



STUDENT LEARNING CENTER CLUSTER MINUTES

October 15, 2014

1:45p – 4:00p

TC 214.4 - Lake Worth Campus

ITEM 1. Academic Dishonesty Policy Elizabeth Caulfield

DRAFT OF SLC ACADEMIC DISHONESTY POLICY

The Student Learning Center (SLC) upholds the standards for academic integrity established at Palm Beach State College. The College and the SLCs have a zero tolerance policy on all forms of academic dishonesty, including, but not limited to

- plagiarism and/or collusion on assignments
- falsification of documentation
- cheating and/or collusion on exams, including online exams and take-home tests or quizzes

Students who are using the SLCs for graded lab assignments are expected to complete lab quizzes independently, without the assistance of electronic devices, unapproved materials, or other individuals.

Students who use the SLC for all other services are expected to complete their own work and to adhere to the standards of academic integrity that are outlined on pages 33-34 of the Student Handbook.

The SLC staff may take one or more of the following actions whenever a confirmed incident of academic dishonesty occurs in the SLC:

- notify faculty of clear incidences of cheating or intentional plagiarism
- notify an appropriate dean as deemed necessary
- assign a zero to structured lab assignments or quizzes
- suspend the student's SLC privileges

Discussion: Elizabeth Caulfield presented the cluster with the first draft of the policy, which was devised to support the college's academic dishonesty policy as it pertains to the varied lab services students receive. The math learning specialists expressed the need for a statement that reflects math-specific assignments.

Data/data source: N/A

Action: The math learning specialists will write an amendment that reflects math-specific assignments, and Jesse Rogers will submit the proposed change to the SLC managers to review and finalize.

ITEM 2. Florida College Learning Center Association (FCLCA) Conference
SLC Managers

Discussion: Elizabeth Caulfield announced that the Student Learning Center will be co-hosting the FCLCA conference on April 9-10, 2015. The primary site for the conference is Broward College's north campus, and the event organizers have scheduled on-site visits to FAU and the PBSC Boca campus. The SLC's primary involvement will be providing transportation from Broward to the PBSC Boca campus, providing guided tours of the campus, presenting information sessions, and presenting breakout sessions at the primary conference location. The SLC managers will be looking for volunteers. The cluster members and their staff are invited to participate and attend. There may be SP&D funds available to cover the registration fee.

Data/data source: N/A

Action: The SLC Managers will inquire about SP&D funds and will contact the cluster members for volunteers to assist with organizing the event and to present at the conference.

OTHER ITEMS.

ITEM 3. Spring Introduction to Tutor Training

Discussion: Debra-Anne Singleton announced the training series beginning on Friday, January 23, and encouraged the cluster members to have their staff attend in order to meet the CRLA Level 1 training requirement within the first year of employment.

Data/data source: N/A

Action: N/A

ITEM 4. Lake Worth Math Lab's Response to the Increase in MAT 1033 use of Tutoring Services

Discussion: Yoshua Carhuamaca discussed the influx of MAT 1033 students using the Lake Worth Math Lab. In response, the Math Lab has reallocated staff and space previously allocated to other levels of math. The decision has proven successful and beneficial for this population of students.

Data/data source: N/A

Action: N/A

Attendance:

Yoshua Carhuamaca	Audrey Lawrence	John Pierson	Debra-Anne Singleton
Elizabeth Caulfield	Mayetta Lee	Jesse Rogers	Erin Sullivan
Michelle Gomez	Lisa Newton	Regina Rose	Helena Zacharis
Sherry Hall	Tomas Pena	Marjorie Simon	

Submitted by:
Sherry Hall, Scribe
c. Minutes Distribution List