

SCHOOL OF LIBERAL ARTS ACADEMIC AFFAIRS COMMITTEE

YEAR-END REPORT – 2011–2012

Submitted the SLA Agenda Council on April 17, 2012

Submitted by Chad Carmichael, Chair

Members

Chad Carmichael (Chair), Philosophy

Gina Sanchez Gibau, Associate Dean of Student Affairs (non-voting)

Daniela Schuvaks Katz, World Languages and Cultures

Elizabeth Monroe, History

Luise Morton, Philosophy

Timothy Lyons, Philosophy (non-voting)

Marcia Rolfingsmeyer, SLA Admin (non-voting)

Scott Weeden, English

Meetings

September 12, 2011

November 1, 2011

March 19, 2012

Responsibilities of Committee Members

1. Review petitions before meeting time;
2. Attend all meetings;
3. Discuss and vote on petitions during meetings;
4. Determine concerns of faculty, students, and the Committee;

5. Develop talking points and/or proposals for solutions to concerns to be sent to the SLA Faculty Assembly;
6. Be available for immediate e-mail consultations on urgent petitions;
7. Serve on the academic misconduct appeal board when requested.

Responsibilities of Chair

1. Keep in close touch with the SLA Dean of Students;
2. Call for and direct committee meetings;
3. Facilitate discussion and decision making at meetings;
4. Communicate with committee members when necessary;
5. Review and sign letters to students concerning results of their petitions (letters are prepared by the SLA Dean of Students Office);
6. Arrange for academic misconduct appeal board when requested;
7. Write thank you notes to members of the committee at end of the year;
8. Write the end of the year report.

Petitions

In 2011–2012 the SLA Academic Affairs Committee reviewed 15 student petitions. One of these was a request for Self-Acquired Competency credit. This was not approved, primarily because the applicant did not make a case for, or include any evidence of, the claim that her out-of-university work should be counted towards a degree. We have invited the applicant to submit the required materials for further consideration.

The other fourteen petitions were student initiated grade petitions, of which we rejected twelve, approved one, and requested additional information from one.

Grade change petitions are received in the office of student affairs and then routed to the appropriate department and instructor. If the instructor supports the petition, they complete a change of grade request and submit it to the Office of Student Affairs in the School of Liberal Arts. If the instructor denies the petition it is forwarded to the Academic Affairs Committee for review. If a petition is not returned within a month, the petition is sent again. If there has been no response to a petition after two months,

it is automatically forwarded to the Academic Affairs Committee for review without the benefit of comments from the instructor of record.

All decisions were made with full committee approval.

Thank you

Finally, the Committee offers great thanks to Don Fisher, Gina Gibau, Amy Jones, and Marcia Rolfingsmeyer, whose guidance and organization has helped the committee function effectively. And, as chair, I wish to express my sincere appreciation to all members of the Committee for their service to our students and faculty.