PALM BEACH STATE COLLEGE

Childcare/ Education
CLUSTER MINUTES
August 20, 2014
10:45am – 12noon
Lake Worth Campus

ITEM 1.   Over the past two-three years, there has been an increase in the number of instances in academic dishonesty. Because there is not one standard college policy that clearly identifies the student consequence for academic dishonesty, more issues seem to increase in the equitable treatment of students. Therefore, we are requesting that each discipline/program cluster develop one standard policy for the consequence of academic dishonesty. The policy should be approved by the cluster by the October 15 Development Day, for time to have appropriate review by the college General Counsel and inclusion in the 2015-16 Student Handbook and Catalog.

Discussion:

- The cluster discussed the issue of duplicating field observation hours for courses that require 15 hours of observation. How can we ensure that students are not using the same hours for different courses with different professors?
- Should there be a video tutorial for students explaining academic dishonesty and plagiarism?
- Colleen Fawcett recommended we use Respondus and a lock down browser to discourage cheating for online test taking.

Data/data source: post in syllabi and on PBSC field observation web site.

Action:

- Kathy Gamble keeps spreadsheets on student placements. She sends us the spreadsheet with our students' placements. She will notify instructors when a student is taking more than one course requiring the field observation.
- Eliana Mukherjee suggested giving students a "0" for plagiarism or academic dishonesty. In addition, students would be required to attend a workshop or tutoring at the writing center if they wished to stay in the class.
- Susy Martinez-White suggested we use the same language in our syllabi when discussing academic dishonesty. She gave her example from the TCP:
  - The evidences submitted are originals, reflecting my personal work, competencies, and abilities and were created during my program;
  - I acknowledge and agree that any work found to be plagiarized in the portfolio will cause me to be subject to any adverse consequences allowed by the College, including dismissal from the program.

     o Colleen Fawcett suggested we change the word program to course.

The cluster will continue the discussion of consequences for academic dishonesty next meeting on Development Day. Some instructors give students the opportunity to redo for less credit.

ITEM 2.   Deletion of the Educational Assisting AS Degree Program

Discussion: Susan Caldwell explained the history and original purpose for the Educational Assisting AS and CCC programs and why they have become obsolete. At this time less than 30 active students use the AS program objective code. Susan Caldwell stated that the College policy is that the CCC would also need to be deleted. The motion was made to delete program; Colleen Fawcett seconded it; and it was unanimously passed.

Data/data source: (where appropriate)

Action: The cluster voted to delete this program.

ITEM 3.   Field Observations, Blackboard Placement Test, Requirements

Discussion: Kathy Gamble came to discuss changes and requirements of the field observation. She emailed the cluster the information as well. Kathy Gamble, elearning, and Sabrina Greenwell are testing a Blackboard field observation placement this fall. Students can now use credit cards to pay for their background checks.

Data/ data source:

Action: Cluster continues to improve field observation experience for our students.

ITEM 4.   FEA, FFEA, Blackboard organization, conference in February.

Discussion: We are moving the FFEA club from Orgsync to Blackboard. We need to work on building and using the new BB FEA site.

Data/ data source:

Action: Debbie Trigoboff pulled up the new BB organization and emailed Eliana Mukherjee and Sabrina Greenwell to test the system. We will encourage our students to join the club and join BB.

Attendance: Greenwell, Sabrina; Fawcett, Colleen; Wilbanks, Cassandra G; Mukherjee, Eliana C; Trigoboff, Debra; Martinez-White, Susy; Caldwell, Susan M; Johnson, Cynthia; Allen, Kimberly D; Hernandez, Luisa F; Gamble, Kathleen; Adrian, Lucia;

OTHER.

Submitted by:

Sabrina Greenwell
[name], Scribe

c. Minutes Distribution List