# UNIVERSITY OF COLORADO
## CEAE DEPARTMENT
## FACULTY MEETING MINUTES

**Date** | December 14, 2011  
**Time** | 12:00 PM – 1:00 PM  
**Facilitator** | Keith Molenaar  
**Scribe** | Keith Molenaar  
**Location** | ECCE 1B41  
**Subject** | 2011 Fall Semester Meeting  
**Attendees** | Bielefeldt, Zagona, Javernick-Will, Regueiro, Vernerey, Dashti, Halek, Hearn, Pak, Liel, Crimaldi, Neupauer, Bielefeldt, Vallejos, Morrison, Jerick, Stevens, Warren, Williamson

## Key Points discussed

<table>
<thead>
<tr>
<th>No.</th>
<th>Topic</th>
<th>Highlights</th>
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| 1   | Discussion of Department Academic Integrity Policy | • The faculty discussed a new department academic integrity policy that the curriculum committee has developed. The policy is attached in two forms. The first is for an insertion to both the AREN and CVEN advising guides and the second it a statement to include in department syllabi.  
• The faculty discussed the need for such a policy. The department has had numerous violations of the honor code and academic integrity in the last few semesters.  
• The honor code process has flaws.  
• The issue of sanctions is not addressed clearly or consistently for the students. The department should consider a three-person panel to recommend/approve sections.  
• The faculty voted unanimously to include the academic integrity policy in the advising guides as written. |
| 2   | Pamela Halstead Williamson | • Keith introduced our new graduate coordinator, Pamela Halstead Williamson. |
CEAE Policy on Academic Integrity (proposed Dec. 7, 2011)

The Department of Civil, Environmental, & Architectural Engineering (CEAE) requires all students to adhere to a strict policy of academic integrity. These expectations are in accordance with the University of Colorado Boulder Honor Code (http://www.colorado.edu/honorcode/), but this policy is intended to provide more specific guidelines for all undergraduate and graduate students in CEAE. Ethical behavior in college sets the stage for a lifetime of professional and ethical behavior that is expected of all engineering professionals. This policy describes the academic sanctions that will be imposed by CEAE faculty members. Faculty retain the right to set academic sanctions, and if they choose individual courses can deviate from the expectations stated below; these changes will be noted in the course syllabus. All incidents of academic misconduct will be reported to the Honor Code Council. Non-academic sanctions are the purview of the Honor Code Council.

Any activity that could give you an unfair advantage over other students may be cheating. Specific examples of actions that are considered to be cheating and therefore violations of academic integrity:

- Plagiarizing a homework, lab report, or problem set. On assignments that require you to use supplemental materials, you must properly document the sources of information that you used. If you are uncertain about allowable reference materials or how to document your sources, ask your instructor in advance. Specific examples of plagiarism include:
  - copying from a solution manual
  - copying from Internet sites
  - copying from previous semester’s homework set or lab report
  - copying directly from classmates
  - copying lab data that you yourself did not participate in collecting
- Plagiarizing content in a paper, report, thesis, or dissertation, by copying material from a published sources or the internet, without appropriate citation format and attribution
- Using unapproved information during a closed-book test or quiz (such as a reference sheet, information stored in a calculator, iPhone, information written on your skin)
- Copying from another student during a quiz, exam, or test
- Working in groups on web based quizzes, exams, or tests
- Working in groups on take-home quizzes, exams, or tests
- Asking another student about questions on an exam that you have not yet taken
- Changing the answer on your test/homework after it was graded and then telling the instructor that there was a grading mistake
- Allowing another student to copy your homework, lab report, or allowing another student to look at your answers during a quiz or exam
- The list above is not exhaustive; other violations are possible

Any violation will be reported to the Honor Code Council. Any first violation of academic integrity on graded course activities (i.e. homework, lab reports, exams) will result in a minimum sanction of a zero score and an entry in your department file. Instructors can increase these penalties to assigning a failing grade (F) for the entire course. The department will retain a list of all instances of academic integrity violations. Additional sanctions will be imposed for subsequent violations.
CEAE Academic Integrity Policy specific for:
Course: ___________________________ Instructor: ___________________________ Term: ___________________________

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I acknowledge that I have read and will comply with the above policy.

_________________________________________ ___________________________ ___________________________
Signature Date Printed name

[initial by each bullet point above]