

Washburn University
Meeting of the Faculty Senate

April 12, 2010
3:30 pm Kansas Room, Memorial Union

- I. Call to Order
- II. Approval of Minutes of the Faculty Senate Meeting of March 8, 2010 (pp. 2-3)
- III. President's Opening Remarks
- IV. Report from the Faculty Representatives to the Board of Regents
- V. Faculty Senate Committee Reports
 - A. Minutes from the Electoral Committee meeting of March 23, 2010 (pg. 4)
 - B. Minutes from Academic Affairs meeting of March 5, 2010
- VI. University Committee Reports
 - A. Minutes from International Committee Meeting of February 10, 2010 (pg. 5)
 - B. Minutes from International Committee Meeting of March 11, 2010 (pg. 6)
 - C. Minutes from Library Committee Meeting March 4, 2010 (pg. 7)
 - D. Minutes from the Honors Committee Meeting of February 17, 2010 (pp. 8-9)
 - E. Minutes from the Faculty Development Grant Committee Meeting of February 16, 2010 (pp. 10-11)
 - F. Minutes from the Faculty Development Committee Meeting of March 5, 2010 (pg.12).
- VII. Old Business
 - A. 09-17 Success Week Proposal (pp. 13-14)
- VIII. New Business
 - A. 10-12 Addition of Lecturer to Definition of General Faculty (pg. 15)
 - B. 10-13 Leadership Program Minor Proposal (PDF Attachments)
 - C. 10-14 Grade Appeal Policy
- IX. Information Items
- X. Discussion Items
- XI. Announcements
- XII. Adjournment

**Faculty Senate
Washburn University**

*Minutes of March 8, 2010
Kansas Room, Memorial Union*

Present: Arteburn, Averett, Barker, Berry, Bowen (VPAA), Catanzaro, Childers, Croucher, Faulkner, Fry, Jackson, Janzen, Kaufman, Kelly, Khan, Lunte, Manske, Mazachek, McBeth, Melick, Menzie, Naylor, Porta, Prasch, Routsong, Sharafy, Shaver, Unruh, Walker, Wynn, Love (SGA), Onek (SGA)

- A. The meeting of the Faculty Senate was called to order at 3:32 PM. Tom Prasch presiding.
- B. The minutes of the Faculty Senate meeting of February 8, 2010 were approved.
- C. President's Opening Remarks.
Prasch reminded the senators the General Education is now in the hands of the Academic Affairs committee. The strategic plan is now at the editors.
- D. Report from the Faculty Representatives to the Board of Regents.
Prasch reported that the Board of Regents met and approved the faculty recommendation of making the WTE optional.
- E. Faculty Senate Committee Reports.
 - A. Minutes from the Faculty Affairs meeting of January 25, 2010 were approved.
 - B. Minutes from the Academic Affairs meeting of January 15, 2010 were approved.
 - C. Minutes from the Academic Affairs meeting of February 5, 2010 were approved with correction.
- F. University Committee Minutes.
 - A. Minutes from the Assessment Committee Meeting of January 13, 2010 were accepted.
 - B. Minutes from Library Committee Meeting of February 3, 2010 were accepted.
 - C. Minutes from the Interdisciplinary Committee meeting of February 26, 2010 were accepted.
 - D. Minutes from the Faculty Development Committee meeting of February 2, 2010 were accepted.
 - E. Minutes from the Honors Advisory Committee meeting of January 28, 2010 were accepted.
- G. Old Business.
 - A. 09-27 Success Week Proposal Revisions. Several revisions were sent back by the University attorney. The first reading of the proposal was accepted with faculty senate revisions: the motion to approve the revised version was amended to restore the three-day language of the original proposal.
- H. New Business.

Special Guest: Elliott Haugen, interim Chief Information Officer.

Mr. Haugen provided an overview to the Senators on the timeline for the RFP that resulted in both the awarding of the contract for the ISS assessment and the interim position of director. Mr. Haugen as interim director has been meeting with ISS staff, the Vice-Presidents, and various committees. He commented that it should be a “fresh start” for ISS and they are looking at transitioning from a resource model to a service model for the university. Mr. Haugen will be holding assessment meetings across campus with various groups, but is always willing to take concerns to his e-mail. Mr. Haugen opened the floor to the Senators who expressed concern about trust, transparency, the balance of security versus access, who ISS reports to and how it responds to faculty needs, that there should be no one-size-fits-all model for the university, better communication concerning upgrades and changes, and the need for more comprehensive planning.

- A. 10-02 Minor in Forensic Chemistry– the motion was passed.
- B. 10-03 Change in AA in Computer Information Science – the motion was passed.
- C. 10-04 Deletion of AA in Computer Information Services – the motion was passed.
- D. 10-05 Change in Bachelors of Science in Computer Information Science – the motion was passed.
- E. 10-06 Minor in Math for BS in Computer Information Science – the motion was passed.
- F. 10-07 Change in English Major with Secondary Education Emphasis – the motion was passed.
- G. 10- 08 Change in Requirements for BA in Major in PE – the motion was passed.
- H. 10-09 Change in Requirements for BS in Athletic Training – the motion was passed.
- I. 10-10 Change in credit hours for PE 355 – the motion was passed
- J. 10-11 Changed description of Masters of Liberal Studies – the motion was passed.

- I. Information Items. Calek Onek announced that the WSGA elections had concluded and she will be serving as President for the 2010-11 year.
- J. Discussion Items. There were no discussion items.
- K. Announcements. There were no announcements
- L. Adjournment. The meeting was adjourned at 4:32 PM.

The next meeting will be **April 12, 2010 at 3:30 pm** in the Kansas Room, Memorial Union

REPORT
ELECTORAL COMMITTEE

March 23rd, 2010

- The electoral committee conducted an online vote for the two open at-large positions for the faculty senate.
- SAS Sean Bird, Bill Roach and Harold Root were nominated for the positions.
- Donna Lacey from Academic Affairs provided a list of faculty members eligible to vote and Bill Bunten from ISS handled the logistics of the online voting.
- Online voting closed on March 12th and the results were as follows:
 - Harold Rood 74
 - Bill Roach 56
 - Sean Bird 52

Electoral Committee of the Faculty Senate

Approved 3/24/2010

International Education /International WTE Committee

Feb. 11, 2010, International House

The committee was unable to meet as scheduled because of the general faculty meeting overlap. Instead, members communicated by email. The following members provided input (by email) on the agenda items and materials distributed prior to the scheduled meeting: Norma Juma, Brian Ogawa, Miguel Gonzalez-Abellas, Janice Dunwell, Judy McConnell-Farmer, Alex Glashausser, Caley Onek , and Rachel Goossen.

The following actions were taken:

1. Minutes of Nov. 19 meeting were approved.
2. The following travel requests were recommended:

Lori Khan: \$1,200 to teach in Bangladesh

Karen Diaz Reategui: \$767 to present a paper in Peru

Reinhild Janzen: \$1,200 to present a paper in Italy

Norma Juma: \$1,200 to present a paper in Nigeria

3. Seven of the committee members who took a position were not in favor of approving the “International Social Justice-Haiti” Program for the time being in the aftermath of the earthquake and subsequent security concerns.

Respectfully submitted,

Baili Zhang

International Education /International WTE Committee

March 11, 2010, International House

Present: Norma Juma, Miguel Gonzalez-Abellas, Janice Dunwell, Alex Glashausser, Caley Onek, and Baili Zhang
Guests: Russ Smith, Dmitri Nizovtsev, Tina Williams, and Michael Austin

The following actions were taken by way of email. Members who voted include those present at the meeting and some of those absent:

1. Minutes of Feb. 11 meeting were approved.
2. The following travel requests were recommended:
 - Kim Harrison: \$1,200 to present in Ireland
 - Jim Smith: \$1,200 to present in Ireland
3. The following WTE proposals were approved:
 - “Nursing in Ireland”
 - “Summer School in Osnabruk”
4. Six of the committee members voted not to request Michael Austin to return money for failing the majority of the classes taken abroad

Respectfully submitted,

Baili Zhang

***Library Faculty Committee Meeting
March 4, 2010
3:30 p.m.
Room 105, Mabee Library***

TO:

<i>Dr. David Bainum</i>	<i>Dr. Andrew Herbig</i>	<i>Mrs. Marilyn Masterson</i>	<i>Dr. Tom Schmiedeler</i>
<i>Dr. Alan Bearman</i>	<i>Dr. Rob Hull</i>	<i>Dr. Jay Memmott</i>	<i>Mrs. Heather Smith-Collins</i>
<i>Dr. Cheryl Childers</i>	<i>Dr. Reinhold Janzen</i>	<i>Ms. Caley Onek</i>	<i>Dr. Lee Snook</i>
<i>Dr. Frank Chorba</i>	<i>Mr. Terry Knowles</i>	<i>Dr. Karen Ray</i>	<i>Dr. Sharon Sullivan</i>
<i>Dr. Barry Crawford</i>	<i>Dr. Sam Leung</i>	<i>Dr. Karen Diaz Reategui</i>	<i>Dr. Brian Thomas</i>
<i>Ms. Linda Croucher</i>	<i>Dr. Park Lockwood</i>	<i>Dr. Michael Rettig</i>	<i>Dr. Jennifer Wagner</i>
<i>Mrs. Judy Druse</i>	<i>Dr. Meredith McKee</i>	<i>Dr. Leslie Reynard</i>	<i>Mrs. Kelley Weber</i>
			<i>Dr. Iris Wilkinson</i>

The Library Committee convened in the Mabee Library, Room 105 at 3:30 p.m. The following members were present: Dr. Chorba, Ms. Smith-Collins, Ms. Druse, Dr. Hull, Dr. Lockwood, Dr. Leung, Dr. McKee, Ms. Onek, Dr. Ray, Dr. Diaz-Reategui, Dr. Reynard, Dr. Sullivan, Dr. Thomas, and Ms. Weber. Guest Michelle Canipe, Distance Education Librarian. Dr. Bearman, Dr. Childers, Dr. Herbig, Mrs. Masterson, and Dr. Wagner sent word they would be unable to attend.

Dr. Bearman met with Brenda White, ISS, to discuss issues regarding the campus video server. Mabee Library's Digital Initiatives Team will begin to investigate the possibility of the library purchasing a video server for streaming video. The committee will be kept informed of any progress.

Judy Druse distributed a handout on new database trials. Share with your faculty and send Dr. Bearman (x1855) feedback. http://www.washburn.edu/mabee/whats_new/database_trials.shtml

The library will submit a preliminary budget for FY 2011 on March 5th. Because of budget constraints, the library will again have to adjust funding within budget lines to purchase electronic resources. The book budget will not be affected this fiscal year. One area of possible cuts is the duplication of print journals. Your liaison will be sending you a list of print journals, share with your faculty and send the library feedback on possible cuts. The library is also looking at withdrawing bound journals because of space constraints. More information will follow.

It is time to elect a new Chair for the committee. Anyone interested e-mail Dr. Sullivan.

Caley Onek, WSGA student representative, asked the faculty to encourage students to vote in Student Government elections this Friday (3/5).

Honors Advisory Board

2/17/2010

Present: Michael McGuire (chair), Dannah Hartley, Keenan Hogan, Erica Koepsel, Mo Godman, Bonnie Peterson, Nan Palmer, Vickie Kelly

The committee minutes from January 28, 2010 were approved.

Old Business

A. Spring Banquet

Tuesday, March 30th at 6 p.m. in the Ruth Garvey Fink Hall in BTC. Current Honors students and newly admitted students will both be invited and allowed to bring two guests. Also invited will be Honors Advisory Board members, and special guests like Dr. Bowen. The dinner will be a buffet and during the evening seniors and scholarship students will be recognized. A program will be prepared for the evening as well.

B. Honor Stoles

Stoles will be Kelly green. Keenan, Erica, and Angel need to decide on the script color for the stoles.

C. Committee Reports

1. Communications: Erica Koepsel

Working with McGuire on contracts and constitution

Marguerite Perret offered art history instructor to assist

2. Scholarship: Carol Prim & Michael – no report

3. Curriculum: Michael

- It was decided that the whole group should continue to receive proposals but a small group (the curriculum sub-committee) would go over specific criteria to make sure they are met once the criteria is set.
- Now that open proposals are available, the next step is to create criteria and more information for those proposing courses.
- Separate criteria is needed for online courses – perhaps a requirement they be trained or certified as an online instructor.
- There is currently no limit on the number of what we will take for course proposals

New Business

A. Course Proposals

Online courses – no for next semester

CN 369 and AN 319 – will follow up with

HN 201 – move ahead, possibly consider having student attend a faculty Colloquium.

*Note on proposals for future – there needs to be more criteria for the distinction between non-honors and honors components and learning outcomes need to be stated better.

Throughout the semester committee is encouraged to send thoughts on possible criteria.

B. New Member Breakfast Review

8 of 11 new members attended

C. Update on progress in getting benefits for Honors students.

Card reader for students to get into Henderson 101 almost complete

Looking for things to add to the Honors area in Henderson 101

Library will begin offering extended check outs for honors students

Registrar's office is allowing early enrollment for honors students

Looking into a space on the diploma to designate graduation with honors

Also need to look into how is worded on transcripts

Announcements

Meeting Adjourned at 11:37

Faculty Development Grant Committee
February 15, 2010
Meeting Notes

Members Present:

Nancy Tate, Chair
Kevin Charlwood
Kelley Weber
Janice Schrum
Lori McMillan
Nora Clark

Pat Munzer (not present, voted by email)

Nancy Tate welcomed everyone and thanked them for coming. She reminded the committee the group of applications currently under review was the last group for this fiscal year.

The applications submitted for consideration by the committee are for the 2010 fiscal year. The committee received a total of 10 faculty development grant applications, for a total of \$5,000 in requested funds. A summary of the applications received and the committee decision regarding each application follow:

Bird, Sean Requested \$500
Attend LOEX Conference 2010: Bridging and Beyond - Developing Librarian Infrastructure.
Application awarded fully.

Canipe, Michelle Reed Requested \$500
Attend Academic Library Planning and Revitalization Conference
Application awarded fully.

Ding, Xiaoli (Shiao-Li) Requested \$500
Attend summer workshop presented by the Institute on the Pedagogies of World Music Theories at Colorado University
Application awarded fully.

Dinkel, Shirley Requested \$500
Attend Adolescent Health Care Conference
Application awarded fully.

Jones, Doug Requested \$500
Attend Am. Society of Echocardiography annual scientific sessions
Application awarded fully.

Khan, Lori Requested \$500
Attend Norton School of Lymphatic Therapy Certification Course for Physical Therapy
Application awarded fully.

McHenry, Eric Requested \$500
Attend 2010 Association of Writer and Writing Programs Conference
Application awarded fully.

Park, Sangyoub Requested \$500
Attend and present two papers at the Pacific Sociological Association
Application awarded fully.

Sorensen, Terry Requested \$500
Attend Annual Conference for the American Institute of Ultrasound in Medicine
Application awarded fully.

Peng, Xianofeng (Sheldon) Requested \$500
Attend China Investment and Finance Conference in China
Application awarded fully.

Summary

The total amount requested was \$5,000. The total awarded during this meeting: \$5,000. The total amount of funds available for FY2010 is \$14,000.00, which leaves the balance of available funds of \$1,141.58.

Nancy Tate explained to the committee if sufficient funds remained at the end of the year for all the internal grant funds, she would make announcement to all faculty about the availability of funds as she did last year. This determination will be made based on the amount of funds remaining, as well as the amount returned by faculty who were awarded grants but who were unable to use the funds. Dr. Tate said this determination is usually made in April to allow time for any unused funds to be expended before the end of the year.

Faculty Development Meeting Minutes
March 5, 2010

Present: Kevin Charlwood, Andrew Herbig, Norma Juma, Annie Collins, Bassima Schbley, Emily Rishel, Phyllis Berry, Michael McGuire, Denise Ottinger.

- April 2, 2010 – Diversity Workshop
 - Kim Morse will handle
 - Kevin will check with Kim on setup
 - Bassima volunteered to help Kim
- May 7, 2010 – Possible workshop on Online courses/Angel
 - Kevin will check with Nancy for details
- September 2010 – Promotion and Tenure
- October 2010 – Copyrights workshop?
 - Judy Druse, Brenda White, Sue Jarchow
 - Kevin will contact for details

- Webcast in Kansas Room on April 5 (Hybrid Learning)

~~**Proposal: The last week of Fall and Spring undergraduate classes will be designated Success Week. The intent would be to allow** time for students to be able to review and prepare for final examinations. Therefore, no student organization registered with the Student Activities & Greek Life Office may hold meetings or sponsor events without the expressed permission of designated staff of SAGL, or the Chair of the department recognizing the student organization, or the Dean.~~

Proposal: Success Week for undergraduate students is designated as the five week days preceding the first day of scheduled final examinations each Fall and Spring semester. Success Week is intended to provide students ample opportunity to prepare for final examinations.

For academic programs, the following guidelines apply:

- A. Faculty are encouraged to utilize Success Week as a time for review of course material in preparation for the final examination. If an examination is to be given during Success Week, it must not be given in the last three days of Success Week. Assignments worth no more than 10% of the final grade and cover no more than one-fourth of assigned reading material in the course could be given.
- B. Major course assignments (extensive research papers, projects, etc.) should be due the Friday prior to Success Week and should be assigned early in the semester. Any modifications to assignments should be made in a timely fashion to give students adequate time to complete the assignments.
- C. If major course assignments must be given during Success Week, they should be due ~~no later than the Wednesday~~ *in the first three days* of Success Week. Exceptions include class presentations by students and semester-long projects such as a project assignment in lieu of a final. Participation and attendance grades are acceptable.

This policy excludes make-up assignments, make-up tests, take-home final exams, and laboratory examinations. It also does not apply to classes meeting one day a week for more than one hour.

All university laboratory classes are exempt from this policy.

Instructors may petition their Dean or Department Chair if they believe the policy “jeopardizes or impairs” their ability to teach.

The Deans and Department Chairs will publicize and monitor this policy each semester.

University departments shall not sponsor any meetings of registered student organizations and such organizations shall be encouraged to refrain from conducting any organizational activity or meeting.

Submitted: November 12, 2009

Tom Prasch, President

Approved by Faculty Senate: November 20, 2009 Suggested revisions to Faculty Handbook Section 6.III.E

Examinations

~~All examinations, with the exception of the final examinations, are scheduled at the discretion of the instructor. Final examinations are administered in all courses where applicable. All examinations are proctored by the instructor or, under certain circumstances, by persons appointed by the instructor. Strict adherence to final examination schedules is essential and any deviation from the printed schedule must be cleared with the Dean of the college or school. No final examinations, except “take-home final examinations” may be given by an instructor during the five days prior to the first day of final examinations without approval of the Dean of their major academic unit. All other examinations, except as otherwise provided in this section are scheduled at the discretion of the instructor. The faculty shall not administer any test, examination or quiz worth more than 10% of the final course grade is urged to limit graded testing during the last three days prior to the first day beginning of the scheduled final examinations each Fall and Spring semester s period to allow for proper preparation for the finals. All examinations are proctored by the instructor or, under certain circumstances, by persons appointed by the instructor. No final examinations may be given by an instructor during the four weekdays prior to the first day of final examinations. Instructors may however, at their own discretion, in very unusual circumstances, arrange to give an individual the opportunity to take a final examination at another time. In the College of Arts and Sciences, chairpersons submit to the Dean a list of courses from the departments in which final exams are not "applicable." These lists should be compiled with the approval of departmental faculty.~~

3-3-2010

Faculty Senate Action Item

No. 10-12

TITLE: Addition of lecturer to the definition of general faculty

Rationale: There is no representation in general faculty meetings for faculty employed at the lecturer rank.

Proposal: Add full-time lecturer to the definition of general faculty in Section One, part IV of the faculty handbook.

Section One: **Administrative Structure**

IV. The General Faculty

A. Membership. The General Faculty shall consist of the President, Vice Presidents, Deans, Librarians, and those members of the University with the rank of Lecturer, Instructor, Assistant Professor, Associate Professor, or Professor and other persons appointed by the Board.

B. Authority. The General Faculty has the authority to recommend to the President who shall transmit to the Board of Regents with his/her recommendations, on the following:

1. Changes in graduation requirements
2. New degrees
3. Academic majors or programs
4. Elimination of existing degrees or major programs
5. Creation of new academic departments
6. General Faculty Governance. The General Faculty may review, revise, recall, and endorse actions of the Faculty Senate.

On these matters the power of review or final decision lodged in the governing board or delegated by it to the President should be exercised adversely only in exceptional circumstances and for reasons communicated to the general faculty. It is desirable that the general faculty should, following such communication, have opportunity for further consideration and further transmittal of its views to the President or Board. Budgets, manpower limitations, the time element, and the policies of other groups, bodies, and agencies having jurisdiction over the institution may set limits to realization of faculty advice.

Financial Implications: None

Date: April 12, 2010

Proposed by: Division of Education & Kinesiology

**Academic Affairs Committee
March 5, 2009
Meeting Notes**

Committee members in attendance:

Kathy Menzie (chair)
Keith Mazacheck
Paul Byrne
Linda Croucher
Lori Khan
Cal Melick
Robin Bowen (ex officio)

Guests:

Nancy Tate, Associate Vice President for Academic Affairs
Jeff Mott, Director, Leadership Institute
Jaci Jenkins, Associate Director, Leadership Institute

The meeting was called to order by Kathy Menzie. She explained the change in order of the agenda. Dr. Jeff Mott would present the Leadership proposal to the committee first so he could leave after the presentation.

Item II: New Business

A. Leadership Program Proposal

Jeff Mott presented the proposal for a minor in Leadership. He emphasized the proposed change in the Leadership program could be achieved with current resources and without any additional cost to the university. In addition, he said faculty would also be encouraged to teach leadership classes to encourage a more interdisciplinary approach to the classes.

Kathy Menzie thanked Dr. Mott for his presentation and he and Jaci Jenkins left the meeting.

Action: The committee voted unanimously to approve the Leadership proposal for recommendation to the Faculty Senate.

Item I: Approval of minutes

Kathy Menzie told the committee the approved College of Arts and Sciences class changes were forwarded to the Faculty Senate prior to the meeting because they needed to go before the Faculty Senate in a timely manner. She had not forwarded the minutes because they were not yet approved.

Action: Minutes from the February 15, 2010, meeting were approved as written.

Meeting Schedule

Dr. Bowen requested permission to discuss the issue of meeting schedules with the committee. She said her concern was the committee would not be able to review the General Education Proposal in a timely manner if the committee continued to meet only once a month. Dr. Bowen suggested the committee meet more frequently until the proposal was reviewed and the recommendation made to the Faculty Senate.

Action: After discussion, the committee agreed they would meet once a week until the General Education Proposal went to the Faculty Senate. The only time all committee members are available is Friday afternoon at 3 pm, therefore this is the time the committee will meet.

Due to Spring Break and the absence of the chair, the next meeting of the Academic Affairs Committee will be March 26th. Thereafter they will meet

Item II: Old Business

A. Grade appeal process report

The committee reviewed the document prepared by the subcommittee, which included the changes suggested at the last meeting, and discussed whether there were additional areas of concern.

Action: The committee unanimously approved the Appeal to Grade Appeal Committee procedure document.

B. General Education Proposal

The committee discussed how to proceed with the proposal and make recommendations to the Faculty Senate.

Action: The committee voted unanimously to bring to the Faculty Senate their recommendation for the entire General Education Proposal.

Discussion followed.

Meeting Adjourned

Next meeting

March 26, 3 – 4:30 pm, Baker Room

Faculty Senate Action Item

No: 10-14

APPEAL TO GRADE APPEAL COMMITTEE

If, after mediation with the Dean, as provided above, the student is still dissatisfied with the result, he/she may file a notice of appeal with the Dean, which shall specify the relief grade requested and provide a written summary of the grounds for appeal to the Grade Appeal Committee. Such notification must be received by the Dean within 10 working days of the day on which the student/~~instructor~~ faculty member consultation ~~has been~~ was completed. The process shall be terminated if notification is not received within the 10 working days. Upon receipt of the notice of appeal, the Dean shall forward it, ~~and~~ all materials submitted by the ~~instructor~~ faculty member and student during the mediation process, and a copy of the letter submitted to the student outlining the reasons why the appeal was not granted to the Vice President for Academic Affairs, the faculty member, and the student. The Vice President for Academic Affairs, upon receipt of the notice and materials, shall appoint and convene a committee of five persons comprised of three faculty members (~~two from the same department or area, one faculty from another department or area~~), (at least one and not more than two members from the department/discipline from which the grade appeal originated and a minimum of one from other departments/disciplines) and two students from departments/disciplines outside the originating college/school to serve as the Grade Appeal Committee. The Vice President for Academic Affairs may request names of potential discipline-based committee members from the appropriate Dean and/or Department Chair. The awarding of grades that are fair and equitable is taken seriously by the University. Therefore, faculty members are urged to view a request to serve on a grade appeal committee as an important obligation and a service to the University which should be refused only under extraordinary circumstances. At its first meeting, the Grade Appeal Committee shall select its chairperson, set the date, time and place for the appeal to be heard, and review appeal materials from the Vice President for Academic Affairs. . The committee shall advise the student and the ~~instructor~~ faculty member of the hearing date. The Grade Appeal Committee may only request clarifying information related to the original documents of the appeal packet. Clarifying information requested from the student/faculty member by the committee should be requested through the Vice President for Academic Affairs. Any clarifying information gathered by the Vice President for Academic Affairs will also be shared with the student and/or faculty member.

Hearing

The hearing will take place before the entire committee. The burden of proof rests with the student who shall, during the course of the hearing on the contested grade, be responsible for presenting evidence to support the claim. The hearing will be informal and the formal rules of evidence shall not be applicable. Oral testimony of witnesses may be presented but is not required. If either the student or the ~~instructor~~ faculty member presents witnesses, he/she must provide ~~to the Committee~~ a written summary of the testimony expected of the witness(es) to the ~~Committee and to the other party~~ Vice President of Academic Affairs not later than ~~three~~ five business days prior to the date of the hearing.

The Vice President for Academic Affairs will then disseminate such information to the Committee and each party within 3 business days. The student or the instructor faculty member may be accompanied by an advisor whose only role in the course of the hearing will be to render advice to the student/~~instructor~~ faculty member. The student is required to attend the hearing. It is recommended that the faculty member attend the hearing. Should both the student and faculty member attend, they will meet with the committee jointly. The amount of time allotted to each party will be left to the discretion of the Committee. The hearing will not be audio or video taped.

Decision

At the close of the hearing the Committee shall meet and determine, by a vote of four out of five of the members, whether the student has proved the relief (grade) sought should be awarded for the reasons stated in his/her notice of appeal and the student's grade be changed. ~~The Committee shall report its decision in writing to the student, the instructor and to the Vice President for Academic Affairs.~~ The Committee shall report its decision in writing to the Vice President for Academic Affairs who will then disseminate the decision to the student, faculty member, Dean, and Department Chair. The decision of the committee shall be final. If it is the judgment of the committee that the grade be changed, then the Vice President for Academic Affairs shall notify the Registrar, who will enter the changed grade.

Date: April 12, 2010

Proposed by: Academic Affairs