

CODIFICATION COMMITTEE
Carter Board Room, 4th Floor Carter Hall
Wednesday, November 6, 2019
MINUTES

Present: Berg, Fitzpatrick, Joy, Murza, Satriana, Schuttler

Absent: Welsh

Guests: Luedloff, Toewe

Call to Order

The meeting was called to order at 2:04pm.

Approval of the November 6, 2019 Agenda

The November 6, 2019 agenda was approved without objection.

Approval of the October 23, 2019 meeting minutes

The October 23, 2019 meeting minutes were approved without objection.

Chair's Report/Announcements

We will finish the AAP today.

Unfinished Business

- Academic Appeals Policy – Satriana
 - 2-1-203(7) – Provision of Evidence - Addition to the end of the paragraph:
 - “Such evidence and the written decision shall be provided to the individual or body in the next step of the AAP should the student choose to proceed.”
 - 2-1-204 – Steps of the AAP – A chart will be included as a visual aid for students and faculty. An updated chart is not available at this time.
 - The committee will begin today's review at 2-1-204(5).
 - 2-1-204(6) – Preparations for the Formal Hearing
 - In subsection (a), eleven working days was chosen to account for one day to disseminate and ten days to address the request.
 - In subsection (b), items described in (a) must be received within the deadline, and no additional materials may be submitted after the deadline stated in (a).
 - 2-1-204(7)(c) – Audio recording is specified as the method of recording the formal meeting.
 - 2-1-204(7)(e) – Formal Hearing Protocol
 - In subsection (iv), change ‘receipt’ to ‘introduction’ in both instances.
 - In subsection (v), change ‘to a later day’ to ‘for a reasonable about of time’ regarding additional time allowance for introducing evidence so as to avoid endless deferrals.
 - 2-1-204(7)(f) – In the last sentence, specify ‘the decision of the Hearing Panel’ to be clear about what decision is being referenced.
 - 2-1-204(7)(g) – Preparation of Written Decision of the Hearing Panel
 - In subsection (i), language in the first sentence was adjusted to “the decision about the specific final grade change recommended by the Hearing Panel.”
 - In subsection (ii), language was adjusted to provide clarity regarding actions to “reinstate the student's program” when the Hearing Panel decides termination of a

student's program is not warranted.

- Remedial actions may be recommended by the Hearing Panel as part of the reinstatement of a student's program; however, implementation of such remedial actions is subject to the discretion of the CAO.
 - Replace "Chief Academic Officer" with "CAO" in all instances after the term is defined.
 - "Academic Decision" will be capitalized throughout the document to differentiate it from other decisions (lower case).
 - Schuttler will send clean copy for everyone to review for any final adjustments; APC will review next week.
 - An updated chart is forthcoming, probably not in time for APC's review but will be available for Senate review.
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- Senate Action 1153: Article 8
 - Senate Action 1113: Evaluation, Promotion, Tenure
 - Senate Action 1143: Part 12 Faculty Grievance – Satriana
 - 3-6-125 Discrimination Complaint Procedures – Satriana
 - Review Add'l Senate Actions/Board Policy Manual and University Regulations Updates

New Business

Adjournment

The meeting was adjourned at 3:01pm.

Mary Schuttler
Chair

Betsy Kienitz
Recording Secretary