

SSIS Faculty Council Meeting
October 18, 2017
1:30 -2:45 p.m.

Minutes

I. Call to Order: 1:30 p.m.

II. Roll: Lisa Bohon – Psychology; Jackie Brooks – Sociology; Jackie Carrigan – Sociology; Marya Endriga – Associate Dean SSIS, Tim Fong (Chair Rep.) – Social Science and Interdisciplinary Studies; Megan Heinicke – Psychology; Donna Jensen (SSIS Faculty Council Chair) – Gerontology; Ted Lascher – Acting Dean SSIS; Ann Moylan – Faculty and Consumer Sciences; Joshua Pryor – (Contingent Faculty Representative) Political Science

III. Approval of Minutes

Motion: Lisa Bohon

Second: Megan Heinicke

Minutes Approved with revisions

IV. Approval of Agenda

No change in proposed agenda

V. Old Business

a. **Discuss priorities for the College's discretionary budget** – Ted

Ted reviewed the SSIS Strategic Plan (Mission, Vision and Values) and led a discussion of various discretionary funding options.

b. **Procedures for written student evaluations** - Attachment A - Ted

This item was tabled until a future meeting.

VI. New Business

a. **College Policy for Student Grievances** - Marya

Marya discussed the policy on Student Rights and Responsibilities. Each department may, or may not, have clearly defined procedures for the receipt and consideration of student complaints. The College of SSIS does not have a Student Grievance Policy. The committee looked at the Student Grievance Policy from the College of Natural

Sciences and Mathematics as an example. The SSIS Council will consider a Grievance Policy for the College. This policy can be adopted by departments, but will not supercede a department if it wants its own policy. Marya will send out policy/examples for additions/suggestions/changes. Please send feedback to Donna to be addressed at 11/15/17 meeting.

VII. Adjourn: 2:45 p.m.

Submitted by: Tim Fong, edits D. Jensen

Student Grievance Policy, College of Natural Sciences and Mathematics

A student grievance exists where a student claims that a violation, misapplication, or misinterpretation of a University policy, procedure, or practice has occurred. The policy and procedures outlined below refer to cases where a student feels their academic rights have been violated (see policy on Student Rights and Responsibilities STU-0119). In cases involving discrimination, harassment, or retaliation, students should immediately be referred to the Office of Equal Opportunity (see Executive Order 1097). In cases involving a dispute over a grade, students should follow the Grade Appeal Process (ACA-0110).

The procedures for student grievances related to academic rights outlined here shall be kept on file in the departments and Dean's Office of the College of Natural Sciences and Mathematics, as well as in the office of the Dean of Student Affairs. This policy may be supplemented (but not replaced) by a department-level policy if the department wishes to include a more detailed set of procedures. In this case, a copy of the department policy shall be kept on file in the department and Dean's Office.

1. The student should make every effort to resolve a problem or dispute by meeting with the faculty or staff member(s) concerned. *Note: If the chair of the department is the faculty member against whom the student has a complaint, the matter should be referred to the Dean.*
2. If the student cannot resolve the problem directly with the faculty/staff member, they may then arrange a meeting with the chair of the department. The chair will hear the student's issues and seek to find an informal solution.
3. If the chair feels the matter requires a more formal approach, they may ask the student to provide a written statement. The chair will then engage in fact finding by speaking with those involved and provide their findings to the student. The chair may also choose to refer the matter directly to the Office of the Dean.
4. Should the student be unable to achieve satisfaction at this point, according to the Sacramento State University Manual, the student may appeal to the College of Natural Sciences and Mathematics by filing a formal grievance statement with the Office of the Dean. The Dean or Associate Dean will meet with the student to hear their issues and attempt to find a solution. The Dean or Associate Dean may also engage in fact-finding by speaking with the others involved and with the department chair. The Dean/Associate Dean will then discuss their findings and final decision with the student and keep record of these proceedings as necessary.
5. If, after receiving the Dean's decision, the student feels that policy was not followed, the student shall have the right to appeal the decision to the office of the Academic Vice President. (Sacramento State University Manual, Policy File Number STU-0110). Decisions made at the University level shall be considered final, and matters resolved.

All effort will be made by the Department and the College to reach a resolution through this process in a timely manner.

SSIS Guidelines for Written Student Evaluations

The SSIS Dean's Office understands issues have arisen about the security of student evaluations specifically for evening courses when department offices tend to be locked with no access for student volunteers to drop off the completed evaluations. While the majority of departments are using electronic student evaluations, there continues to be some concerns about the security and safeguarding of completed evaluations when department offices are not open/available during the drop-off time. The SSIS Dean's Office would like to familiarize faculty with the following potential issues:

- Night Classes
 - Department offices are closed, no secure method of leaving evaluations at the office.
 - Some students take evaluations home until the next day when department offices are open raising security and confidentiality issues.
 - Potential safety issues of student(s) walking across campus by themselves at night.

In response to these potential issues, the SSIS Dean's Office offers suggestions and guidelines to faculty who are utilizing written student evaluations. These guidelines are not meant to impede academic freedom, or intrude on a university member's current student evaluation administration processes; rather, these guidelines are intended to assist with possible suggestions.

- Faculty can accompany student back to the office to turn in completed evaluations (if faculty has key to secure evaluations in department office)
- Faculty can coordinate administration of the evaluations in each other's classes
- Department offices can consider having secure drop-boxes available for after-hours drop-off.
- Department and faculty can consider utilizing electronic evaluations for after-hours classes.

The SSIS Dean's Office, in consultation with Faculty Council, will alter these guidelines when necessary.