

Academic Standards and Assessment Committee Meeting Agenda

Sent to committee members on 20 January 2021

Meeting Date: 25 Jan. 2021, 3:00 – 4:45 p.m.

Meeting type: Zoom meeting

Meeting Facilitator: Susanne Bentley, committee chair

Committee Members: Eric Andersen, Dorothy Callander, Reme Huttman, Daniel Murphree, Stacy Crouch, Mike Whitehead, Ronald Strait, Kurt Overall, Alex Kiehn. Ex Officio: Bill Brown, Jake Rivera, Brandis Senecal

I. Purpose of this meeting: grade appeal hearing

Information: Attendance at the grade appeal hearing is restricted to the student, the faculty member, and members of the Academic Standards and Assessment Committee. The department chair may attend if either the student or faculty member requests his or her presence. Either party may bring an additional advisor who will not actively participate in the hearing or make a statement during the hearing.

The grade appeal is an in-house procedure, and the hearing details will not be made public.

The student and the faculty member will each be allowed to make statements, and the committee members may ask questions of both parties. The student, faculty member, and any advisors present will then be asked to leave the meeting, and the committee will deliberate. The final discussion and simple-majority (three-fifths) vote by the committee will be in closed session.

Within 15 days of this meeting the Chair of the Academic Standards Committee will provide a written recommendation to resolve the issue. Copies will be given to the student, the instructor, and the Department Chair or Senate Chair designee (as appropriate).

Step Four: If the issue is still unresolved to the satisfaction of either party, a written request of review must be lodged in the Office of the Vice President for Academic Affairs within three calendar days of issuance of the Academic Standards Committee's recommendations. The Vice President for Academic Affairs will, after reviewing the

documentation of the previous three steps, issue a written decision which will be the final solution.

Schedule:

Event	Presenter	Attendees	Time Duration
Meeting Called to Order and discussion of materials submitted by student and instructor	Academic Standards Committee Chair	Academic Standards Committee Members	3 p.m. – 3:10 p.m.
Presentation of complaint	Student	Academic Standards Committee Members, student, and professor	3:10 – 3:30
Questions or clarification	Committee members and student	Academic Standards Committee Members, student, and professor	3:30 – 3:40
Response to complaint	Professor	Academic Standards Committee Members, professor, and student	3:40 – 4:00
Questions or clarification	Committee members and professor	Academic Standards Committee Members, professor, and student	4:00 – 4:10
Deliberation	Committee members	Academic Standards Committee Members	4:15-4:40
Adjournment	Chair		4:45 p.m.