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Council on Academic Affairs

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Agenda for the February 12, 2004 CAA Meeting

- Item approved:** 04-16, Revision to Internal Governing Policy 45 – Grade Appeals
- Items Pending:** 04-17, Format for the IBHE Program Review
04-18, EIU 4131G, Modern Biomedical Science: Promise and Problems (New Course)
04-19, Proposed Deferred Credit Grade Policy
04-20, FCS 3245, Textiles: Color Design Production (Revised Course)
04-21, Family & Consumer Sciences Major, Business Option, Consumer Affairs and Merchandising Concentrations (Revised Program)
04-22, NCA Self-Study Steering Committee Questionnaire
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Council on Academic Affairs Minutes

February 12, 2004

The February 12, 2004 meeting of the Council on Academic Affairs was held at 2:04 p.m. in Booth Library Conference Room 4440.

Members present: Mr. Collier, Ms. Dilworth, Mr. Donash, Dr. Helsel, Dr. Methven, Dr. Reid, Ms. Samuels, Ms. Sterling, and Dr. Tidwell.

Staff present: Dr. Herrington-Perry, Dr. Lord, and Ms. Fopay.

Guests present: Dr. Augustine, Dean, Graduate School; Ms. Davis, Records Office; Mr. Lynch, Associate Dean, College of Arts & Humanities; Dr. Meadows, School of Family & Consumer Sciences; Ms. Newby, Records Office; Ms. Peryan, *Daily Eastern News*.

I. Minutes

The minutes of January 29, 2004 were approved as written.

II. Communications:

1. Academic Waiver Reports for January 2004 from the College of Arts & Humanities, Lumpkin College of Business & Applied Sciences, College of Education & Professional Studies, and College of Sciences.
2. Minutes from the January 29, 2004 Lumpkin College of Business & Applied Sciences Curriculum Committee meeting.
3. January 29, 2004 email from Associate Dean Lynch, CAH, requesting executive action to delete HIS 1400 and HIS 3175.
Associate Dean Lynch indicated that this executive action item was incorrectly written on the CAA agenda. It should read: January 29, 2004 email from Associate Dean Lynch, CAH, requesting executive action to delete HIS 1400 from the catalog and remove the writing intensive designation from HIS 3175.
4. January 29, 2004 email from Associate Dean Lynch, CAH, requesting executive action to revise the Broadcast News Concentration in Journalism and the prerequisites for JOU 4920.
5. February 2, 2004 email from Dr. Anne Zahlan, English, regarding the composition of the Honors Council.
6. Minutes from the January 28, 2004 Arts & Humanities Curriculum Committee meeting.
7. Minutes from the January 23, 2004 College of Sciences Curriculum Committee meeting.
8. February 9, 2004 email from Ms. Lori Henderson, Graduate School, requesting CAA to respond to an attached questionnaire from the NCA Self-Study Steering committee.
In order to prepare a response for the steering committee, Dr. Methven requested that the council members review the questionnaire and be prepared to provide input at the next CAA meeting.

Ms. Dilworth moved and Dr. Helsel seconded the motion to add this item to next week's agenda. The item was assigned the following agenda item number: 04-22.

9. February 11, 2004 memorandum from Dr. Herrington-Perry requesting the Council's consent to make editorial changes to the Waiver Rules.

Dr. Herrington-Perry distributed a memorandum from herself to the Council. She explained that one of the academic advisors brought to the attention of both Dr. Methven and herself that the Waiver Rules had not been updated to reflect changes approved by COTE regarding the cumulative and major GPA requirement for students wishing to be considered for admission to teacher education.

Prior to bringing this item to CAA, Dr. Herrington-Perry asked Dr. Doug Bower, Associate Dean, CEPS, to review the revised language shown in her memo. He agreed with the changes.

The council members agreed to allow Dr. Herrington-Perry to make the following editorial changes to the Waiver Rules.

II. C. 2

Students participating in the teacher education selection process in place **beginning Fall 2002** must have established a 2.65 cumulative GPA and a 2.65 major GPA to be admitted to and graduate from a teacher certification program.

Students participating in the selection process in place **prior to Fall 2002** must have established a 2.50 cumulative GPA and a 2.50 major GPA to be admitted to and graduate from a teacher certification program.

III. Committee Report

1. Dr. Methven announced that he had forwarded an email about CAA elections from Dr. Dietz, Chair, Ad Hoc Subcommittee on Elections, to Dr. David Carpenter of Faculty Senate.

IV. Items Added to the Agenda:

1. 04-18, EIU 4131G, Modern Biomedical Science: Promise and Problems (New Course)
2. 04-19, Proposed Deferred Credit Grade Policy
3. 04-20, FCS 3245, Textiles: Color Design Production (Revised Course)
4. 04-21, Family & Consumer Sciences Major, Business Option, Consumer Affairs and Merchandising Concentrations (Revised Program)

Dr. Dilworth moved and Mr. Collier seconded the motion to add these items to the agenda.

V. Items Acted Upon.

1. **04-16, Revision to Internal Governing Policy 45 -- Grade Appeals**

Dean Augustine presented the proposal and answered questions of the council. The motion passed unanimously.

The proposal was approved (**See Attachment A**), effective Summer 2004, pending approval from the Council on Graduate Studies.

2. **04-17, Format for the IBHE Program Review**

Dr. Herrington-Perry, Dr. Methven, and Dr. Reid agreed to serve on a subcommittee to review the program review process. They will meet and compile a list of possible questions for the Council to ask departments during program reviews. After the subcommittee has had an opportunity to meet, they will bring the list to a future CAA meeting for the Council's review and discussion.

The meeting adjourned 2:20 p.m. --Minutes prepared by Janet Fopay, Recording Secretary

The current agenda and all CAA council minutes are available on the web at <http://www.eiu.edu/~eiucaa/>. In addition, an electronic course library is available at <http://www.edu.edu/~eiucaa/elibrary/>.

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***** ANNOUNCEMENT OF NEXT MEETING *****
Thursday, February 19, 2004
Conference Room 4440 - Booth Library @ 2:00 p.m.

Agenda

1. 04-18, EIU 4131G, Modern Biomedical Science: Promise and Problems (New Course)
2. 04-19, Proposed Deferred Credit Grade Policy
3. 04-20, FCS 3245, Textiles: Color Design Production (Revised Course)
4. 04-21, Family & Consumer Sciences Major, Business Option, Consumer Affairs and Merchandising Concentrations (Revised Program)
5. 04-22, Response to the NCA Self-Study Steering Committee Questionnaire

Approved Executive Actions:

CAH

Effective Fall 2004

1. SPC 3920 -- Revise the course description to read as follows:

3920 SPC. Public Relations in Society (3-0-3) On Demand. A study of the impact public relations has in society with major emphasis on providing information to the media (publicity), establishing mutually beneficial relations (employee, consumer and community relations), and serving as the organization's conscience (counseling).
Credit will not be given for both SPC 3920 and JOU 3920.

2. SPC 4000 -- Revise the course description to read as follows:

4000 SPC. Independent Study. (Arr.-Arr.-3) On Demand. Consideration of special problems in speech and speech education. Student presents individual study plan for researching history, theory, and/or practice of oral communication. Prerequisites: Permission of the chair and 2.75 grade-point average. **Only six hours of credit can be counted in any combination of SPC 4000, 4275 and 4375 for a single option.**

3. SPC 4275 -- Revise the course description to read as follows:

4275 SPC. Internship. (Arr.-Arr.-1-12) (Credit/No Credit) On Demand. On-the-job experience in a firm or organization approved by the department. To be taken Credit/No Credit, but not to count against the maximum of 12 semester hours in Credit/No Credit option. Prerequisites: 12 hours of SPC courses, permission of internship director, acceptance by firm, and a cumulative 2.75 G.P.A., or 3.0 within the major. **Only six hours of credit can be counted in any combination of SPC 4000, 4275 and 4375 for a single option.**

4. SPC 4375 -- Revise the course description to read as follows:

4375 SPC. Practicum. (Arr.-Arr.-1-3) (Credit/No Credit) On Demand. Students apply communication skills in a leadership and supervisory role. May be repeated for a total of up to 3 semester hours credit with a minimum of 40 contact hours for each semester hour of credit. Prerequisites: 12 hours of SPC courses, permission of instructor, permission of chair, 2.75 cumulative G.P.A. or cumulative 3.0 **SPC G.P.A.** **Only six hours of credit can be counted in any combination of SPC 4000, 4275 and 4375 for a single option.**

COS

Effective Fall 2004

1. Renumber CHM 1590 to CHM 1490
2. Renumber CHM 1595 to CHM 1495
3. CHM 2310 -- Change course title **from** "Inorganic Chemistry" **to** "Inorganic Chemistry I." (Short title: Inorg Chm I)
4. CHM 2730 -- Change the course offering **from** "F" **to** "F, S."
5. CHM 3910 -- Change course title **from** "Physical Chemistry I" **to** "Chemical Thermodynamics and Kinetics." (Short title: Chm Therm Kin)
6. CHM 3920 -- Change course title **from** "Physical Chemistry II" **to** "Quantum Chemistry." (Short title: Quantum Chm)
7. CHM 3300 -- Change the course description to read as follows:

3300 CHM. Survey of Biochemistry. (3-0-3) F, S. An introduction to the structure of biomolecules and their function in living cells, as well as a survey of metabolic pathways involving the breakdown and synthesis of sugars, lipids, nucleic acids, and proteins. Prerequisites: CHM 2430 and 2435 with a grade of C or better in both or CHM 2840 with a C or better. No credit toward the chemistry major. No credit for students with prior credit in CHM 3450.

8. CHM 4900 Change course title **from** "Modern Inorganic Chemistry" **to** "Inorganic Chemistry II." (Short title: Inorg Chm II)
9. CHM 4905 -- Change course title **from** "Modern Inorganic Chemistry Laboratory" **to** "Inorganic Chemistry Laboratory." (Short title: Inorg Chm Lab)
10. Delete CHM 1510 and CHM 1515 from the curriculum.

The following catalog changes result from the deletion of CHM 1510 and 1515:

- a. Course description changes:

1. CHM 1410 -- Revise the course description to read as follows:

1410 CHM. General Chemistry II. (3-0-3) F, S. The second semester of the general chemistry sequence. Principles and applications of equilibrium, kinetics, thermodynamics, and electrochemistry. ~~Intended for biological science majors, students in pre-health professional programs, etc.~~ CHM 1415 must be taken concurrently. Prerequisites: CHM 1310G with a grade of C or better and CHM 1315G. ~~Credit not granted for both CHM 1410 and 1510.~~ **BIO 907; CHM 912; CLS 907; NUR 907**

2. CHM 1415 -- Revise the course description to read as follows:

1415 CHM. General Chemistry Laboratory II. (0-3-1) F, S. Experimental work illustrating chemical principles and concepts described in the companion lecture course. Also includes an introduction to inorganic qualitative analysis. Must be taken concurrently with CHM 1410. Prerequisites: CHM 1310G and 1315G. ~~Credit not granted for both CHM 1415 and 1515.~~ **BIO 907; CHM 912; CLS 907; NUR 907**

3. CHM 2310 -- Revise the course description to read as follows:

2310 CHM. Inorganic Chemistry I. (3-0-3) S. Physical and chemical properties of the elements and their compounds; basic coordination chemistry; properties of solids. Prerequisites: CHM 1410, 1415. ~~(1410, 1415) or (1510, 1515).~~

NOTE: There is a reference to the title change on page four.

4. CHM 2430 -- Revise the course description to read as follows:

2430 CHM. Survey of Organic Chemistry. (3-0-3) F, S. A survey of organic compounds organized by the principal functional groups. Structure, properties, reactions, and mechanisms are included. Must be taken concurrently with CHM 2435. Prerequisite: **CHM 1410, 1415** ~~CHM (1410, 1415) or (1510, 1515).~~ No credit toward the chemistry major or Track II of the chemistry minor or for students with prior credit in CHM 2440. **EGR 963; BIO 908; CLS 908**

5. CHM 2440 -- Revise the course description to read as follows:

2440 CHM. Organic Chemistry I. (3-0-3) F, S. The nomenclature and reactions of major types of organic compounds including alkanes, alkenes, alkynes, alkyl halides, and aromatic compounds; stereochemistry; mechanisms of organic reactions; spectroscopy of organic compounds. Prerequisite: **CHM 1410, 1415.** ~~CHM (1410, 1415) or (1510, 1515).~~ Chemistry majors must select CHM 2445 concurrently. **NUR 908**

6. CHM 2445 -- Revise the course description to read as follows:

2445 CHM. Organic Chemistry Laboratory I. (0-3-1) F, S. An introduction to common laboratory techniques of organic chemistry. Representative reactions of alkanes, alkenes, alkynes, alkyl halides, and aromatic compounds; spectroscopy of organic compounds. Prerequisites: **CHM 1410, 1415** ~~CHM (1410, 1415) or (1510, 1515);~~ concurrent enrollment or prior credit in CHM 2440. **WI NUR 908**

7. CHM 2730 -- Revise the course description to read as follows:

2730 CHM. Quantitative Analysis. (2-4-3) F, S. Theory and applications of gravimetric, volumetric, electrochemical, and spectrophotometric quantitative chemical analysis. Prerequisites: CHM 1410 with a grade of C or better and CHM 1415. ~~; or CHM 1510 with a grade of C or better and CHM 1515.~~

NOTE: There is a reference to the course offering change on page four.

8. CHM 3920 -- Revise the course description to read as follows:

3920 CHM. Quantum Chemistry. ~~Physical Chemistry II.~~ (3-0-3) S.
Introduction to the principles of quantum mechanics and their application to atoms, molecules, chemical bonding, and statistical thermodynamics.
Prerequisites: CHM ~~1410 4510~~ and ~~1415 4515~~; PHY 1361 and 1362; MAT 2442.

NOTE: There is a reference to the title change on page four.

- b. Revise the description for the Chemistry degree and suggested course plan:

CHEMISTRY (B.S.)

Major

The Chemistry major comprises CHM 1310G, 1315G, ~~1410, 1415, 4510, 4515,~~ 2310, 2440, 2445, 2730, 2840, 2845, 3000, 3001, 3500, 3780, 3910, 3915; MAT 1441G (or 1440G), 2442; PHY 1351G, 1352G, 1361, 1362; and one of the concentrations listed below.

A suggested four-year plan of study for the B.S. in Chemistry with a concentration in (1) Chemistry1 (2) Biochemistry, or (3) Management follows:

First Year

First Semester

Courses	Hours
ENG 1001G	3
CHM 1310G	3
CHM 1315G	1
MAT 1440G	
OR MAT 1441G.....	4-5
PHY 1351G	3
PHY 1352G	1

Total..... 15-16

Second Semester

Courses	Hours
ENG 1002G.....	3
CHM 1410 4510	3
CHM 1415 4515	1
MAT 2442	5
PHY 1361.....	3
PHY 1362.....	1

Total 16

- c. Revise the description for the Chemistry minor:

CHEMISTRY MINOR

Chemistry 1310G, 1315G, ~~1410, 1415 ; (1410, 1415) or (4510, 4515)~~..... 8 sem. hrs.

Track I or II 13-14 sem. hrs.

TOTAL..... 21-22 sem. hrs.

Track I:

Chemistry 2430, 2435, 27307 sem. hrs.

Electives in Chemistry (excluding 1040G, 2040G, 2440, 2445, 3001, 3100, 3940, 4001) 6 sem. hrs.

13 sem. hrs.

Track II:

Chemistry 2440, 2445, 2730, 2840..... 10 sem. hrs.

Electives in Chemistry (excluding 1040G, 2040G, 2430, 2435, 3001, 3100, 3940, 4001) 4 sem. hrs.

14 sem. hrs.

- d. Revise the description of the BS in Science with Teacher certification (Chemistry Specialization) and suggested course plan:

CHEMISTRY SPECIALIZATION

The BS in Science with Teacher certification (Chemistry Specialization) degree program prepares students for a career as high school science teachers. In addition, it prepares students to teach high school chemistry at all levels from introductory through Advanced Placement (AP).

The B.S. in Science Teacher Certification with Chemistry specialization major comprises 1) 75-77 hours of major courses: CHM 1310G, CHM 1315G, CHM 1410, ~~4545~~, CHM 1415, ~~4545~~, CHM 2310, CHM 2430, CHM 2435, CHM 2730, CHM 3000, CHM 3001, CHM 3100, CHM 3300, CHM 3910, CHM 3780 or CHM 3915, MAT 1441G or MAT 1440G, MAT 2442, PHY 1351G, PHY 1352G, PHY 1361, PHY 1362, PHY 3150; BIO 1100, BIO 1200G, BIO 1300G, ESC 1300G, ESC 1400G, ESC 2450G; PHS 3400; 2) 25-31 hours in the professional education core: SED 2000, EDF 2555, EDP 3331, SED 3330, EDF 4450, SPE 3500, STG 4000, STG 4001 for the regular program or SED 2000, EDF 2555, SED 3000, SED 3100, SED 4000, STG 4001 for the ASEP; and 3) an additional 30 hours in general education.

A possible 4-1/2-year plan of study for the Science with Teacher Certification with Chemistry Specialization major follows. Other plans are possible: the student should consult with his/her advisor to develop the study plan best suited to his/her needs and interests.

First Semester		Second Semester	
Courses	Hours	Courses	Hours
+ENG 1001G	3	+ENG 1002G	3
CHM 1310G.....	3	CHM 1410 4540	3
CHM 1315G.....	1	CHM 1415 4545	1
+MAT 1440G or		MAT 2442	5
1441G	4-5	PHY 1361.....	3
PHY 1351G	3	PHY 1362.....	1
PHY 1352G	1		
Total.....	15-16	Total	16

Pending Executive Actions:

CAH

Effective Fall 2004

1. Delete HIS 1400 from the catalog.
2. Remove the writing intensive designation from HIS 3175.

CAH

Effective Immediately

1. Remove JOU 3000 from the Journalism Concentration in Broadcast News.

Concentration in Broadcast News

This concentration is designed to provide students with the knowledge and values necessary to understand the roles and functions of journalists in broadcasting/electronic media and to provide them with the skills and practice necessary to excel in such roles.

SPC 2575—Electronic Production II	3 sem. hrs.
JOU 3610—Broadcast News Writing	3 sem. hrs.
JOU 3620—Electronic Newsgathering.....	3 sem. hrs.

Choose nine hours from the following 9 sem. hrs.

- ~~JOU 3000—Advanced Reporting and Research~~
- JOU 3001—News Photography
- JOU 3701/3702—Online Journalism
- JOU 3706—Sports Writing
- JOU 4761—Advanced New Media Design
- JOU 3950—Special Topics (if broadcast news topic)
- JOU 4900—Journalism Seminar (if broadcast news topic)
- JOU 4275—Journalism Internship

2. Revise the prerequisite for JOU 4920.

4920 JOU. Case Studies in Public Relations Problems. (3-0-3) On Demand.

Public relations case problems in industry, business, labor, education, government social welfare and trade associations; the application of public relations techniques. Prerequisite: ~~SPC 4820~~ **JOU 4919**. For students in public relations minors or concentration only. Credit will not be given for both JOU 4920 and SPC 4920.

Attachment A

Internal Governing Policy Number: 45 Grade Appeals Revision of December 19, 2003

GRADE APPEALS

The Grade Appeals Policy is based on the premise that only the instructor who gave a grade can change that grade. The appeal of a grade must follow the procedure outlined below.

Bases for Grade Appeals

All aspects of the grade appeals procedure shall be conducted with confidentiality to protect both student and faculty member. The bases for an appeal of a grade are listed below:

1. An obvious error in the calculation of the grade.
2. The assignment of a grade to a particular student by application of more exacting or demanding standards than were applied to other students in the course.
3. The assignment of a grade to a particular student on some basis other than performance in the course.
4. The assignment of a grade by a substantial departure from the instructor's previously announced standards.

The grade appeal procedure is not to be used to review the judgment of an instructor in assessing the quality of a student's work.

Procedure for Grade Appeals

Step 1 Informal Discussion between the Student, Faculty Member, and Department Chair

Timeline: The student must initiate the grade appeal within the first four weeks of the next term in which he or she is enrolled. If the student no longer is enrolled, he/she has one calendar year to initiate a grade appeal. The informal procedures between the student, faculty member and department chair should be concluded within six weeks of initiating the appeal.

Procedure: The student initiates a grade appeal by scheduling a face-to-face meeting with the faculty member who gave the grade. During the meeting the student identifies the bases for the appeal as specified previously and provides evidence to support the appeal. Evidence may include course syllabi, papers, tests, correspondence with the faculty member, or other materials that were exchanged during the time that the student was enrolled in the course. If the student and the faculty member cannot arrive at a mutually agreeable solution, or if the faculty member fails to respond to the student appeal within two weeks, the student shall confer with the department chair. During the consultation with the chair, the student shall provide the basis for the appeal and supporting evidence. In consultation with the faculty member, the department chair will attempt to arrive at a solution. If the informal consultation between the student and department chair does not resolve the appeal, then the student may request a formal review by the Department Grade Appeals Committee (DGAC).

Step 2 Appeal to the Department Grade Appeals Committee

Timeline: The appeal to the Department Grade Appeals Committee must be filed within ten weeks after the appeal was initiated.

Department Grade Appeals Committee: The Department Grade Appeals Committee is established by procedures approved by the faculty in the department. The following policies guide selection of the voting members of the committee:

- At a minimum, three faculty members who hold tenure or tenure-track positions in the program should serve on the DGAC; one of them should be designated as the chair of the DGAC.
- For schools and departments with graduate programs, at least one of the faculty members should hold a regular appointment as a member of the graduate faculty.
- Department chairs should exempt themselves from the DGAC because of the role the department chair serves in Step 1 of the appeal process.
- A process for appointing a replacement to the DGAC should be established in case a faculty member whose grade is being appealed serves on the Committee.
- For undergraduate appeals, one voting undergraduate student selected by the Student Vice President for Academic Affairs and the department chair shall serve on the DGAC; the Student Vice President for Academic Affairs or his/her designee will serve in an advisory (non-voting) capacity to the DGAC.
- For graduate student appeals, one voting graduate student selected by the Student Dean of the Graduate School and the department chair or graduate coordinator shall serve on the DGAC; the Student Dean of the Graduate School or his/her designee will serve in an advisory (non-voting) capacity to the DGAC.

Procedure: The student initiates this step in the appeal process by requesting a formal review by the DGAC and submitting to the department chair appeal documents, including the basis for the appeal and supporting documentation. The department chair will provide copies of these materials to the DGAC and the student advisor. In the case of graduate student appeals, the department chair may assign the procedure of collecting and distributing appeal materials to the graduate coordinator.

Fact Finding Session: Following sufficient time to review the documents, the DGAC and student advisor will hold a fact-finding session with the student and faculty member to verify the basis for the appeal. This session shall not be open to the public. The student, the faculty member, and the DGAC have the right to request additional information or to invite other persons to present evidence related to the basis for the appeal. Additional participants must be restricted to a reasonable number; a list of their names must be included with the meeting notification.

Recommendations: Upon conclusion of the fact-finding session, the DGAC and student advisor will deliberate privately to arrive at one of the recommendations listed below:

- The basis for the appeal is not supported; therefore, the grade should not be changed.
- The basis for the appeal is supported; therefore, the grade should be changed.

The faculty member and the student seeking the appeal are excluded from this meeting. The chair of the DGAC shall notify the student and faculty member of the committee's recommendation. If the DGAC's recommendations are unsuccessful in resolving the appeal, the student may initiate the final step in the appeal process by appealing to the appropriate dean.

Step 3: Final Appeal to the Dean of the College, Dean of the Graduate School, or Dean of the School of Continuing Education

Timeline: The appeal to the dean must be filed within two weeks of the student's receipt of the recommendation of the Department Grade Appeals Committee.

Procedures: Undergraduate appeals are forwarded to the appropriate Academic Dean, graduate appeals are forwarded to the Graduate Dean, and appeals from students majoring in the Board of Trustees Program are forwarded to the Dean of the School of Continuing Education. To initiate the final step in the appeal process, the student must send a letter to the appropriate dean citing the basis for continuing the appeal and requesting that the dean review the DGAC's recommendations and render the final decision. A copy of this letter will be sent to the DGAC chair, who will forward all materials associated with the appeal, including statements, summaries, and DGAC minutes, to the appropriate dean. The dean shall consult with the DGAC chair and graduate coordinator in the case of graduate appeals, and anyone else deemed appropriate, and make a final recommendation regarding the basis for the appeal. The dean shall notify the student of the final recommendation in writing and forward copies of the letter to the faculty member, department chair, graduate coordinator if appropriate, and Vice President for Academic Affairs. The dean's recommendation concludes the appeal process.