University of Missouri-St. Louis
Fall Faculty Meeting 2007
October 24, 2007
Report of the Provost and Vice Chancellor for Academic Affairs

Introduction
We have a number of good news items to share this year that have happened since my report at the spring 2007 faculty meeting.

- Faculty productivity was ranked 11th among 61 “smaller research universities,” defined as those having less than 15 Ph.D. programs in a broad range of disciplines. This index is compiled by Academic Analytics, LLC., on the basis of faculty publications. Detailed information by departments is also available.

- In August 2007 St. Louis Community College opened their newest Wildwood campus. UMSL is the exclusive provider of upper division courses leading to degrees on this campus. Currently we’re offering undergraduate degrees in Education, Business, and Liberal Studies at Wildwood. We hope to expand these offerings as enrollment and demand increase.

- UMSL has initiated IT Enterprises, an “incubator” or “accelerator” for new businesses in the Information Technology field. This initiative is part of the emphasis on information technology in North St. Louis County, of which our hosting of Express Scripts in the Business, Technology, and Research Park is a part. IT Enterprises is part of the Office of Research Administration under Vice Provost Nasser Arshadi. Remodeling and preparation are now underway in the recently purchased building off Natural Bridge Road west of the campus. Grants from Ameren UE and the U.S. Small Business Administration paid for a significant part of the purchase of the building. ORA plans to have the first tenants move in later this academic year. Rent from the tenants (and any future grants) will support the operation of the building as well as repay the remaining cost of the purchase and remodeling of the building.

- The College of Optometry received the Community Champion Award from the Institute for Family Medicine this fall in recognition of the wonderful service the eye clinics and mobile eye clinic provide to low income and minority children, adults, and the elderly. Congratulations to the College of Optometry faculty, staff, and students.

- The International Business program in the College of Business Administration was ranked 13th by U.S. News and World report in their latest ranking of business programs. This is the 5th year that International Business has been ranked in the top 20. Congratulations to the College of Business Administration faculty, staff, and students.

- Express Scripts has exercised their option to build a phase two building and parking on the expansion site adjacent to their current building. You may see
earth moving equipment doing site preparation if you drive by that area of campus.

- We will be updating and revising the UMSL Action Plan this academic year. The current Action Plan, developed in Chancellor George’s first year at UMSL, covers the 2004 – 2008 period. The new plan will be developed with the help of consultants and with broad campus input to cover the next five years: 2008-2013. This Action Plan revision will also support the requirements for periodic evaluation and revision of the campus mission and strategic plan required as part of the Higher Learning Commission reaccreditation process (see below).

Faculty
- For Fall 2007, we have 568 full-time faculty members at UMSL. This includes:
  o 327 tenure track faculty members, including:
    ▪ 235 tenured faculty and
    ▪ 92 untenured, tenure track faculty
    ▪ (Action Plan goal is 330 tenured/tenure track faculty by 2008); and
  o 241 non-tenure-track, full-time faculty members.
  o We also have 853 part time faculty members, including 509 adjunct and other faculty members and 344 teaching and research assistants.
  o Please note that these are preliminary numbers, since the official faculty census is done after October 31. These are the correct numbers as far as we know now, but they will be confirmed after the census.
- In Fall 2006, we had 556 full time faculty members
  o 326 Tenure track faculty members (235 tenured faculty and 91 untenured, tenure track); 230 non-tenure track
  o 946 part-time faculty members (608 adjunct and other and 337 teaching and research assistants).
- In Fall 2005, 301 tenure track faculty members (217 tenured, 84 untenured, tenure track faculty) and 211 non-tenure-track, full time faculty.
- In Fall 2004 there were 289 tenure track faculty (196 tenured, 93 untenured, tenure track) and 200 full time, non-tenure-track faculty.

Tenure and Promotion
- 9 Assistant Professors were considered for promotion to Associate Professor and tenure in the 2006-07 academic year. Of those, 8 were promoted and tenured.
- 3 Associate Professor were considered for tenure. All were tenured.
- 5 Associate Professors were considered for promotion to Professor; 3 of them were promoted.
• In addition, 9 faculty members were awarded tenure through the expedited tenure process, 4 at the rank of Professor and 5 as Associate Professors.

New Faculty
• For 2007-08, there are 21 new tenured or tenure track faculty hires, including 12 replacements and 9 new positions.
• There are 11 new non-tenure track faculty hires.

Research Activities
• In the months of July and August 2007 (the most recent information available), a total of $10,651,742 in grants was received. These included: $1,455,352 from associations, $75,000 from foundations, $241,278 from corporations, $7,283,892 from federal agencies, $14,052 from other university sources, $816,343 from Missouri local governments, and $765,825 from the State of Missouri. Of this, $1,315,898 were for instruction; $6,312,795 were for various sponsored activities, and $3,023,049 were for research. (ORA Website and “Spirit of Innovation” newsletter)
• Total external funding for the fiscal year 2006-2007 for all grants, contracts and other sponsored activities totaled $30,458,333. The total for FY2005-06 was 29,374,623; and for FY2004-05 was $25,416,969. (ORA Website).
• Technology transfer for FY07 totaled 5 invention disclosures filed; 6 patent applications (all kinds) filed; 1 patent issued; 6 licenses/options signed, providing $95,522 in licensing income to UMSL.

Professional Development
Orientations
• New Faculty Orientation was held on August 13-14 for 31 new full-time faculty.
• 102 teaching assistants attended the 2-day professional development conference in August.
• 30 new part-time faculty members a Part-time Faculty Orientation in August.

Leadership Development
• 34 deans, associate deans, chairs, and directors attended the Academic Leaders Forum, also in August.
• 5 chairs and directors are participating in the UM System Leadership Development Program for 2007-08.

New Scholars
• 15 junior faculty are participating in the UM System’s New Faculty Teaching Scholars program for 2007-08.
• Peer Academic Leaders orientations are now offered at the beginning of the semester to train students who work as peer tutors and supplemental
instruction leaders. 38 students participated in the programs in August and September.

Conference on Teaching and Technology

- The Focus on Teaching and Technology conference is scheduled for November 1-2. This conference is now regional with presenters from 11 campuses. Two keynote speakers this year: Dwight Allen, Eminent Scholar of Educational Reform, Old Dominion University and Charles Dzubian, Director of the Research Initiative for Teaching Effectiveness, University of Central Florida. Register and attend those sessions and others.

Constitution Day 2007

According to federal law, universities are required to celebrate Constitution Day commemorating the signing of the U.S. Constitution on September 17, 1787. Constitution Day activities at UMSL on September 17, 2007, were cosponsored by several campus departments and offices.

- 125 people attended Brunch with the Legislators sponsored by Student Legislative Association/ASUM.

- Approximately the same number (different people) attended the Monday Noon Program, “Is the Constitution Green Enough?” sponsored with the Center for the Humanities.

Thanks to Peggy Cohen and the Constitution Day Planning Committee for planning this year’s programs. Volunteers are welcome for Constitution Day 2008.

Faculty Grievances


- During the 2006-2007 academic year, there was one faculty grievance brought by a regular faculty member. It was dismissed for lack of probable cause that a grievance had occurred.

- Other faculty grievances may have been settled informally, but not reported.
Re-Accreditation

UMSL will have a site visit for reaccreditation by the Higher Learning Commission of the North Central Association of Colleges and Schools during the next academic year, 2008-09. In preparation for this a self study must be written and background materials must be prepared and made available for the site visitors and others from the HLC. The UMSL Re-Accreditation Steering Committee is preparing the self study including responses to criteria from the Higher Learning Commission regarding a) Mission and Integrity; b) Planning and Resources; c) Learning; d) Research; and e) Community Engagement and Service.

As part of reaccreditation preparations, a number of activities will occur this academic year:
- On October 31-November 1 an HLC staff liaison will be on campus, meeting with the steering committee and other campus representatives.
- A newsletter, *The Accreditor*, will soon be issued to all campus employees to keep the campus community updated on activities surrounding UMSL’s campus re-accreditation efforts. Please send any feedback on the newsletter to accreditation@umsl.edu
- On approximately November 5, 2007, **Draft One** of the self-study will be available for the entire campus community to read and review. A website will allow anyone in the campus community to send suggestions to the Steering Committee for additions and corrections to the draft self-study. (The Steering Committee has requested that the Provost report that this will be a very rough draft. Comments on the **content**, not the writing, will be welcomed.)
- Toward the end of January 2008, the Steering Committee will hold several “town hall” meetings around campus to discuss themes in the self-study and answer questions about the re-accreditation processes. Also in January, a “secret shopper” will roam the campus to simulate what reviewers will do in February 2009, to see if faculty and staff know about the re-accreditation process and can answer likely questions.
- Over the spring semester 2008 the Re-accreditation Steering Committee will determine how to tell the story of UMSL’s quality in under 100 pages (with links to source documents). A writer will prepare **Draft Two** over the summer, based on Draft One and the comments received. When they return for Fall Semester 2008, the Steering Committee will edit Draft Two and will post it for feedback from the campus community. (At that time comments on style as well as content will be expected.) Based on the feedback, an editor will produce the final version of the self-study to submit to HLC, probably in late 2008, for the site visit reviewers expected in February 2009.
Fall Enrollments

- The enrollment headcount (excluding advanced credit high school students) is 12,147 students, a 0.9% increase over fall 2006. (Note: this brings enrollment back to the level of fall 2005).

- Our credit hour enrollments for Fall 2007 are 117,773, a 0.8% increase over fall 2006.

Retention Activities

- Students continue to appreciate the later and more predictable billing dates for student fees. As a reminder, students may pay their fall tuition and fees in four installments, August 1, September 1, October 1, and November 1; or in three installments without penalty on September 1, October 1, and November 1. Late payment penalties and cancellations are not done until after the September 1 due date. Similarly, winter fees may be paid in four installments: January 1, February 1, March 1, and April 1, or in three installments on January 1, February 1, and March 1. Summer fee dates vary by term.

- The academic early warning system continues to be used and feedback is positive. Students identified in the early warning system are contacted by the Center for Student Success and/or referred to another appropriate unit on campus for needed assistance. Faculty members are encouraged to use this system early and throughout the semester as necessary.

- Some departments and colleges, most notably Arts and Sciences, have begun to evaluate their course schedules for changes that would allow more students to take the courses they need each semester without conflicts with other classes. We continue to monitor availability of courses in the evening and weekend time periods, as well as course conflicts.

- Waiting lists are still a problem each semester. Course schedule changes may help alleviate this problem, but more attention to providing sufficient sections of classes at non-conflicting times is needed, as well as analysis of the other causes of waiting lists and attention to alleviating them and increasing enrollments as much as possible. Strengthening advising mechanisms will also help students to take courses in appropriate sequences and to know when needed courses will be offered.

Implementation of SB 389

The “Higher Education Reform Bill” known as SB 389 became Missouri law this summer. Provisions of this bill with direct effects on UMSL include:

- The Lewis and Clark Initiative will fund the renovation/construction of the Benton-Stadler science complex for $28.5 million. A faculty committee is being appointed this month to advise the architects on this project.

- The course schedule with names of faculty members, including tenured/tenure track, full-time, and part-time faculty and teaching assistants must be available on the public website online prior to registration for classes. We already post the course schedule, so the only additional requirement is to post the names of all
faculty and TAs teaching or assisting in courses when the course schedule is posted or as soon as they are known. This goes into effect for the Fall 2008 course schedule posting in spring 2008.

- Faculty credentials (academic rank, field, and highest degree/certificate earned) must be posted on the UMSL website by spring 2008, before students can register for fall 2008 classes. We have begun the developing the comprehensive list and the mechanism to access it online from the course schedule and/or elsewhere on the UMSL website. Credentials and rank of the tenured/tenure track faculty are already posted as part of the Bulletin.

- Student evaluations of faculty members (including all ranks of tenured/tenure track, full-time, and part-time faculty and teaching assistants) must be posted beginning in spring 2009. We are working with the Senate Assessment Committee, the Senate Academic Advisory Committee, the Provost’s Council, and others to develop a set of 4 – 6 questions that would be appropriate and suitable for posting. Ultimately the questions will be proposed to the Senate for faculty approval before implementation. We hope for approval by the end of the winter 2008 semester. These questions will be added to current end-of-course evaluations, and will be required for every class with a few exceptions based on the size and nature of the class (e.g. dissertation supervision, independent study and readings courses, small ensemble or individual music instruction). While the student evaluation results must be posted for student use, they may be posted on a website restricted to current students and new students who are admitted and authorized to register for the next semester. We are working with IT to determine how best to do this.

Academic Dishonesty

200.020. B.1 STANDARD OF CONDUCT

“Academic dishonesty, such as cheating, plagiarism, or sabotage. The Board of Curators recognizes that academic honesty is essential for the intellectual life of the University. Faculty members have a special obligation to expect high standards of academic honesty in all student work. Students have a special obligation to adhere to such standards. In all cases of academic dishonesty, the instructor shall make an academic judgment about the student’s grade on that work and in that course. The instructor shall report the alleged academic dishonesty to the Primary Administrative Officer.”

The following summary documents academic dishonesty cases reported to the Office of Academic Affairs from the Winter/Spring Semester 2007 to the current Fall Semester 2007.

200.020.B.1.a CHEATING- (i) use of any unauthorized assistance in taking quizzes, tests, or examinations, (ii) dependence upon the aid of sources beyond those authorized by the instructor, (iii) acquisition or possession without permission of tests or other academic materials, or (iv) knowingly providing any unauthorized assistance to another student on quizzes, tests, or examinations.
The Office of Academic Affairs has investigated 8 cases of academic dishonesty involving cheating. Details of those cases are documented below.

- All 8 cases investigated involved undergraduate students. There were no cases of academic dishonesty involving cheating by graduate students reported to the Office of Academic Affairs.

- In 7 of the 8 cases, there was sufficient evidence to find the students guilty of cheating. In each case, the students received a failing grade for the work in question and a subsequent sanction from the Office of Academic Affairs.
  - In 1 of the 7 cases, the student was sanctioned to a two-academic semester probation.
  - In 2 of the 7 cases, students were sanctioned to one academic semester suspension.
  - In 2 additional cases, students were sanctioned with warnings about the seriousness of the violation(s), a warning about future violations of academic dishonesty and the severity of repeat offenses.
  - In the final two cases, students were sanctioned to discuss strategies for avoiding plagiarism with the Center for Academic Development (Writing Lab) before submitting a research paper of academic quality (varying lengths dependent on the nature of the incident) on the importance of academic integrity and professional ethics either as students or in their chosen professions.

- The remaining case was dismissed due to insufficient evidence.

Currently, the Office of Academic Affairs is investigating 15 cheating cases.

200.020.B.1.b **PLAGIARISM** - (i) use by paraphrase or direct quotation of the published or unpublished work of another person without fully and properly crediting the author with footnotes, citations or bibliographical reference, (ii) unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials, (iii) unacknowledged use of original work/material that has been produced through collaboration with others without release in writing from collaborators.

The Office of Academic Affairs has investigated 40 cases of academic dishonesty involving plagiarism. Details of those cases are documented below.

- Of the 40 cases, 30 cases investigated involved undergraduate students. In addition, there were 10 cases of academic dishonesty involving plagiarism by graduate students reported to the Office of Academic Affairs.

- In 36 of the 40 cases, there was sufficient evidence for the students to be found guilty of plagiarism. In each case, the students received a failing grade for the work in question and a subsequent sanction from the Office of Academic Affairs.
• In 5 of the 36 cases, students were sanctioned to provide evidence that they discussed the plagiarism charge and strategies for avoiding plagiarism with the Center for Academic Development (Writing Lab).

• In 1 of the 36 cases, the student was sanctioned to attend research writing sessions at the Center for Academic Development (Writing Lab).

• In 13 of the 36 cases, students were sanctioned to provide evidence that they worked with the Center for Academic Development (Writing Lab) on strategies for avoiding plagiarism. In addition, they were required to write a reflective essay on the experience.

• In 3 of the 36 cases, students were sanctioned to discuss strategies for avoiding plagiarism with the Center for Academic Development (Writing Lab) before submitting a research paper of academic quality (varying lengths dependent on the nature of the incident) on the importance of academic integrity and professional ethics either as students or in their chosen professions.

• In 2 of the 36 cases, 1 student was suspended for one academic semester and the second student, who was a graduate student, was sanctioned with a two-semester suspension.

• In 2 additional cases, two graduate students were found guilty of plagiarism and dismissed from their respective programs.

• In 4 of the 36 cases, the students were sanctioned with a warning about the seriousness of the violation and the severity of repeat offenses.

• In the remaining 6 cases, the students did not contact the Office of Academic Affairs to discuss their act of dishonesty as required, and subsequently received a hold on their future registration efforts.

➢ The remaining 4 cases were dismissed due to insufficient evidence to warrant a charge of academic dishonesty.

Currently, the Office of Academic Affairs is investigating 3 incidents of academic dishonesty involving plagiarism.

University policies require faculty to report suspected cases of academic dishonesty to Academic Affairs. We assure students of due process and guide faculty through the procedures. Then we keep the names of those charged on file so that students can be monitored. In this way, it is known if a student commits repeated offenses.

Please do not try to handle these situations by yourself. Please also bring your syllabus into conformity with official university policies and procedures regarding academic integrity requirements. Regardless of what your syllabus says, you could be violating procedures (and legal precedents) if you attempt to punish students yourself. Please be familiar with the policies. If you wish to have a greater understanding of the policies and procedures, please contact Judith Walker de Felix.
She is also happy to present information to departments on how to detect and handle academic dishonesty.

**390.010 Discrimination Grievance Procedures for Students**

390.010.A.1 “It is the policy of the University of Missouri to provide equal opportunity for all enrolled students and applicants for admission to the University on the basis of merit without discrimination on the basis of their race, color, religion, sex, sexual orientation, national origin, age or disability, or Vietnam era veteran status. Sexual harassment shall be considered discrimination because of sex. This policy shall not be interpreted in such a way as to violate the legal rights of religious organizations or military organizations associated with the Armed Forces of the United States of America.”

390.010. B.2 “A grievance is the written allegation of discrimination which is related to: A) Recruitment and admission to the institution, B) Admission to and treatment while enrolled in an education program, C) Employment as a student employee on campus, D) Other matters of significance relating to campus living or student life...”

The Office of Academic Affairs has not investigated any formal grievance cases from Winter/Spring Semester 2007 to date in the current Fall Semester 2007.

**Procedure for Office of Academic Affairs to Address Student Concerns/Complaints Concerning Faculty, Staff, Administrators and Academic Issues**

Information on student complaint procedures and the Student advocate is now available on the Academic Affairs and Student Affairs websites. When a complaint regarding faculty, staff, administrators and/or academic issues are received in the Office of Academic Affairs the following procedures are followed:

1. The responsible administrator in the Office of Academic Affairs (OAA) first determines the seriousness of the complaint by contacting the faculty member and cognizant chair or dean. If the situation cannot be resolved informally between the faculty member and student, the case moves to the formal level.

2. The responsible administrator in the Office of Academic Affairs (OAA) sends an acknowledgement to the student indicating that their complaint has been received. Ordinarily, if the complaint is verbal, the student is advised that a written complaint must be submitted prior to any action being taken.
   a. The OAA administrator’s acknowledgement will explain that the Office of Academic Affairs attempts to facilitate the resolution of all such concerns/complaints at the unit level and, therefore, the student’s complaint will be referred to the chair. If the complaint concerns the chair, then the dean is notified.
   b. The OAA administrator then informs the appropriate administrator of the complaint and of the informal attempts that have been made to resolve it. Upon receiving the complaint, the chair or dean determines the appropriate course(s) of action to address the complaint.
   c. When the unit-level administrator has completed actions to address the student’s complaints, this administrator writes to the student with a copy to the faculty member and referring OAA administrator, explaining what actions were taken.
3. The OAA administrator files all correspondence, including telephone messages, with information about the nature of the complaint and investigation, including the final disposition and any appeals from the faculty member or the student. Electronic and paper files are maintained and cross referenced under the names of the student and the faculty or staff member.

**Report on Student Complaint Cases**

The following summary documents student complaint cases reported to the Office of Academic Affairs from Winter/Spring Semester 2007 to date in Fall Semester 2007.

The Office of Academic Affairs has investigated 13 student complaints. In those cases, the students were referred to the appropriate administrator of the unit. The details of those cases are documented below.

- In 6 cases, students expressed dissatisfaction within their respective departments and/or academic units.
  - In all cases, the students were referred to or directly contacted the Chancellor’s Office and/or the Office of Academic Affairs. After contacting the student(s), the Office of Academic Affairs forwarded the complaints to the appropriate administrator in the department and/or unit to proceed with the complaint.
  - In all six cases, the complaints were resolved informally in the respective department and/or academic unit.
- In the remaining 7 cases, students expressed dissatisfaction with instructors and/or courses.
  - In all cases, the students were referred to or directly contacted the Chancellor’s Office and/or the Office of Academic Affairs. After contacting the student(s), the Office of Academic Affairs contacted the faculty member and/or the appropriate administrator in the department or unit to proceed with the complaints.
  - In all seven cases, the complaints were resolved informally within the departments.

Currently, the Office of Academic Affairs is investigating 2 student complaints against faculty.