FAILING grade in the course.