



THE NATIONAL GRADUATE SCHOOL OF QUALITY MANAGEMENT

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October 17, 2016

Dear Faculty:

It's gorgeous fall day here on the Cape and I only wish I could capture the smell of the salt air and the cool breezes from the ocean. "Sweater weather" is perhaps the best time here! And for me, Fall means curling which started up again and I am quite excited to be back on the ice.

First, a very special thank you to our Program Chairs and faculty who assisted with our NEASC accreditation process the last week in September. It was particularly sweet for me as I had the opportunity to actually finally meet Dr. Patricia Murrin, our BSc Program Chair. Dr. Murrin and Professor Jack Kovalcik (lucky to have him come into the office quite a bit) were here on campus and Dr. Braga was in webinar for the meetings. And to the many faculty who called in for the NEASC webinar, I thank you for your time and dedication to NGS.

NEASC related news: Academic Affairs has already been working on our action items, which include increasing contact time for webinars to improve Carnegie credit analysis; training and evaluation for faculty; data driven assessments for student outcomes; and an end of program survey. We are also working with IT to authenticate and require student identification and acceptance of the learner contract, including academic honesty, at the beginning of each course.

Second, let me focus on the important topic of plagiarism. As faculty here at NGS, you are contracted to teach and follow NGS academic policies with respect to academic conduct, honesty, and integrity. The School does not tolerate any form of student academic misconduct, and we ask that you assist in upholding the policies. Please be aware of the NGS plagiarism policies. As taken from the Catalog and Student Handbook 2016-2017:

"26.1 Plagiarism

Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Students must affirm commitment to the NGS Academic Honor Pledge when applying for admission acceptance. The Academic Honor Pledge is part of the Application process. Students guilty of academic misconduct, either directly or indirectly through participation or assistance, are immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions, which may be imposed through the regular institutional procedures as a result of academic misconduct, the instructor has the authority to assign an "F" or a zero for the exercise or examination. In any case, the student must re-do the assignment. Blatant plagiarism of a presentation or a paper that would be a substantial part of a student's grade for the course may lead to a grade of "F" for the course and can lead to expulsion from the program.

If the student believes that he or she has been erroneously accused of academic misconduct, and if his or her final grade has been lowered as a result, the student may initiate a written appeal directly with the Dean of Academic Affairs."

This letter also serves as a reminder from Academic Affairs that active faculty teaching an NGS course, and not students, have access to an online software called iThenticate that assists with detecting plagiarism issues. iThenticate is a plagiarism checking program that NGS has contracted for use by NGS faculty. This program is an easy to use system that allows faculty to compare student writings/papers to a database of 115,000 journals, 105+million newspapers, magazines and books, and over 500,000 dissertations, as well as web content. After uploading a paper, faculty are able to view side by side the written excerpts where matches or similarities are

found in the database of previously published literature. You can visit the iThenticate website at: <http://www.ithenticate.com/> for further explanation of the system, including a three minute demo and other descriptive information.

Action Items to use the software:

In order to use the program, please send an email to NGS Librarian, Cecilia Mullen, at cmullen@ngs.edu, and she will enroll you in our roster of users. Just provide her with your name and NGS email address.

Action items if a faculty suspects academic misconduct:

If a faculty member suspects plagiarism, they must act promptly and contact the Program Chair and the Dean of Academic Affairs to assist with defining the misconduct. Appropriate action from administration will be defined and is dependent on each situation; however, the 26.1 Plagiarism Policy will be followed. An NGS student has the right to follow the steps for an appeal, as set forth in the Catalog and Student Handbook, Section 27.

We address academic conduct in many ways, including our Orientations and the Catalog and Student Handbook. We also require students to sign an NGS Learning Agreement prior to their first course. Students attest that they have read and will abide by the policies in the Handbook, and this includes academic conduct. Presently, IT and AA are working to require students to electronically sign this same agreement at the beginning of each course. These measures should assist us in assuring our students know and understand they need to use their own work and use proper references. Then, we need your help throughout their studies to remind students about scholarly conduct and following required policies.

An interesting 3 minute video about plagiarism to watch:
<https://elearningindustry.com/teaching-plagiarism-in-the-online-classroom>

Research article about plagiarism in the online classroom:
http://jolt.merlot.org/Vol11no2/Holbeck_0615.pdf

Online resources about plagiarism:
<http://larryferlazzo.edublogs.org/2009/09/21/the-best-online-resources-to-teach-about-plagiarism/>

Third, what do you do if there is an emergency and you can't teach a class? Recently we had a situation where a faculty member had internet issues when there was a storm. In an emergency when you are having issues for a prolonged time, please contact your Program Chair and inform our Academic Affairs Manager (Pippi Sawyer for DBA and Maura Burke for BSc and MS) asap. Call, text, or email your Chair that evening as they may be able to contact IT to send out a group email to the students. Worse case scenario is that the class would have to be rescheduled. This has only happened once in the time I have been here and it is an extreme case, but we need to be proactive. AA needs to know about these issues *before* students contact us. Thank you for helping us provide the best service to our NGS students when things like this happen.

Finally, thank you for reaching out to me and sharing your teaching stories and work with our NGS students. My office door, I mean email, webinar, Facetime, and Skype door, is always open! For those that know me and have met me in person, they would share that I am approachable and eager to talk to you and make improvements here to help you most effectively teach our NGS adult learners. Please reach out to me if I can be of any assistance. Don't forget to follow us and post on Facebook and Twitter.

Warmly,

Eileen C. Sullivan

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Pictures:

Dr. Patricia Murrin and Eileen at the ocean in Falmouth, MA

NGS celebration cake

Professor Alan Feltham, Dr. Eileen Sullivan, and Program Chair Jack Kovalcik at a recent celebration of the MBP Presentations for the MS Falmouth cohort

