

Present: Peter Rolnick, Nabil Alghalith, Susan LaGrassa, Terry Olson, Kathryn Brammall, Daniel McGurk, Pam Gardner, John Bohac, Jim Pauls, Dana Delaware, Lucy Lee, James Guffey, Doug Davenport, Diane Johnson, Scott Olsen, Troy Paino, Linda Davenport, Alex Koch, Bryce Jones, Chris Maglio, Candy Young, Lizz Esfeld and Jana Morton. Guests included Adam Davis, Ian Lindevald, Alex Klein and Jo Ellen Flanagan.

**CALL TO ORDER**

J. Guffey called the meeting to order on September 25, 2008 at 3:05 pm.

**IDENTIFICATION OF ALTERNATES & THOSE CARRYING TWO VOTES**

Carrying two votes: Scott Olsen

Votes at the table - 19

**APPROVAL OF MEETING MINUTES**

A motion was made by P. Gardner to approve the minutes from August 28 and September 4, 2008. A. Koch seconded the motion. A vote was taken and all were favor. Motion passed.

**REPORTS**

**President's Report** – B. Dixon was unable to attend.

**Undergraduate Council Report** – C. Young noted that UGC has been working on how to prepare for the RFP (Request for Proposals) reports. Templates are to be sent to UGC right away. A draft of proposals will go out in about two weeks to department chairs to get feedback.

The report from the Curricular Commission will be ready by the end of October. They currently have five proposals. UGC is trying to determine how to get this information out to everyone so that they can get good feedback. It was suggested to possibly have this as the theme for the conference in February.

**Student Senate Report** – L. Esfeld noted that they have been working on revisions for the Student Conduct Code. They also passed a resolution in favor of the questions for the Instructor Rating Policy.

**Faculty Senate President's Report** – J. Guffey reported that he has located a copy of SB0406 and it was approved and signed.

He reminded all members to encourage the faculty in their departments to vote. They have until 5:00 pm on October 1<sup>st</sup>. The results will be presented to the Board of Governors on October 3<sup>rd</sup>.

He noted that he will need volunteers from senate to look over a few areas in the Student Conduct Code. He will also ask for volunteers to review the language regarding Sabbatical Guidelines in the Board of Governors policy.

He requested that names be sent to him for the slate for Tenure and Promotion ballot within the next two weeks. The guidelines for choosing a slate for the Tenure and Promotion Committee will be emailed to all Faculty Senate members. **On October 6<sup>th</sup> the following email was sent:**

Please submit names for the Tenure Committee Ballot to me at [jguffey@truman.edu](mailto:jguffey@truman.edu) by October 15th. The guidelines for those eligible for the ballot are listed below:

“This committee on tenure shall be composed of members of the regular academic staff. It shall consist of five members elected by secret vote of the members of the regular academic staff, not more than one of whom shall be employed in any given division of the University. Only persons on continuous appointment are eligible for membership on the committee. No person devoting more than half of his or her time to administrative duties shall be eligible for membership on the committee. Committee members shall serve for one year and shall be eligible for re-election.”

The Faculty Senate Executive Committee will meet with Dr Krueger on October 8<sup>th</sup> at 10:30 am. The MAFS meeting will be held on October 6 & 7. C. Young, K. Brammall and J. Guffey will attend.

P. Gardner suggested contacting the Sabbatical Committee Chair, Cynthia Cooper, to see if her committee would be willing to review the Sabbatical Guidelines. J. Guffey said that he would follow up on this.

J. Guffey then asked for volunteers to review the Student Conduct Code. K. Brammall and D. Johnson agreed to do this.

## **ACTION ITEMS**

**Slate of Names for Sabbatical Guidelines Review Committee** - The slate of names for Sabbatical Guidelines Review Committee were submitted for a vote. There are as follows: ED- Donna Rhinesmith, SC- Eduardo Velasco, MT- Mike Adams, LL- Chett Breed, HPP- James Padfield, BU- Alan Davis, FA- John Bohac, SS- David Gillette. S. Olsen made a motion to accept the slate of names. D. Delaware seconded the motion. No discussion was needed and a vote was taken. All were in favor, motion passed.

**Intellectual Diversity Policy** – A. Davis noted a few more minor changes. P. Rolnick made a motion to adopt the changes. P. Gardner seconded the motion. A discussion followed in regard to several more suggestions. It was noted that this is a petition for change of grade. If approved, the student must then complete the change of grade form in the Registrar’s Office.

The following changes were recommended:

### *Proposed reformulation:*

In a case where a student has a grievance regarding the validity of a final course grade, the student ~~should~~ **must** first attempt to resolve the matter with the instructor, no later than fourteen **working calendar** days after the first day of class of the following semester, spring or fall. If the instructor agrees, it is the instructor’s responsibility to fill out a Request for Change of Grade Form, which must be approved by the instructor’s chair, the dean or designee, and the VPAA/Provost or designee.

If the instructor does not agree to the proposed change and the student wishes to appeal, the student must fill out the **Petition for Change of Grade Grade Appeal** Form, which is available in all department, college and school offices, as well as from the Provost/VPAA. The form must be submitted to the instructor’s department chair no later than fourteen **working calendar** days after the date of the instructor’s decision (~~in the case of non-response from the instructor, the form must be submitted to the department within twenty-eight calendar days of the beginning of the semester~~) or within 28 calendar days of the beginning of the semester whichever is later. The chair will consult with the instructor. If the grievance is not resolved at the department level, the next step is an appeal to the faculty member’s school or college, to be initiated no later than fourteen **working calendar** days after the student receives email notification of the results of the departmental process. The final phase is appeal to the Provost/Vice President for Academic Affairs, which must be initiated no more than fourteen **working calendar** days after the student receives written notification of the results of the appeal to the school or college. Final authority in regard to change grades rests with the Vice President for Academic Affairs.

Once the process is initiated, and a Petition for Change of Grade Form begun, **it is the responsibility of each reviewing authority** 1) to review documentation forwarded by the previous reviewer, and notify all participants by email of the opportunity to present additional arguments and evidence regarding the validity of the grade 2) to inform the student by email of the decision, identifying the contact person for the next level of appeal; and 3) to sign/date the form, and forward it to the next level; **it is the responsibility of the student** to initiate the next phase of appeal within fourteen **working calendar** days of the date on which the reviewer’s email was sent. **The student indicates her/his intention to appeal in a reply to the reviewer’s email.** Expired forms – that is, where fourteen or more **working calendar** days have elapsed since the last decision date – should be forwarded to the Provost’s office for collection and annual reporting purposes.

The last paragraph should be indented and the name of the form will change: ~~PETITION FOR CHANGE OF GRADE~~ to **GRADE APPEAL FORM** with the following statement below the title: ***The completion of this form does not change the grade. If the petition is approved, a Request for Change of Grade form will be sent to the Registrar.***

**At this time there was a change in the total votes at the table to 18.**

J. Guffey called for a vote to include the amendments and approved documents as noted above. A vote was taken and 17 approved, 1 abstained. The documents were approved as amended.

#### **DISCUSSION ITEMS**

**Instructor Ratings Instrument and Report**-After some discussion and noted changes to both documents, it was agreed to revise the documents and then email them to the senate members so that they can be discussed with their departments. It will be added to the October agenda.

**A motion was made by K. Brammall to extend the meeting 15 minutes. T. Olsen seconded the motion. A vote was taken and 13 approved and 5 declined. Motion passed.**

**Resolution on Faculty Collaboration and Shared Governance**-This item was put on hold.

**Planning and Priorities Committee Proposed Bill**-J. Guffey noted that he, D. Johnson, J. Bulen, N. Alghalith, T. Paino and M. McManis had met. He noted that it was agreed that one more member from Faculty Senate on the SPAC Committee would work well. The next meeting will be held on September 29 at 2:30 pm in the Alumni Room of the SUB. J. Guffey called for a volunteer. D. Delaware agreed to serve until the restructuring of the senate in December.

**Due to lack of time, this item will be added to the October agenda:**

New Charge for the Faculty Personnel Policy Committee

**J. Guffey will contact C. Cooper directly about this item. A new committee will not be formed at this time.**

Ad'Hoc Committee to Review Board and Faculty Senate Policy on Sabbaticals

**CONSENT ITEMS - All items were approved without objection.**

**INFORMATION ITEMS** – All items listed under Information should have been listed as Consent and were moved.

K. Brammall asked that the Resolution on Faculty Collaboration and Shared Governance be moved to an Action Item on the October agenda.

#### **ADJOURNMENT**

A motion was made by D. Delaware to adjourn the meeting; the motion was seconded by S. Olsen. A vote was taken and all were in favor. The motion passed. The meeting adjourned at 5:19 pm.