Call to Order
The meeting was called to order at 3:00 p.m.

Approval of the agenda/November 11, 2013 minutes
The agenda was approved unanimously as presented.
The November 11, 2013 minutes were approved unanimously as presented.

Chair Report/Announcements: No report.

Reports from Councils
Graduate Council
Landeira outlined answers to questions from the Graduate Council (via email from Banerjee) regarding Section K. Grade Submission and the Academic Appeal Procedure:

- Does this catalog change apply to NR or Incomplete Grades? If not, this should be clarified in the language. If it applies to NR and Incomplete Grade, please clarify if the requirement for grade submission within the one year still holds.
  Change does not apply to NR or Incomplete Grades (only grade changes)

- The first statement in the proposed change reads—“Faculty must submit grades via the Web to the Registrar’s Office by 5 pm of the third working day after the end of finals week of the semester in which the course was offered.” What would be the requirement for the shorter courses that do not have “finals week” or those courses that go beyond the regular courses of 16 weeks? Grades are due the third working day after the end of finals week of the semester in which the course was offered. Landeira noted that the Registrar’s office is working on eliminating courses that go beyond the semester timeframe outlined.

- At the last APC meeting there was a discussion about volunteers from the Academic Appeals committee meeting during the summer to address student concerns that come up during summer semesters. Does this apply to Graduate students too? Yes, it applies to undergraduate and graduate students, the Academic Appeals Board includes membership from all areas. Hapcic and Smith will meet over winter break to discuss amendment proposals to address academic appeals that are filed during the summer.

Liberal Arts Council: No report.
Professional Education Council (Wagner-Heaston)
The Council reviewed the following proposals: Special Education B.A. (K-12 teaching emphasis), EDSE 271/270, EDLD 350, 450 (Culturally and Linguistically Diverse Education Endorsement). Assistant Dean Sileo and Associate Dean Huang updated the council on CAEP standards.

Undergraduate Council: No report.

Special Reports
Unfinished Business
Registrar Catalog Revisions—Section K. Grade Submission
Landeira asked for additional input on the Grade Submission section of the catalog revisions that will be presented to the Faculty Senate today. The Committee discussed the last sentence and rationale for including the Academic Appeal process in the language. The Committee also discussed the chart of Signature Requests for Academic Forms—Various Colorado Institutions (received by Couch), and alternate language options for the second signature (witness vs. approval). It was also noted that the proposed language is “signed” vs. “approved”. No additional amendments were proposed. The following language will be presented to the Faculty Senate today:

Faculty must submit grades via the Web to the Registrar's Office by 5 pm of the third working day after the end of finals week of the semester in which the course was offered. Grade changes or corrections must be submitted within the first six weeks of the following academic-year semester, and must be signed by the instructor and the department chair/school director. Changes to grades for classes taken in the fall semester are due within the first six weeks of the spring semester; changes to grades for classes taken in the spring or summer semester are due within the first six weeks of the fall semester. Grade
change forms are available in URSA, under the Faculty tab. No grade change forms delivered by students will be accepted. Any grade change after the six week period must follow the Academic Appeal process.

**New Business**

**Agenda Items for Spring 2014 Semester**

Landeira welcomed input on additional agenda items for second semester. The Committee discussed space utilization, scheduling, prime time courses, study abroad forms, course equivalencies, and alternate language for the second signature requirement on grade changes. It was also noted by Banerjee that the Graduate Council will present amendment proposals for the Graduate Catalog to Couch, so that agenda item may be addressed later in the second semester. The items discussed will be placed on the second semester agenda.

**Comments to the Good of the Order**

**Adjournment**

The meeting adjourned at 3:45 p.m.

Joy Landeira

Chair

Lori Riley

Recording Secretary