

1986

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Council on Academic Affairs

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MINUTES OF THE COUNCIL ON ACADEMIC AFFAIRS  
November 13, 1986

9861 02 10N

The meeting was held at 2:00 p.m., November 13, 1986, in the Arcola-Tuscola Room of the MLK Union.

Members present: Dr. Baumgardner, Miss Camren, Mr. DeVriese, Dr. Felstehausen, Dr. Hockman, Dr. J. Ivarie, Dr. E. Keiter, Miss Lockman. Dr. Saltmarsh arrived 2:14.

Members absent: Dr. Downs, Mr. Lynch, Dr. McGown, and Vice President Schick.

Staff present: Mrs. Schaeffer, Office of the Vice President for Academic Affairs.

Visitors: Miss Carol Roehm, Daily Eastern News; Dr. Whittenbarger, Chair, Sociology/Anthropology; Dr. Callay, Chair, and Dr. Carr, Foreign Languages; Dean Buckellew, College of HPER; Dr. M. Reed, Chair, Health Studies; Dr. Ankenbrand, Chair, Physical Education.

J. Minutes of November 6, 1986.

Under section "V. New Course, HEC 3400" should read "Revised Course, HEC 3400." Also the course number of the Secondary Education prerequisite for HEC 3400 should be Secondary Education 3330. This correction should also be made on the course proposal. Minutes were approved as corrected.

II. Communications:

A. Minutes -- None

B. Memoranda

1. From President Rives, 11/7/86 -- requesting ten names be offered by the CAA chair as nominations to serve on the Faculty Excellence Awards Committee.
2. Dr. Whittenbarger, Chair, Department of Sociology/Anthropology, comments regarding grade appeals policy.

III. Proposed New Course, EIU 4041(H), Civil War - The Atlanta Campaign from Chattanooga to Ezra Church - (Agenda Item 86-120).

Miss Lockman moved and Dr. Hockman seconded the motion to approve the proposal. Voting will be later.

IV. Proposed Changes in Health Studies Courses - (Agenda Item 86-121).

Dr. J. Ivarie moved and Dr. E. Keiter seconded the motion to approve the proposal. Voting will be later.

V. Proposed New Course, HED 3270, Public Health Administration - (Agenda Item 86-122).

Dr. Hockman moved and Dr. J. Ivarie seconded the motion to approve the proposal. Voting will be later.

VI. New Course, SOC 3500, Sociology of Sport, Recreation and Leisure (86-91R).

Dr. Robert Whittenbarger, Chair, Department of Sociology/Anthropology presented the course proposal and answered questions of the members of CAA. The motion to accept the course proposal passed with voting as follows:

- |     |    |   |
|-----|----|---|
| Yes | -- | Baumgardner, Camren, DeVriese, Felstehausen, Hockman, J. Ivarie, and Lockman. |
| No  | -- | E. Keiter, and Saltmarsh.   |

This action approves the following to become effective Fall 1987:  
SOC 3500, Sociology of Sport, Recreation and Leisure. (3-0-3) F.

- VII. Policy and Catalog Description Changes for Foreign Languages (86-116).  
Dr. Brigitte Callay, Chair, Department of Foreign Languages presented the proposed changes (page 114 of the current catalog) and answered questions of the members of CAA. The motion to accept the proposal as amended passed unanimously.

This action approves the following to become effective for new catalog copy:

Placement

A student who wishes to continue the study of a language begun in high school should enroll in an appropriate language course as indicated below. If previous language study was not recent, placement at a lower level may be more appropriate. In the first week of classes, all students will be tested in the Elementary and Intermediate courses, to ensure proper placement.

High School Units

|                   |                         |
|-------------------|-------------------------|
| 0-2 years         | Elementary 1101         |
| 3 years           | Elementary 1102         |
| 4 years           | Intermediate 2201, 2202 |
| more than 4 years | Courses above 3000      |

Note: A student with credit in one or more of the department's C/NC conversational courses may enroll in other departmental courses as indicated in the chart below. A student with such credit and high school experience in a given language may request permission from the department chairperson to enroll one step higher than indicated.

| C/NC Credit Earned | Lowest regular course<br>in which student<br>may enroll |
|--------------------|---|
| 1001               | 1101  |
| 1002               | 1102  |
| 2010               | 2201  |

- VIII. Change in Name of Health Education Program (86-119).  
Dean William Buckelley, College of HPER, and Dr. Martin Reed, Chair, Department of Health Studies, presented the proposal to change the name of the Health Education program to Health Studies. The motion to approve the change passed unanimously.

- IX. Change in the Requirements for a B.S. in Environmental Biology Degree (86-118).

The motion to approve the change in requirements for the Bachelor of Science in Environmental Biology degree passed unanimously.

This action approves the following changes as underlined to become effective for new catalog copy:

The Life Science requirements should total 7 sem. hrs.

Zoology requirements are to be: 1010, 2000 or 2100, 3300, 3020 or 3700  
for a total of 13-15 sem. hrs.

These two changes would change total sem. hrs. to 75-78 sem. hrs.

- X. it was pointed out that some information regarding descriptions of approved courses was missing from the minutes of September 19, 1985. Full information on these courses is as follows:

- PSY 4274, Orientation to Internship. (1-0-1) F, S.  
(Credit/No Credit).
- MAT 1441, Calculus and Analytic Geometry I. (5-0-5) F, S.
- MAT 2442, Calculus and Analytic Geometry II. (5-0-5) F, S.
- MAT 2443, Calculus and Analytic Geometry III. (4-0-4) F, S.

- XI. Grade Appeals Policy (see attached), discussion and voting will be at the scheduled meeting of November 20, 1986.

The meeting adjourned at 2:50 p.m.

Carol Bradford, Recording Secretary

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ANNOUNCEMENT OF MEETING  
Arcola-Tuscola Room - MLK Union  
Thursday, November 20, 1986 - 2:00 p.m.

Agenda:

- \*86-64 Proposed New Academic Program, Interdisciplinary Minor in Latin American Studies
- \*86-65 Proposed New Independent Study, Latin American Studies 4400
- \*86-68 Proposal on Provisional Admissions
- \*86-72 Discussion on Computerizing Transcripts and Recording of Grades
- \*86-112 Grade Appeals Policy
- \*86-120 Proposed New Course, Honors Senior Seminar, FIU 4041(H), Civil War - The Atlanta Campaign from Chattanooga to Ezra Church
- \*86-121 Proposed Changes in Health Studies Courses
- \*86-122 Proposed New Course, HED 3270, Public Health Administration

\*Motion on floor.

GRADE APPEALS  
(DRAFT)

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

The bases for an appeal of a suspected error in grading are:

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.

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

Procedure for Grade Appeals

1. All aspects of the grade appeals procedure will be conducted with confidentiality to protect both student and faculty member.
2. The student must initiate the appeal process by contacting and conferring with the faculty member who gave the contested grade within the first four weeks of the next semester or term in which the student is enrolled. If the student no longer is enrolled at the University, he/she has one calendar year in which to initiate appeal of the contested grade. If the faculty member is not available, the student shall contact and confer with the Department Chair.
3. 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 inquiry within two weeks, the student may confer with the Department Chair. In consultation with the faculty member, the Department Chair will attempt to arrive at a solution. If this informal consultation is not able to solve the dispute, then a more formal procedure can be undertaken by the student, as described in the next section.
4. If the above conference does not result in a solution that is agreeable to the student and faculty member or if six weeks have elapsed since the student initiated the appeal, the student may file a written appeal to the Department Grade Appeals Committee (DGAC) setting forth the basis for the appeal and supplying supporting evidence. Copies of the appeal shall be sent to the faculty member and the Executive Vice President of the Student

Body\*. The written appeal must be filed no within ten weeks after the appeal was initiated. The appeal will be reviewed by the DGAC, with the Executive Vice President of the Student Body\* serving in an advisory capacity. If previously outlined procedures have been followed, the DGAC, with the Executive Vice President of the Student Body\* serving in an advisory capacity will (1) confer with the student and faculty member and (2) hold a fact-finding session. Both the student and faculty member shall be entitled to be present during such a session and present evidence themselves. This session shall not be open to the public; it shall be restricted to the student, faculty member, DGAC, and the Executive Vice President of the Student Body\*.

As the result of this session it might be necessary to solicit additional information and hold another fact-finding session. The student, the faculty member, or the DGAC has the right to request additional information or to invite other persons to present evidence in their behalf. Such party must, however, inform the others, in writing, at least one week in advance of the second session, of participants other than themselves, and such participation must be restricted to a reasonable number of persons. This second fact-finding session shall not be open to the public.

After the fact-finding session(s), the student and faculty member, even if he or she is a member of the DGAC, shall be excluded from the deliberations. The DGAC, with the Executive Vice President of the Student Body\* serving in an advisory capacity, will deliberate privately and render one of the following recommendations to the faculty member:

- (a) grade should not be changed, appeal not approved
- (b) grade should be changed

The Department Chair shall notify the student of the Committee's recommendation.

If Step 4 is reached, copies of minutes (or summaries of minutes that do not include portions deemed confidential by the Committee) of the DGAC meetings held to resolve the issue will be sent to the Department Chairperson and the appropriate Academic Dean.

5. In the event that the DGAC's recommendations are unsuccessful in resolving the problem, the materials, statements, and DGAC minutes shall be forwarded by the Department Chair to the Vice President for Academic Affairs. The Vice President for Academic Affairs shall consult with the Chairperson, Dean, and anyone else deemed appropriate and make a final determination of appropriate action.

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\*If the Executive Vice President cannot be present, the President of the Student Body shall serve in this capacity.