

John Coffelt
President's Office

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APR 18 1979

MINUTES
ACADEMIC SENATE
April 11, 1979

President's Office

ATTENDANCE: (See attached roster)

CALL TO ORDER

Jean Kelty, Chairman, called the meeting to order at 4:08 after establishing that there was a quorum present.

APPROVAL OF MINUTES OF MINUTES OF MARCH 2, 1979 MEETING

Approved

There is a correction to be made on the attendance sheet. R. Taback and L. Laitman should be listed as present. (The circulated attendance report should show L. Laitman being present twice and R. Taback four times.)

It was moved by R. DiGiulio and seconded by S. Hotchkiss that the March 2, 1979 minutes be approved as corrected. Motion carried.

REPORTS OF SENATE COMMITTEES

Charter and ByLaws Committee - No Report

Executive Committee - No Report

Elections and Balloting Committee - No Report

Academic Affairs Committee - Dr. Hill Reported. The committee reviewed the changes in the Military Science program specifically in the area of General University Requirements. However, all areas were examined.

Motion to Approve Proposed Changes in Military Science Program Carried

Dr. Hill moved approval of the proposed changes in the Military Science Program as attached to the agenda. Second by Dean Scriven. Question called. Motion carried.

Student Academic Grievance Committee - Dr. DiGiulio reported.

The committee has been meeting regularly. Two types of sessions are held: (1) regular sessions and (2) hearings for resolution of

grievances. J. Castrodale has been serving as student government secretary. The committee has resolved four grievances which came to hearing. The student government representative has resolved several others.

The committee has worked on several matters including a Procedures Check List and a Disposition Form which should accompany the grievance form through the process (forms attached to minutes).

Several problems have been encountered: (1) the committee is rendered ineffective in the middle of May because of loss of student members, and (2) grievances filed during the summer quarter rest in the Student Grievance Office. There were two serious grievances--one where the lawyer was meeting with the president and another where a lawyer questioned the decision made.

Dr. DiGiulio asked to speak as a Senator. There is a serious flaw in the procedure. In a hearing, committee members are not permitted to discuss any issue in terms of what a professor is to do or not to do.

Motion to Approve Change in Wording in Student Grievance Procedure that relates to the "scope" of the procedure
Returned to Committee

Dr. DiGiulio moved that "This procedure is not intended nor should it be used as a means of modifying, changing or addressing University policies which are mandated by the Board of Trustees or adopted by any policy-making agency of the University" be replaced by "This procedure is not intended nor should it be used as a means of modifying or changing University policies which are mandated by the Board of Trustees or adopted by any policy-making agency of the University, but may be used to address policy issues." (Underlined words denote changes.)

This was not the way the motion read in the circulated agenda. Dr. DiGiulio indicated that the change was inadvertently omitted from the motion as circulated. The chair permitted the introduction of the motion.

Motion was seconded by S. Roberts. A lengthy discussion followed. Points raised included:

1. What does it mean, "May be used to address policy issues?" Now, the committee is not permitted to discuss any issue in committee.
2. Is it unethical to develop a particular syllabus?

The committee has been hamstrung. If a set of rules are stated in a syllabus, then the student has the right to leave if he/she does not wish to be submissive to those rules. The committee has found some syllabi that are thought to be unfair.

3. Is there a general knowledge among the Senators about the grievance against the professor who gave the top grade in the class a "100" and increased other grades in the class by the same amount but would not increase grades on make-up tests? The committee said the professor did not have the right to set the rules of the game.
4. There is a distinction between "address" and "discuss." Anybody may discuss any thing. "Address" means recommend and/or modify. The committee should not be concerned with matters of this nature. It was intended that this body not be in a position to make revisions in academic policy.
5. There is a similar graduate policy procedure intended to give the students a forum to address policy issues. The committee can only recommend.
6. Does the clause mean you are permitted to talk about or to come to an equitable solution? It was the feeling of some members that they should have the authority to address the equity of the syllabus so as to permit that discussion to affect the determination of the disposition of the grievance. There are some areas of inequity that cannot be resolved through other channels.
7. The concern should not be with constrictions on committee, but about giving the student the opportunity to challenge and make recommendation for change. No one is infallible. We do make mistakes--students must be given the opportunity to challenge, to address, to question what they feel to be an error in procedure. This is not a violation of academic freedom; only when change is compelled is it a violation of academic freedom.
8. In past decisions, the committee has questioned professional judgment.
9. What the committee is anxious for is to be able to

make a judgment based on all relevant information. This motion will allow the committee to speak to and listen to these kinds of issues.

10. The committee has no right to change or modify policy, but the motion implies the right to change policy in a course as set forth in a syllabus.
11. Might "discuss" be substituted for "address" in the motion?
12. This could permit the student to avoid going the legal recourse route.
13. If the committee did not intend to recommend change in policy, this should be made clear. The discussion indicates that change in policy means what the responder thinks. Can we pass a motion so wide open to interpretation?

Motion to Send Back to Committee

Carried

W. Jenkins moved to send the matter back to committee. Motion received a second from R. Curran. Motion carried.

Curriculum Committee - No verbal report.

Research Committee - No verbal report.

UNFINISHED BUSINESS - None.

NEW BUSINESS

S. Roberts asked that a recommendation be made to the Student Grievance Committee to make a change in procedure. The present policy compels that whenever there is a student grievance filed that the copies of the committee finding be placed in a student's permanent file (four years) and the faculty member's file and that a copy be forwarded to the Department evaluation committee. This should only be done when the Student Grievance Committee rules against the faculty member.

Motion to Revise Student Grievance Procedure

Referred to
Committee

S. Roberts moved that the Student Grievance Committee revise the policy by changing it to read "only in the event that the Student Grievance Committee finds in favor of the student." Second by D. Robinson.

Motion to Refer to Committee

Carried

Dr. Edgar moved to refer to committee. Second by B. Minogue.
Carried.

ADJOURNMENT - It was moved by T. Deiderick and seconded by
B. Minogue that the meeting be adjourned. Carried.

ATTENDANCE
UNIVERSITY SENATE
1972

ART AND SCIENCES

Everett Abram E. Abram
George Beelen _____
Frederick Blue _____
Dean Brown Brown
Irwin Cohen _____
Janet DeBene Janet DeBene
Gary Fry Fry
George Haushalter G. Haushalter
Sally Hotchkiss Sally Hotchkiss
James Houck Houck
William Jenkins WJ
Jean Kelty _____
Ikram Khawaja IK
Friedrich Koknath _____
Leon Laitman Leon Laitman
Brendan Minogue Brendan Minogue
Gratia Murphy Gratia Murphy
Esther Niemi _____
Joan Phillip Joan Phillip
Sidney Roberts Sidney Roberts
William Shipman WS

SCHOOL OF ENGINEERING

Jack Bakos Jack Bakos
Wade Driscoll Wade Driscoll
Floyd Morris _____
Philip Munro P. Munro
John Ritter _____
Samuel Skarote Skarote
Leslie Szirmay _____

STUDENT MEMBERS

Diane Bogan DB
Carol Colburn _____
Richard Curry _____
Mark DeNucci MD
Toni DiSalvo _____
Anita Marie Gillies AMG
Anthony Koury AK
John Murosko JM
Abidin Pak _____
Tim Pysher _____
Phyllis Schirck _____
Jon Steen _____
Alma Vinion _____
Ralph Minto _____
Marie Massaro ??

FINE AND PERFORMING ARTS

Donald Byo Donald Byo
Darla Funk _____
Elaine Juhas Elaine Juhas
Joseph Lapinski _____
Edward Largent Edward Largent
Daniel O'Neill _____
David Robinson _____
Michael Walusis Michael Walusis
Louis Zona Louis Zona

APPLIED SCIENCE AND TECHNOLOGY

William Barsch William Barsch
Mary Beaubien Mary Beaubien
Ronald Cimino Ronald Cimino
James Conser _____
Gail Hedrick Gail Hedrick
Margaret Horvath Margaret Horvath
Dorothy Kennedy Dorothy Kennedy
Victor Richley Victor Richley
Mary Sebestven Mary Sebestven
Hilary Soller Hilary Soller

BUSINESS ADMINISTRATION

Ranger Curran Ranger Curran
Terry Deiderick Terry Deiderick
William Flad _____
Inez Gross _____
Donald Hovey Donald Hovey
Mervin Kohn _____
Donald Mathews Donald Mathews
William Petrych _____
Raymond Shuster Raymond Shuster

ADMINISTRATIVE

Taylor Alderman Taylor Alderman
William Binning WB
David Cliness _____
Lawrence Cummings _____
Earl Edgar Earl Edgar
Charles McBriarty _____
William McGraw _____
Robert Miller _____
Arnold Moore Arnold Moore
Nicholas Paraska Nicholas Paraska
Leon Rand Leon Rand
Edmund Salata Edmund Salata
James Scriven James Scriven
George Sutton George Sutton
Bernard Yozwiak Bernard Yozwiak

SCHOOL OF EDUCATION

Lawrence Haims Lawrence Haims
Robert Ameduri _____
Robert DiGiulio Robert DiGiulio
Fred Feitler _____
Glorianne Leck Glorianne Leck
Wald Richards _____
Charles Smith Charles Smith
James Steele James Steele

FORMAL STEPS IN A STUDENT GRIEVANCE

Grievant _____

Faculty Member _____

- _____ 1. Grievable circumstance occurs. (Grievant has 12 school days to file) DATE _____
- _____ 2. Grievance is filed with Student Government Secretary of Student Grievances, (appointed by Student Government).
DATE _____
- _____ 3. Copies of the grievance are sent to faculty member, department chairperson, dean of the appropriate school, student government secretary of student grievances, chairperson - Student Academic Grievance Committee. (Student Government Secretary of Student Grievance responsibility).
- _____ 4. From date of filed grievance the student has 6 days to arrange a meeting with the faculty member and/or advocates. If faculty member is not available, time is extended until the faculty member agrees to the appointment.
DATE Appointment Sought _____
- _____ 5. If no resolution of the grievance is made at Step 4, the faculty member has 6 days to write a disposition. The disposition is forwarded to the Student Government Secretary of Student Grievances.
DATE Received _____
- _____ 6. Upon receipt of the faculty member's disposition the grievant has 6 school days to arrange an appointment with the faculty member, his/her department chairperson and/or with advocates. If the chairperson is not available in 6 days, time is extended until the chairperson agrees to the appointment.
DATE Appointment Was Sought _____
- _____ 7. If no resolution of the grievance is made at Step 6, the chairperson has 6 days to write a disposition. The disposition is forwarded to the Student Government Secretary of Student Grievances.
DATE Received _____
- _____ 8. Upon receipt of the chairperson's disposition the grievant has 6 school days to arrange an appointment with the dean of the appropriate school. If the dean is not available in 6 school days, time is extended until the dean agrees to the appointment.
DATE _____
- _____ 9. If no resolution of the grievance is made at Step 8, the dean has 6 days to submit a disposition. The disposition is forwarded to the Student Government Secretary of Student Grievances.
DATE _____
- _____ 10. The Student Government Secretary of Student Grievances forwards copies of all materials received in the grievance to the chairperson of the Student Academic Grievance Committee.
DATE Forwarded _____

Approval Date: 2/28/79

- ____ 11. The Student Academic Grievance Committee Chairperson requests time schedules and final written statements from the grievant and faculty member.
DATE _____
- ____ 12. Upon receipt of the materials requested in Step 11, a hearing is called. (One postponement with cause will be permitted.)
DATE _____
- ____ 13. The Student Academic Grievance Committee Chairperson calls the hearing. A minimum of 7 committee members will hear and decide the grievance.
DATE _____
- ____ 14. The Student Academic Grievance Committee Chairperson sends the decision and recommendation to:
- a) The grievant and his/her permanent file
 - b) The faculty member and his/her personnel file
 - c) The faculty member's Department Evaluation Committee
 - d) The Senate Records
 - e) The Library Records
 - f) and a master copy is retained by the Student Academic Grievance Committee Chairperson
- DATE _____

THIS COMPLETES ALL ACTION REQUIRED BY THE STUDENT ACADEMIC GRIEVANCE PROCEDURE.

STUDENT ACADEMIC GRIEVANCE DISPOSITION FORM

Name of Grievant _____ Date Filed _____

Name of Respondent _____

Date of Grievable Circumstance _____

Statement of the Grievance - (See Attached Grievance Form)

Meeting with Faculty Member (Must be arranged within six (6) *days of the date the grievance was filed).

Meeting Date _____

Please Check One: The grievance was resolved at this level.
 The grievance was not resolved at this level.

Grievant Respondent

Meeting with Faculty Member and Chairperson (Must be arranged within twelve (12) *days of the meeting with faculty member).

Meeting Date _____

Please Check One: The grievance was resolved at this level.
 The grievance was not resolved at this level.

Grievant Faculty Member Faculty Member's Chairperson

Meeting with Faculty Member and Dean (Must be arranged within twelve (12) *days of the meeting with faculty member and chairperson).

Meeting Date _____

Please Check One: The grievance was resolved at this level.
 The grievance was not resolved at this level.

Grievant Faculty Member Faculty Member's Dean

If the grievance has not been resolved each party must submit a written statement to the Chairperson of the Student Academic Grievance Committee. The Chairperson will then call a hearing to resolve the grievance. IF, AFTER THE HEARING, THE COMMITTEE RULES IN FAVOR OF THE GRIEVANT, IT CAN ONLY RECOMMEND THE REQUESTED CHANGE AND CANNOT MANDATE ANY CHANGE.

* days refer to school days in which classes are in session and include Saturday.

GRIEVANT - IT IS YOUR RESPONSIBILITY TO FOLLOW THE GRIEVANCE PROCEDURE, AS OUTLINED BY THE ACADEMIC SENATE.

RESPONDENT - YOU ARE RESPONSIBLE FOR ATTENDING ONLY THE MEETINGS LISTED ABOVE AND THE FINAL HEARING (If necessary).

Approval Date: 2/28/79