

Southern Connecticut State University
FACULTY SENATE

Approved Minutes of April 26, 2017

<http://southernct.edu/faculty-staff/faculty-senate/mins/2016-2017.html>

The 14th meeting of the Faculty Senate AY 2016-2017 was held on
 April 26, 2017, at 12:12 pm
 in the Seminar Room of Connecticut Hall.

Members Present/**Absent** (absent members are designated in **bold**)

Wafeek Abdelsayed (Accounting)	Uchenna Nwachuku (Couns/Sch Psych)	Robert Gregory (Exercise Science)	Klay Kruczek (Mathematics)	David Pettigrew (Philosophy)	Ron Tamura (Special Ed/Reading)
Kenneth McGill (Anthropology)	Mike Knell (Earth Science)	Tom Radice (History)	Joe Fields (Mathematics)	Todd Schwendemann (Physics)	Judith Tepstra (Special Ed/Reading)
Greg Cochenet (Art)	(Econ/Finance)	Stephen Amerman (History)	Wes O'Brien (Media Studies)	Jon Wharton (Political Science)	Larry Nye (Theatre)
Lisa Barbaro (Athletics)	Beena Achhpal (Curriculum & Learning)	Yan Liu (Information & Library Science)	Jonathan Irving (Music)	Michael Nizhnikov (Psychology)	
Sarah Crawford (Biology)	Peter Madonia (Ed Leadership)	Cindy Simoneau (Journalism)	Maria Krol (Nursing)	Katherine Marsland (Psychology)	Luke Eilderts (Secretary/World Languages & Literatures)
James Kearns (Chemistry)	Joel Dodson (English)	Diane Tomasko (Library Services)	Antoinette Towle (Nursing)	William Faraclas (Public Health)	Deborah Weiss (UCF)
Anette Madlock Gatson (Communication)	Mike Shea (English)	Kari Swanson (Library Services)	(Part-time Faculty)	Michael Dodge (Recreation/Leisure)	William Faraclas (Faculty Senate Past President)
Deborah Weiss (Com Disorders)	Scott Ellis (English)	Mina Park (Management/MIS)	Robin Esposito (Part-Time Faculty)	(Social Work)	Elizabeth Rhoades (Grad Council)
Md Shafaeat Hossain/ Amal Abd El-Raouf (Computer Science)	Scott Graves (Environment, Geography & Marine Studies)	Greg Robbins (Management/MIS)	Obiageli Okwuka (Part-Time Faculty)	Stephen Monroe Tomczak (Social Work)	(Student)
Michelle Lawler (Counseling)	Peter Latchman (Exercise Science)	Shyam Lodha (Marketing)	Walter Stutzmann (Part-Time Faculty)	Greg Adams (Sociology)	Dr. Joe Bertolino, SCSU President
<u>Guests:</u> Ilene Crawford, AVP Academic Affairs	Tracy Tyree VP, Student Affairs				

Minutes of Previous Meeting

Minutes of the previous meeting held on April 12, 2017, were approved as distributed.

<http://www.southernct.edu/faculty-staff/faculty-senate/mins/2016-2017.html>

Announcements

- Senator Pettigrew (PHI): Encouraged senators to visit the Holocaust exhibit at the library.
- Ilene Crawford (AVP of Academic Affairs): Significant progress has been made concerning our compliance with the Department of Education. Joint degree programs with Liverpool John Moores have also been approved by the BOR.

Guests

- Mark Rozewski (Executive Vice President for Finance and Administration) shared with Senators the following details:
 - We began with a \$6.5 million budget gap, and through reductions and cost savings, that amount now stands at \$2.5 million. His team has come very close to solving our current gap.
 - We have a limited number of options when it comes to finding cost savings. One common option is to review all vacant staff positions (currently at 60).
 - Decided that there are eight staff positions that could be frozen in whole or in part over the next year, with six that could be eliminated.
 - We are also ready to sign an agreement to install a solar array that will produce about \$250,000 in energy savings by next year.
 - We are running out of options for further savings. This is now the third budget cycle where we have had to cut and there are few other places where this can continue.
 - All of this is based on the Governor's budget proposal and assumes that enrollment will be flat.
- Senator Shea (ENG): Are you in support of Ojakian's general strategy?
 - Rozewski: It is clear that we cannot keep doing this.
- Senator Shea (ENG): Is this a prelude to our consolidation with the other universities?
 - President Bertolino: Does agree with the direction that Ojakian would like to go. Agrees with Rozewski: these trends are happening nationally. Having come from a system where community colleges were consolidated and was very effective, this can work. Does not believe that this is a prelude to our consolidation. It will depend on the state budget and our own revenue generation. The most important thing that we can do is be at the table and participate in every way that we can. Is pleased that he will sit on the steering committee with Ojakian to review all recommendations. Encourages senators and other faculty to participate in the process.
- Senator Faraclas (PCH): Could you give us an idea of the positions that are being frozen and/or eliminated?
 - Rozewski: Four of them are in his area, librarian positions, three IT positions.

President's Report

<http://www.southernct.edu/faculty-staff/faculty-senate/senatepresidentreports/2016-2017.html>

- President Diamantis drew Senators' attention to item 2 on the list concerning CSCU President Ojakian's town hall visit and the election of faculty representation to the six planning committees. Senators expressed concern over the process and questioned whether

we should participate. President Bertolino cautioned Senators over the potential negative impact that a “vote of no confidence” would have.

- Senator Shea (ENG) moved to take up Discussion of CCSU Resolution concerning “Students First.” Motion was seconded and approved.

New Business

- Discussion of CCSU Resolution Concerning “Students First.”
 - President Diamantis provided background information to CCSU’s resolution.
 - CCSU’s revised resolutions, which were approved April 24, 2017, at a special meeting were as follows: 1) Approve participation in the design/implementation teams; 2) Vote of no confidence for Ojakian and the BOR.
 - After discussion, Senator Shea (ENG) moved to endorse the following statement drafted by the FAC:
 - “In the biggest decision that has ever come before the Board of Regents, the FAC is shocked at the lack of specificity in Presiden Ojakian’s ‘Student first’ proposal, and the lack of transparent deliberation that went into passing it. The FAC expects to have representatives from the FAC on all implementation teams, and that all impacted CSCU stakeholders and personnel will also be represented.”
 - During discussion, Senator Amerman (HIS) moved to postpone indefinitely. Motion seconded and approved.

Standing Committee Reports

- Rules: Senator Cochenet (ART) moved to approve the “Resolution Regarding Increasing The Membership Of The Faculty Academic Strategic Plan (Fasp) Committee” (found at the end of this document). Motion approved.
- Academic Policy: Senator Pettigrew (PHI) moved to approve the Grade Appeal forms and procedure (located at the end of this document). Motion approved.
- Elections: Senator Kruczek (MAT) announced the results of the Election for the six implementation teams as requested by CSCU President Ojakian.
 - Information Technology: Cindy Schofield (LIB); Institutional Research: David Pettigrew (PHI); Human Resources: Lisa Rebeschi (NUR); Liz Kalbfleisch (ENG): committee to be determined.
- Personnel: Senator Shea (ENG): Will present motions previously distributed concerning Renewal, P&T, Professional Assessment, and Recusal rule at the May 3 Faculty Senate Meeting.
- Finance: Senator Abdelsayed (ACC): AAUP Full-time: \$73,113; AAUP Part-Time: \$14,270; Creative Activity Fund: \$4,242.
- Technology: No report.
- Student Policy: No report.
 - Senator Simeneau (JRN) asked that the committee consider adding language to the Academic Misconduct policy that would allow a department to remove a student from its major/one of its majors as one of the possible sanctions.

Special Committee Reports

- UCF: No report.
- Graduate Council: No report.
- FASP/USPaRC: Senator Pettigrew (PHI): Working on the priorities in the academic strategic plan.

New Business

- Senators discussed CSUCU President Ojakian's proposal to form planning/implementation committees. Some felt that the process is flawed and should be halted on those grounds. Others felt that we are speaking to the wrong audience: it is not the BOR to whom we should be speaking, but rather to the State Legislature. Still others expressed that we have been asking for a review/reduction in the number of administrative positions, and that appears to be what is currently taking place. Concern was expressed over the possibility of a vote of no confidence, and while some Senators support this move, the overall discussion appeared not to favor such a decision at this time.

Meeting adjourned at 2:00 pm.

Luke Eilderts
Secretary

SOUTHERN CONNECTICUT STATE UNIVERSITY FACULTY SENATE

**RESOLUTION REGARDING INCREASING THE MEMBERSHIP OF THE
FACULTY ACADEMIC STRATEGIC PLAN (FASP) COMMITTEE**

Whereas, Southern Connecticut State University exists for the primary purpose of furthering academic excellence; and

Whereas the Faculty Senate is the official representative body of the Academic Faculty; and

Whereas the Faculty Senate is charged with maintaining All-University committees; and

Whereas membership of All-University committees shall have equal faculty representation; and

Whereas currently membership is composed of four representatives from each school; now, therefore, be it

Resolved, That the membership of the Faculty Academic Strategic Plan Committee shall be increased from 16 to 19 members; and

Resolved, That one additional member shall be elected from the library; and

Resolved, That one additional member shall be elected from the coaches; and

Resolved, That one additional member shall be elected from the counselors.

Southern Connecticut State University

Grade Appeal Procedure

Approved _____

Preliminary Information:

In accordance with SCSU educational mission, this policy articulates the procedure and criteria for the appeal of a final course grade. This Grade Appeal Procedure is intended to be fair, equitable and transparent.

The Grade Appeal Procedure consists of three levels:

- 1) Level 1 – Discussion with instructor
- 2) Level 2 – Mediation with chairperson
- 3) Level 3 – University Academic Standing Committee (UASC)

I. Assumptions

- A. The award of grades¹ is the responsibility of the instructor of the course.
- B. In order to protect academic freedom and promote academic integrity, grade appeals must be based on a claim of palpable injustice. A palpable injustice occurs when a faculty member has been demonstrably inconsistent or unfair to the student. It is a clear and blatant violation of a reasonable evaluation procedure, regardless of whether that procedure is stated or implied. For example, palpable injustice is NOT warranted when other faculty members simply disagree with the grade, would have graded differently, would have rounded off to the next highest grade, or would have preferred a different evaluation procedure. In this case, the issue would be whether or not the faculty member applied the policy appropriately.
- C. These procedures apply only to the change of a grade under conditions specified in section 4.2.2.2 of the Collective Bargaining Agreement. They may be implemented after a final grade has been submitted or after a request for a late withdrawal has been denied by the instructor.
- D. All parties work in good faith to arrive at a resolution during all stages of the process.

II. General Guidelines

- A. Grade appeals must be initiated on an individual basis.
- B. Grade appeals are made only in the fall or spring semester after the grade is received, hereafter referred to as Appeal Semester. This includes courses taken during summer, winter, or spring break sessions.
- C. Graduating students will typically appeal the grade following the established Grade Appeal Procedure. If however, a graduating student is appealing a grade that prevents the student from graduating, it is recognized that time of graduation may be affected if the established Grade Appeal Procedure is followed. In this case, attempts will be made by the instructor, Department Chairperson, and UASC to resolve the issue in an expedited manner.
- D. The week of Spring Break shall not be counted when determining how long the grade appeal has been in process.
- E. If the student's graduation may be delayed due to the appeal process, permission may be given by the Chairperson to take subsequent or required courses within the Department.
- F. All parties shall retain all records of the process. It is the responsibility of the student to ensure that any agreed upon change to a grade has been implemented by the end of the appeal semester.

III. Required Procedures

- A. **Level 1-** Discussion with instructor
Deadlines - end of week 1 of the Appeal Semester for student to submit Grade Appeal Form to instructor;
end of week 2 to reach agreement.

Student attempts to resolve the issue through discussion with the instructor. The student and instructor attempt to settle the matter in good faith. If an agreement is reached to change the grade, the instructor shall submit the grade change form to the Registrar's Office. If an agreement is not reached by the end of week 2; or if the student has been unsuccessful in contacting the instructor (with the help of the instructor's Chairperson, if needed); or if the instructor refuses to participate, the student may go to Level 2 by submitting the Grade Appeal Form to the instructor's chairperson by the end of week 3.

B. Level 2 - Mediation with Instructor's Chairperson

Deadlines – end of week 3 of the Appeal Semester for student to submit Grade Appeal Form to instructor's chairperson; end of week 5 to reach agreement.

The student completes the Grade Appeal Form and sends it to the chairperson/program director by the end of week 6. The chairperson/program director shall assist the instructor and the student in an attempt to settle the matter. If an agreement is reached to change the grade, the instructor shall submit the grade change form to the Registrar's Office. If these parties fail to reach an agreement by the end of week 5, the student may go to Level 3 by submitting the Grade Appeal Form to the UASC by the end of week 6.

If the instructor is either unavailable or is chairperson, proceed directly to Level 3.

C. Level 3 – UASC

Deadlines – end of week 6 of the Appeal Semester for student to submit grade appeal form to UASC; end of week 9 for UASC to render decision.

The student completes the Grade Appeal Form and sends it to the UASC by the end of week 6. Upon receipt of the Grade Appeal Form, the UASC shall forward the document to the appropriate Dean. The Dean shall monitor the appeal process thereafter to insure that the procedures and schedule are followed.

The UASC shall render its decision following consultation with the instructor, student, and others whom it deems appropriate by the end of week 9. The student, instructor, department chair/director, and the relevant Dean shall be notified in writing of the committee's decision, which shall include a written rationale. The UASC shall notify the Registrar if a grade change is required. The decision of the UASC shall be final, unless the Dean determines that a procedural violation has occurred (see, for example III. D. Deadlines and deadline extensions). In such an instance, the matter shall be returned to the UASC for its reconsideration.

D. Deadlines and deadline extensions

1. "By the 2nd week" means 2 weeks (14 calendar days) into the semester, starting with the 1st day of classes. Other deadlines are to be interpreted similarly.
2. A Dean of the appropriate school may extend any grade appeal deadline only at the student's request and only if the student provides written evidence that physical or mental incapacitation led to the missed deadline. The request must be made, in writing, no later than the end of the first week of classes following the original grade appeal semester.

IV. Interpretation

This section may not be invoked with respect to the interpretation of any item of the Collective Bargaining Agreement. If an issue develops concerning interpretation of this Document whether initiated by the Senate, a faculty member, or any member of the administration, a binding decision on such an issue shall be made:

- A. by agreement between the President of the University and a majority of the Executive Committee of the Faculty Senate or, failing to obtain agreement on an issue by this method;
- B. by a committee consisting of one member selected by the Senate Executive Committee, one selected by

the President of the University, and one selected by the first two committee members, who, by a two-thirds vote shall decide such an issue.

V. Implementation and Amendment

- A. This document shall take effect upon approval by a two-thirds vote of the Faculty Senate with the concurrence of the President of the University.
- B. This document may be amended by a two-thirds vote of the Faculty Senate with the concurrence of the University President.

Notes:

1. By grade is meant any of the grades specified in the University Undergraduate or Graduate Catalogs.
2. Semester means the January to May or the August to December sessions of classes.

Southern Connecticut State University

Grade Appeal Form

Name: (Last) _____ (First) _____ (M.I.) _____

Student ID: _____

Course Department Code: _____ Course Number: _____ Section: _____

Semester course taken: (circle) FALL SPRING WINTER SUMMER

Year course taken: _____ Instructor: _____

Explain, in detail, why you think a palpable injustice has occurred. Please also attach any relevant documentation.

Use additional sheets if necessary.

I. LEVEL 1 - Discussion with the Instructor

To be completed by the student

1. Were you able to contact the Instructor regarding grade appeal? (circle) Y N

Date of contact/s or meeting/s (dd) _____ \ (mm) _____ \ (yr) _____

(dd) _____ \ (mm) _____ \ (yr) _____

2. If resolution reached, **Instructor** should provide summary below. (Use additional sheets if necessary)

A signature from both parties signifies an agreement has been reached regarding the grade appeal and concludes the grade appeal process.

STUDENT SIGNATURE _____ Date: _____

INSTRUCTOR SIGNATURE _____ Date: _____

II. LEVEL 2 - Mediation with the Chairperson

To be completed by the student

1. Were you able to contact the Department Chairperson? (circle) Y N

Date of contact/s or meeting/s (dd) _____ \ (mm) _____ \ (yr) _____

(dd) _____ \ (mm) _____ \ (yr) _____

2. If resolution reached, Chairperson should provide summary below. (Use additional sheets if necessary)

A signature from all parties signifies an agreement has been reached regarding the grade appeal and concludes the grade appeal process.

STUDENT SIGNATURE _____ Date: _____

INSTRUCTOR SIGNATURE _____ Date: _____

CHAIRPERSON SIGNATURE _____ Date: _____

III. LEVEL 3 – University Academic Standing Committee (UASC)

To be completed by student

1. Date of grade appeal submission to UASC (dd) ____ \ (mm) ____ \ (yr) ____

The following is to be completed by UASC

2. Provide a summary of grade appeal decision. (Use additional sheets if necessary)

SIGNATURE OF UASC CHAIRPERSON _____

DATE OF GRADE APPEAL FINAL DECISION: _____

DATE OF GRADE CHANGE SUBMISSION TO REGISTRAR: _____

Grade Appeal Form Instructions

A student may submit a grade appeal only in instances in which a palpable injustice can be claimed. A palpable injustice occurs when a faculty member has been demonstrably inconsistent and unfair to the student. Grade appeals can be submitted only in the fall or spring semester after the grade is received (Appeal Semester). This includes courses taken during summer, winter, or spring break sessions. See Grade Appeal Procedure document for additional details and important deadlines.

The Grade Appeal Procedure consists of three levels:

- 1) Level 1 – Discussion with Instructor
- 2) Level 2 – Mediation with Chairperson
- 3) Level 3 – University Academic Standing Committee (UASC)

Grade Appeal Procedures and Deadlines

LEVEL 1 – DISCUSSION WITH INSTRUCTOR

If a student decides to appeal grade based upon palpable injustice, the student completes and submits the Grade Appeal Form to the Instructor before the **end of Week 1** of the Appeal Semester. The student and Instructor will attempt to reach a resolution regarding grade appeal.

Level 1 Resolution Deadline: End of Week 2 of the Appeal Semester

LEVEL 2 – MEDIATION WITH CHAIRPERSON

(Note: If Instructor is also Department Chairperson, student may skip to Level 3)

If a resolution regarding the grade appeal is not reached between the student and the instructor after Week 2, the student may submit the Grade Appeal Form to the Department Chairperson before the **end of Week 3** of the Appeal Semester. The Chairperson will act as mediator during the continued grade appeal discussion between the student and Instructor.

Level 2 Resolution Deadline: End of Week 5 of the Appeal Semester

LEVEL 3 – UNIVERSITY ACADEMIC STANDING COMMITTEE (UASC)

If a resolution regarding the grade appeal is not reached after the Week 5 and following mediation with the Chairperson, the student may submit the Grade Appeal Form to UASC by the **end of Week 6** of the Appeal Semester. UASC will review the grade appeal and render a final decision.

Level 3 Final Decision Deadline: End of Week 9 of the Appeal Semester