

GEORGE MASON UNIVERSITY
MINUTES OF THE FACULTY SENATE MEETING
DECEMBER 3, 2014
Robinson Hall B113, 3:00 – 4:15 p.m.

Senators present: Mark Addleson, Dominique Banville, Jim Bennett, Alok Berry, Lisa Billingham, Melissa Broeckelman-Post, Andrew Carle, Betsy DeMulder, Charlene Douglas, Pamela Garner, Janos Gertler, Michele Greet, Mark Houck, Dimitrios Ioannou, David Kuebrich, Timothy Leslie, Daniel Menascé, Linda Monson, Elavie Ndura, Bob Pasnak, Paula Petrik, Keith Renshaw, Catherine Sausville, Joe Scimecca, Suzanne Slayden, June Tangney, Iosif Vaisman, Phil Wiest, S. David Wu, John Zenelis, Stanley Zoltek.

Senators absent: Peggy Agouris, Changwoo Ahn, Kenneth Ball, Doris Bitler Davis, Deborah Boehm-Davis, Ángel Cabrera, Carol Cleaveland, Rick Coffinberger, Lloyd Cohen, Arie Croitoru, Kenneth DeJong, Robert Dudley, John Farina, Helen Frederick, Mark Ginsberg, Bruce Johnsen, Kumar Mehta, Jim Metcalf, Sarah Nutter, Frank Allen Philpot, Daniel Polsby, Thomas Prohaska, William Reeder, Pierre Rodgers, Mark Rozell, Stephen Ruth, Dennis Sandole, James Steele, Susan Trencher, Anand Vidyashankar, Jenice View, Shelley Wong.

Visitors present: LaShonda Anthony, Director, Office of Academic Integrity; Aurali Dade, Assistant Vice President for Research Compliance, Office of Research Integrity and Assurance; LeMan Dantzler, Associate Registrar, Certification; Eve Dauer, University Registrar; Bess Dieffenbach, Human Subjects Program Manager, Office of Research Integrity and Assurance; Steve Dillingham, Assistant Registrar, Certification; Pat Donini, Deputy Director- Human Resources & Payroll/Employee Relations Director; Esther Elstun, Professor emerita, Modern and Classical Languages; Daniel Garrison, Faculty - Director, Online Education, Applied Information Technology; Linda Harber, Vice President, Human Resources/Payroll and Faculty/Staff Life;; Michelle Lim, Faculty Initiatives Manager, Human Resources/Payroll; Shannon MacMichael, Director of Export Compliance and Secure Research; Office of Research Integrity and Assurance; Gerardine Mobley, EO Specialist/Trainer & Provost Liaison & Interim Ombudsman, Compliance, Diversity and Ethics; Janette Muir, Associate Provost for Undergraduate Education; Sharon Pitt, Interim Deputy CIO, Information Technology Unit; Leila Raminpour, Faculty Senate Liaison, Student Government; Kerry Ross, Director of Benefits and Faculty/Staff Well-Being, Human Resources/Payroll; Marilyn Smith, Vice President and CIO, Information Technology Unit; Elizabeth Woodley, University Policy Manager and FOIA Compliance Officer, Compliance, Diversity and Ethics.

I. Call to Order: The meeting was called to order at 3:01 p.m.

II. Approval of the Minutes of November 5, 2014: The minutes were approved as distributed.

III. Announcements

Provost S. David Wu noted [his end-of-semester message](#) was distributed and summed up plans moving forward and first impressions.

Provost Wu introduced Dr. Aurali Dade, Vice President for Research Integrity and Assurance. He noted there are a wide range of issues re compliance with the federal government and other contracts. There is an increasingly stringent requirement with respect to compliance. Some issues came out in recent years, in some areas not in compliance. We are taking necessary steps to address these issues to put us on a good footing, to get us into compliance...issues such as equity control, assorted icons ...involving federal compliance.

Dr. Dade thanked the Senate for its time. She has been at Mason for 2.5 years, and brought the Research Misconduct Policy to the Senate a few years ago. From her [slide presentation](#):

Background: There is an increasingly complex regulatory environment for research at universities. Individual faculty members may have various compliance requirements on projects. Mason recognized we needed an office to strengthen the compliance program with an eye for areas where burden can be reduced and communication enhanced. So the Office of Research Integrity and Assurance (ORIA) was formed in 2012.

Goals/Role of ORIA at Mason: ORIA promotes ethical and responsible conduct of research by serving as a resource for researchers through

- Developing policies/procedures and providing support, training and advice to aid researchers with compliance related to federal, state, university, and local regulations with regard to research.
- Identifying compliance risks and communicating those risks to the research community.
- Monitoring and investigating instances of noncompliance to protect the university research reputation.

Program Areas

- Faculty Advisory Board was chartered in 2013.
 - Serves as a vehicle for faculty to provide guidance and input into policies related to research compliance and integrity at George Mason University.
 - Consists of two faculty members nominated by the Faculty Senate as well as faculty serving as representatives from each college on campus and faculty serving as subject matter experts.
- Human Subjects Research: <http://oria.gmu.edu/research-with-humans-or-animals/institutional-review-board/> – Bess Dieffenbach, Director
 - Selected and implemented online protocol management system (IRBNet). There are approximately 1,000 active projects at Mason, 650 new projects this year, plus 350 continuing projects. All old projects are being scanned and uploaded.
 - Developed and implemented user satisfaction surveys, and discuss comments.
 - Developed institutional policy and SOPs
 - Developed “short forms” to reduce burden.
- Animal Care and Use: <http://oria.gmu.edu/research-with-humans-or-animals/animal-care-and-use/>
 - Previously contracted out, brought services in house for higher level of service, reduced costs, and better oversight.
 - Implemented online protocol management system (IRBNet).
 - Updated protocol forms for ease of use.
- Export Compliance: <http://oria.gmu.edu/export-control> - Shannon MacMichael, Director, Export Compliance and Secure Research
 - About a year ago, hired director to evaluate current status of program.
 - Institutional policy in development.
 - Training and outreach initiated.

Discussion: Dr. Dade noted we are a defense contractor and accept a lot of DOD funding. There are controls on these funds, and this intersects with foreign students on campus. Problems have been discovered that required institutional commitment of training in a very short time period.

Provost Wu recommended faculty view the export control website of Stanford University. Compliance is a reality across the entire academic community.

A Senator expressed concern that working with diverse international students will become impossible. Emphasized the faculty want to focus on research, not policy enforcement. A second Senator remarked that the (recent) training session implied the entire Volgenau School of Engineering is in violation of the policy. Dr. Dade recommended faculty consult with Shannon MacMichael. A third senator asked for a short document telling us what we can and cannot do. Dr. Dade replied students from certain countries will have to sign agreement to not transfer technology outside as a condition of a student visa, and will provide letters to faculty when a student who falls within PI rules. Provost Wu clarified that rules made by those in research groups in the Engineering school are subject to defense contractor rules.

- Research Misconduct: <http://oria.gmu.edu/ethical-conduct-of-research/research-misconduct/>
 - Updated policy for clarity.
 - Developed anonymous reporting mechanism.
 - Purchases iThenticate for use by faculty for their research projects. Blackboard has a different authentication program. If you have graduate students who want to use iThenticate before publishing, sign up for an account, provides as a free service for you.
- Conflicts of Interest: <http://oria.gmu.edu/ethical-conduct-of-research/conflict-of-interest/>
 - Updated policy for consistency with NIH requirements. The Commonwealth (VA) has changed their rules and will meet to roll it out.
 - Developed online disclosure mechanism that allows copy-paste of previous disclosures.
- Responsible Conduct of Research (RCR) Education: <http://oria.gmu.edu/ethical-conduct-of-research/responsible-conduct-of-research-education/>
 - Faculty led seminar series launched this fall. Piloted with IRH this semester... stipends.
 - Outreach to departments and classes to provide information and training. Feedback to refine it and go formally.

Discussion: Senator Slayden, who served on the committee to develop the Research Misconduct Policy in 2007, (now University Policy 4007 Misconduct in Research and Scholarship) recalled the policy was brought to the Faculty Senate for its approval in 2007. The policy was updated in 2012 under the auspices of the Office of Research Integrity and Assurance, with two Senators serving on the committee. The Policy was presented to the Faculty Senate in November 2012. After presentation to the Faculty Senate, there were some changes to the policy language (it is not known by whom) seemingly without any faculty review. In both the 2012 and posted policy, this statement of responsibility is made:

- Responsibilities: Faculty, staff, and students: “Each member of the university research community is responsible for conducting research in an ethical manner, reporting good faith suspicions of research misconduct, cooperating with research misconduct proceedings, and providing information during an inquiry and investigation.

Not part of the document presented to the Faculty Senate, but now included in Policy 4007 is the statement in bold:

III. COMPLIANCE: Allegations of Research Misconduct: “All employees who learn of a complaint of research misconduct have a duty to report it to the AVP (as defined therein)”
[emphasis added]

The inserted sentence appears to impose a duty to act without clear enforcement.

- Certain entities were deleted as being possible recipients of an allegation. Most importantly, in Procedure for Policy 4007: II. Allegation: Making an Allegation the phrase “or, if the allegation involves Federal support and research misconduct as defined by the funding agency, to an official of that agency” was deleted. The Office of Research Integrity, U. S. Dept of Health and Human Services (one of the largest funding agencies) specifies that allegations may be made directly to ORI. University employees should be made aware of this option.

Dr. Dade stated that the changes was reviewed by deans and directors and suggested that perhaps they did not report it to their faculty.

Academic Integrity and the Honor Code: Dr. LaShonda Anthony, Director, Academic Integrity

Dr. Anthony’s slide presentation “Honor Code Expectations and Proposed Revisions” is also posted on the [Faculty Senate website](#).

Honor Code Expectations - Faculty

- The Provost’s Office REQUIRES all cases of suspected integrity to be referred to the Office of Academic Integrity. Submissions can be made via Blackboard or by downloading the forms at the OAI website and emailing them to oai@gmu.edu.

Current System.

- Honor Committee comprised solely of students with Office of Academic Integrity (OAI) staff serving as non-voting advisors.
- Students have three options when referred:
 - Accepting responsibility during prehearing meeting and sanction recommendation of professor (about 70% cases resolved this way)
 - Accepting responsibility during prehearing meeting and contesting sanction (Sanctions only Hearing – requires three Honor Committee members)
 - Denying responsibility and requesting full hearing (requires five Honor Committee members)

Dr. Anthony or her assistant meet with all cases referred.

Current System – Challenges

- Vagueness of the Code – Cheating and Plagiarism not clearly defined. “Cheating” a charged word, and some international students have different interpretations of plagiarism.
- Time delay – because five students required to hear a case, hearings were not scheduled during summer. A pattern at the start of fall for the past couple of years is a 50 case backlog from spring and summer. Backlog not typically not resolved until November 1. Delay pushes back cases referred during current academic semester.

Suggested Solution: Code Changes

- Current Read: Student members of the George Mason University community pledge not to cheat, plagiarize, steal or lie in matters related to academic work.
- Suggested Change: Add codified definitions of cheating and plagiarism that appear when student receives a letter

- Cheating includes using unauthorized material and/or unauthorized assistance (collaboration) in academic work.
- Plagiarism includes self-plagiarism (sometimes confusing to students using their old work without citation); inadequate citation, false citation, and failure to adhere to citation forms set by the professor.

Suggested System Solution: Revision Proposal A

- Honor Committee hearing panels will be comprised of no fewer than 4 individuals, one of whom is a faculty member or a member of the administrative faculty with a minimum of a master's degree.
 - If faculty member is present, cannot be from same department as referring department.
 - In cases where graduate students are being accused, at least one member of the panel must be a graduate student, an administrative faculty member with a graduate degree, or a faculty member.
 - A majority decision will determine the outcome of the case (3 out of 4 individuals must agree that a violation took place).

Suggested System Solution: Revision Proposal B

- Student accused of an honor code violation may elect to resolve informally with professor making recommendation.
- Professor consults with OAI to determine if it is a first occurrence.
 - If so, student and professor meet to discuss mutually agreed upon resolution; professor subsequently submits paperwork to OAI for central storage and processing.
- If not a student's first occurrence or they cannot agree on a resolution, case is referred to the Honor Committee.
 - Panel comprised of no fewer than 4 individuals, one of whom is a faculty member or a member of the administrative faculty with a master's degree minimum.
 - If faculty member is present, cannot be from the same department as referring department.
 - In cases where graduate students are being accused, at least one member of the panel must be a graduate student, an administrative faculty member with a graduate degree, or a faculty member.
 - A majority decision will determine the outcome of the case (3 out of 4 individuals must agree that a violation took place).

Discussion ranged from considerations of cultural differences to department-specific training and enforcement. There was concern on the best way to raise awareness, and the specific role of instructors or advisors in this process. Externally, some employers call to check on student's academic integrity. Dr. Anthony noted that academic integrity records are considered educational records per the Virginia Code and are retained for three years. Students must give permission for their release.

No motions were made.

Linda Harber, Vice President Human Resources/Payroll and Faculty Staff Life reported on a project to go to the BOV a week from today. Retirement incentives for tenured faculty with certain stipulations pending BOV, Governor and state agreement. Eligible Faculty will be the age of 60 by May 31, 2015 with at least ten years of service on the same date; there are 213 faculty who meet these criteria. Once everything is approved, communication will go out to the faculty. Details vary if enrolled in ORP or VRS options. ORP pool figure of 70% estimated to be between \$88-100K. Expected window to apply from February 23 – April 3rd, final approval required between deans, provost and Sr. Vice President. This is a one-time window.

IV. New Business – Committee Reports

A. Senate Standing Committees

Executive Committee - no report.

Nominations – no report.

Organization and Operations – no report.

Budget and Resources – Mark Houck, Chair

We are in the process of acquiring faculty salary data. Please attend the next Budget Forum (Friday, December 19th).

Faculty Matters – Joe Scimecca, Chair

Committee is working with concerns over Summer School; main problem seems to involve the allocation of funds to allow all faculty the opportunity to teach. The committee is summarizing the qualitative statements of the Faculty Evaluation of Administrators survey.

Academic Policies – Suzanne Slayden, Chair

The 2018-2019 Academic Year Calendar, as submitted by the Registrar, appears [below](#) as part of the 3-year calendar. The 2016-2017 and 2017-2018 AY Calendars were previously approved by the Faculty Senate.

The Academic Policies Committee recommends that the Faculty Senate approve the 2018-2019 AY Calendar. **The Senate voted to approve the 2018-19 AY Calendar.**

B. Other Committee Reports – none.

V. Other New Business – none.

VI. Remarks for the Good of the General Faculty

A Senator suggested delaying the expensive branding process. However, the branding process is complete.

VII. Adjournment: The meeting adjourned at 4:08 p.m.

Respectfully submitted,
Timothy Leslie
Secretary

George Mason University
Three Year Calendar: Fall 2016 – Spring 2019

FALL SEMESTER	Fall 2016	Fall 2017	Fall 2018
First day of classes	Mon Aug 29	Mon Aug 28	Mon Aug 27
Labor Day (University closed)	Mon Sept 5	Mon Sept 4	Mon Sept 3
Last Day to Add (Census)	Tues Sept 6	Tues Sept 5	Tues Sept 4
Last Day to Drop	Fri Sept 30	Fri Sept 29	Fri Sept 28
Saturday Classes in session	Sat Oct 8	Sat Oct 7	Sat Oct 6
Columbus Day Recess	Mon Oct 10	Mon Oct 9	Mon Oct 8
Monday classes/labs meet (Tuesday classes do not meet this week)	Tues Oct 11	Tues Oct 10	Tues Oct 9
Mid-term evaluation period for full- semester 100-200 level classes	Mon Sept 26 – Fri Oct 21	Mon Sept 25 – Fri Oct 13	Mon Sept 24 – Fri Oct 19
Selective Withdrawal Period – undergraduate	Mon Oct 3 – Fri Oct 28	Mon Oct 2 – Fri Oct 27	Mon Oct 1 – Fri Oct 26
Thanksgiving (No classes Wed; Recess Thurs - Sun)	Wed Nov 23 – Sun Nov 27	Wed Nov 22 - Sun Nov 24	Wed Nov 21 – Sun Nov 25
Dissertation/Thesis Deadline	Fri Dec 9	Fri Dec 8	Fri Dec 7
Last Day of Class	Sat Dec 10	Sat Dec 9	Sat Dec 8
Reading Day(s)	Mon Dec 12	Mon Dec 11 – Tues Dec 12	Mon Dec 10 – Tues Dec 11
Examination Period	Tues Dec 13- Tues Dec 20	Wed Dec 13 – Wed Dec 20	Wed Dec 12 – Wed Dec 19
Degree Conferral Winter Convocation	Wed Dec 21	Thu Dec 21	Thu Dec 20
SPRING SEMESTER	Spring 2017	Spring 2018	Spring 2019
MLK Day - (no classes)	Mon Jan 16	Mon Jan 15	Mon Jan 21
First Day of Spring Classes	Mon Jan 23	Mon Jan 22	Tues Jan 22
Last Day to Add (Census)	Tues Jan 31	Tues Jan 30	Wed Jan 30
Last Day to Drop	Fri Feb 24	Fri Feb 23	Fri Feb 22
Saturday Classes in session	Sat Mar 11	Sat Mar 10	Sat Mar 9
Spring Recess	Mon Mar 13 – Sun Mar 19	Mon Mar 12 - Sun Mar 18	Mon Mar 11 – Sun Mar 17
Mid-term evaluation period for full- semester 100-200 level classes	Mon Feb 20 - Fri Mar 24	Mon Feb 19 - Fri Mar 23	Mon Feb 18 – Fri Mar 22
Selective Withdrawal Period – undergraduate	Mon Feb 27 – Fri Mar 31	Mon Feb 26 – Fri Mar 30	Mon Feb 25 – Fri Mar 29
Dissertation/Thesis Deadline	Fri May 5	Fri May 4	Fri May 3
Last Day of Class	Sat May 6	Sat May 5	Mon May 6
Reading Day(s)	Mon May 8 – Tues May 9	Mon May 7 – Tues May 8	Tues May 7
Examination Period	Wed May 10 – Wed May 17	Wed May 9 – Wed May 16	Wed May 8 – Wed May 15
Degree Conferral University Commencement	Sat May 20	Sat May 19	Sat May 18

Approved by Faculty Senate: TBD