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A G E N D A  
UAF FACULTY SENATE MEETING #88  
Monday, September 27, 1999  
1: 30 p. m - 4: 00 p. m  
Wood Center Ballroom

- 1: 30 I Call to Order - Ron Gatterdam 5 Mn.
  - A. Roll Call
  - B. Approval of Minutes to Meeting #88
  - C. Adoption of Agenda
  
- 1: 35 II Status of Chancellor's Office Actions 5 Mn.
  - A. Motions Approved:
    - 1. Motion to approve the establishment of a new degree, the Bachelor of Arts and Sciences.
    - 2. Motion on testing procedure for language credit for the Core.
    - 3. Motion to amend the minimum requirements for the Master's degrees.
    - 4. Motion to amend the UAF Faculty Appointment and Evaluation Policies & Regulations for the Evaluation of Faculty.
    - 5. Motion to recommend list of administrators for evaluation.
    - 6. Motion on Chancellor Evaluation Process.
  - B. Motions Dis^A

for graduate admission (Attachment 89/2),  
submitted by Graduate School Advisory Committee

- 3:35 VI Committee Reports 20 Min.
  - A. Curricular Affairs - C. Basham (Attachment 89/3)
  - B. Faculty & Scholarly Affairs - N. Swazo (Attachment 89/4)
  - C. Graduate & Professional Curricular Affairs - J. Gardner (Attachment 89/5)
  - D. Core Review - J. Brown (Attachment 89/6)
  - E. Curriculum Review - S. Bandopadyhay
  - F. Developmental Studies - J. Weber
  - G. Faculty Appeals & Oversight - T. Maginnis
  - H. Faculty Development, Assessment & Improvement - D. White (Attachment 89/7)
  - I. Graduate School Advisory Committee - L. Duffy (Attachment 89/8)
  - J. Legislative & Fiscal Affairs - K. Nance
- 3:55 VIII Discussion Items 5 Min.
  - A. Committee charge of Faculty & Scholarly Affairs
- 4:00 IX Members' Comments/Questions 5 Min.
- 4:05 X Adjournment

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ATTACHMENT 89/1  
UAF FACULTY SENATE #89  
SEPTEMBER 27, 1999  
SUBMITTED BY FACULTY & SCHOLARLY AFFAIRS

NOTICE:  
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The UAF Faculty Senate moves to amend the UAF Grade Appeals Policy as indicated below

EFFECTIVE: Immediately

RATIONALE: These proposed changes to the UAF Grade Appeals Policy are intended to bring Senate policy in compliance with the new Board of Regent's policy and University Regulations.

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[[ ]] = Deletion  
CAPS = Additions

### UAF GRADE APPEALS POLICY

#### I. Introduction

The University of Alaska is committed to the ideal of academic freedom and so recognizes that the assignment of grades is a faculty responsibility. Therefore, the University administration shall not influence or affect an assigned grade or the review of an assigned grade.

The following procedures are designed to provide a means for students to seek review of final course grades alleged to be

arbitrary and capricious. Before taking formal action, a student must attempt to resolve the issue informally with the instructor of the course. A student who files a written request for review under the following procedures shall be expected to abide by the final disposition of the review as provided below and may not seek further review of the matter under any other procedure within the university.

## II. Definitions

A. A "grade" refers to final letter grades A, B, C, D, F, [[NB ]] and Pass. The I (incomplete) designates a temporary grade, FOR ONE YEAR not a final grade, so it is not subject to appeal UNTIL IT BECOMES FINAL.

B. For the purpose of this procedure, "arbitrary and capricious" grading means:

1. the assignment of a course grade to a student on some basis other than performance in the course, or
2. the assignment of a course grade to a student by resorting to standards different from those which were applied to other students in that course, or
3. the assignment of a course grade by a substantial, unreasonable and unannounced departure from the instructor's previously articulated standards.

C. "Grading errors" denotes errors in the calculation of grades rather than errors in judgment.

D. [[All references to duration in "days" refers to university working days, which exclude weekends, holidays and days in which the university is officially closed.]] AS USED IN THE SCHEDULE FOR REVIEW OF ACADEMIC DECISIONS, A CLASS DAY IS ANY DAY OF SCHEDULED INSTRUCTION, EXCLUDING SATURDAY AND SUNDAY, INCLUDED ON THE ACADEMIC CALENDAR IN EFFECT AT THE TIME OF A REVIEW FINAL EXAMINATION PERIODS ARE COUNTED AS CLASS DAYS.

E. "Department head" for the purposes of this policy denotes the administrative head of the academic unit offering the course (e.g., head, chair or coordinator of an academic department, or the campus director if the faculty member is in the College of Rural Alaska).

F. THE "DEAN/DIRECTOR" IS THE ADMINISTRATIVE HEAD OF THE COLLEGE OR SCHOOL OFFERING THE COURSE OR PROGRAM FROM WHICH THE ACADEMIC DECISION OR ACTION ARISES. FOR STUDENTS AT EXTENDED CAMPUSES THE DIRECTOR OF THE CAMPUS MAY SUBSTITUTE FOR THE DEAN/DIRECTOR OF THE UNIT OFFERING THE COURSE OR PROGRAM

G. "FINAL GRADE" FOR THE PURPOSES OF THIS POLICY IS THE GRADE ASSIGNED FOR A COURSE UPON ITS COMPLETION.

H. A "GRADING ERROR" IS A MATHEMATICAL MISCALCULATION OF A FINAL GRADE OR AN INACCURATE RECORDING OF THE FINAL GRADE.

I. THE NEXT REGULAR SEMESTER IS THE FALL OR SPRING SEMESTER FOLLOWING THAT IN WHICH THE DISPUTED ACADEMIC DECISION WAS MADE. FOR EXAMPLE, IT WOULD BE THE FALL SEMESTER FOR A FINAL GRADE ISSUED FOR A COURSE COMPLETED

DURING THE PREVIOUS SPRING SEMESTER OR SUMMER SESSION. THE SPRING SEMESTER IS THE NEXT REGULAR SEMESTER FOR AN ACADEMIC DECISION MADE DURING THE PREVIOUS FALL SEMESTER.

### III. Procedures

A. Errors by an instructor in determining and recording a grade or by the university staff in transcribing the grade are sources of error that can be readily corrected through the student's prompt attention following the normal change of grade procedure.

1. It is a student's obligation to notify the instructor of any possible error immediately by the most direct means available. If this is through an oral conversation and/or the issue is not immediately resolved, it is the student's responsibility to provide the instructor with a signed, written request for review of the grade, with a copy to the unit department head and the dean of the college or school in which the course was offered.

2. Notification must be received by the instructor and/or department head within ~~[[20]]~~ 5 days from the first day of instruction of the next regular semester (i.e., fall semester for grade issued at the end of the ~~previous spring semester or summer session~~; spring semester for grade issued at the end of the previous fall semester).

3. The instructor is responsible for notifying the student in writing of his or her final judgment concerning the grade in question within ~~[[10]]~~ 5 days of receipt of the request, and for promptly submitting the appropriate change of grade form to the Director of Admissions and Records if an error occurred.

4. If the student does not receive a response from the instructor or the unit department head by the required deadline, the student must seek the assistance of the dean of the college or school in which the course was



instructor of the course is also the Dean of the College, the Provost will designate another Dean within the University to act as the college's monitor of all proceedings.

4. The dean will appoint a 5 member review committee composed of the following:

a. One tenure-track faculty member from the academic unit in which the course was offered (other than the instructor of the course).

b. Two tenure-track faculty members from within the college or school but outside of the unit in which the course was offered. If available, one of these two members will be selected from the members of the UAF Faculty Appeals and Oversight Committee.

c. One tenure track faculty member from outside the college or school in which the course was offered. If available, this member is to be selected from the members of the UAF Faculty Appeals and Oversight Committee.

d. [[At the option of the student whose grade is being reviewed, t]] The fifth member to be appointed by the dean will be a NON-VOTING student REPRESENTATIVE. [[or another tenure track faculty member outside the college or school in which the course was offered. If the fifth member is a faculty member, this member will be selected from the members of the UAF Faculty Appeals and Oversight Committee if one is available.]]

e. The campus judicial officer or his/her designee shall serve as a nonvoting facilitator for grade appeals hearings. This individual shall serve in an advisory role to help preserve consistent hearing protocol and records.

5. The committee must schedule a mutually agreeable date, time and location for the appeal hearing within 10 working days of receipt of the student's request.

a. During this and subsequent meetings, all parties involved shall protect the confidentiality of the matter according to the provisions of the Family Educational Rights and Privacy Act (FERPA) and any other applicable federal, state or university policies.

b. Throughout the proceedings, the committee will encourage a mutually agreeable resolution.

c. The mandatory first item of business at this meeting is for the committee to rule on the validity of the student's request. Grounds for dismissal of the request for review are:

1) This is not the first properly prepared request for appeal of the particular grade.

- 2) The actions of the instructor do not constitute arbitrary and capricious grading, as defined herein.
- 3) The request was not made within the policy deadlines.
- 4) The student has not taken prior action to resolve the grade conflict with









with MAU rules and procedures. The Senate policy states that the committee may direct the instructor to grade again the student's work under the supervision of the department head or administer a new final examination and/or paper in the course.

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ATTACHMENT 89/4  
 UAF FACULTY SENATE #89  
 SEPTEMBER 27, 1999  
 SUBMITTED BY FACULTY & SCHOLARLY AFFAIRS

The Faculty & Scholarly Affairs Committee was convened at 11:30AM Tuesday, September 14th by John Yarie. Present were: John Yarie, Barry Mortenson, Susan Grigg, and Norm Swazo. The Committee elected Norm Swazo as committee chair.

No other business was conducted and the meeting adjourned accordingly.

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ATTACHMENT 89/5  
 UAF FACULTY SENATE #89  
 SEPTEMBER 27, 1999  
 SUBMITTED BY GRADUATE & PROFESSIONAL CURRICULAR AFFAIRS

The Graduate & Professional Curricular Affairs Committee met on Monday, September 13. Hari Kumar Sankaran "volunteered" to serve on any forthcoming committee on Distance Delivery. Joe Kan presented possible changes to the graduate student portion of the Mission Statement/Strategic Plan.

James Gardner, Chair

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ATTACHMENT 89/6  
 UAF FACULTY SENATE #89  
 SEPTEMBER 27, 1999  
 SUBMITTED BY CORE REVIEW

Report from CORE Review

The Committee met for first time on Monday, 13 September, 1999. The Chair introduced new members, Jordan Titus and Suzanne Bordelon. All members present save for Natural Sciences member who was given faulty information about meeting date. The Committee still has no member from Engineering/Management.

Our expectations for the coming year include the following matters:

- \* The second round of Assessment for the Communications, Library Science, and Perspectives on the Human Condition areas of the CORE Curriculum (to include courses not yet assessed and courses out of rotation) as well as assessment of CORE "O" and "W" requirement.

- \* To assure that assessment this time includes CRA locations and other areas of CORE course presentation. (CORE Review was unprepared to include CRA and other areas in the first round of

assessment)

- \* Consideration of how assessment reports so far can be used to improve the CORE Curriculum for our students.
- \* Production and implementation of a plan to better reach students about the purpose and value of the CORE Curriculum
- \* Continue tracking petitions and using that information to address student problems in the system

and to address

- \* Other matters concerning the CORE Curriculum which may come our way.

Jin Brown, Chair  
CORE Review Committee

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ATTACHMENT 89/7  
UAF FACULTY SENATE #89  
SEPTEMBER 27, 1999  
SUBMITTED BY FACULTY DEVELOPMENT, ASSESSMENT & IMPROVEMENT

Report of the Faculty Development Committee

The Faculty Development committee met on September 9, 1999. Roughly half the committee was in attendance. The committee discussed the faculty needs survey that was conducted several years ago by this committee. We decided that before addressing the survey and how we can make use of the data we needed to address our charge to prepare a faculty handbook. All were in agreement that UAF needs a [new] faculty handbook. Many on the committee felt that while we could provide constructive input into the contents of the report, we were unclear on the extent to which the Administrative Committee sought our help. We hope this will be resolved at the administrative committee meeting on September 17.

Dan White, Chair

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ATTACHMENT 89/8  
UAF FACULTY SENATE #89  
SEPTEMBER 27, 1999  
SUBMITTED BY GRADUATE SCHOOL ADVISORY COMMITTEE

Graduate School Advisory Committee Report

The Graduate School Advisory Committee met on August 19, 1999 and September 7, 1999. Dr. Duffy agreed to serve as chair until the committee elected a permanent chair. The concept of a graduate faculty designation at UAF was discussed and Dr. Kan presented recent data comparing UAF's program to other universities.



