

COMMITTEE ON COMMITTEES

To the Academic Senate, Santa Cruz Division:

Explanation: The Committee on Committees proposes to amend Bylaw 13.17, Committee on Educational Policy, to include an addition, 13.17.8, which will move the functions of the Committee on Narrative Evaluations under the direction and jurisdiction of CEP and will render CNE extraneous. It is, therefore, also proposed that Bylaw 13.23 and its subsections be deleted and that conforming changes follow. A corresponding change to Appendix C is included for consistency. These changes are proposed because CEP is responsible for and has authority over policy decisions related to undergraduate education and the Narrative Evaluation System. Further, the proposed changes will eliminate the overlap between the two committees. Additions are underlined and shown in boldface type. Deletions are indicated by strike-through.

The Committee on Committees, in consultation with CEP, RJ&E, CAF, and CNE, moves the following amendments to Santa Cruz Bylaws and Regulations:

13.17.8 ~~The Committee oversees the grading and Narrative Evaluation System (NES) including all matters pertaining to the faculty's participation in the NES. The Committee periodically will review the status of the NES and recommend appropriate changes to the Academic Senate. The Committee will explain and answer questions concerning grading and evaluations, and inform the Registrar's Office about Committee interpretations of Senate policies. The Committee on Committees, in accordance with Appendix C of the Bylaws and Regulations, and with the guidance of the Committee on Educational Policy (CEP), will select a Narrative Evaluations Student Grievance Hearing Committee, comprised of three Senate members and one non-voting undergraduate student member. CEP receives the reports of the Hearing Committee.~~

Appendix C, Student Grievance Procedure; Appendices to Bylaws and Regulations of the Academic Senate, Santa Cruz Division (the full text of Appendix C follows on next page).

C. If the grievance cannot be resolved at this level, the student or faculty member may appeal to the ~~Committee on Narrative Evaluations~~ **Student Grievance Hearing Committee.**

D. The ~~Committee on Narrative Evaluations~~ **Student Grievance Hearing Committee** will review the grievance, and if it finds probable cause, hold a hearing at which the student and instructor can present evidence, and an acceptable resolution should be made. If no resolution can be reached, the **Hearing Committee** will vote on a decision **and report to the [Chair of] the Committee on Educational Policy.** The **Hearing Committee's** vote is final. **A faculty member who disagrees with the Hearing Committee's decision may have, at his or her request, his or her name removed from the official version of the narrative evaluation.**

13.23 "Committee on Narrative Evaluations"

Eliminate with subsequent renumbering of committees.

Respectfully submitted,

COMMITTEE ON COMMITTEES

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Howard Wang, Chair

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Appendices to Bylaws and Regulations of the Academic Senate, Santa Cruz Division

Appendix C**Student Grievance Procedure**

- I. A grievance may be filed if the student is persuaded that the instructor has given a grade notation or narrative evaluation based on:
- A. inappropriate criteria such as race, politics, religion, age, sex, or national origin;
 - B. capricious or arbitrary application of appropriate criteria in a manner not reflective of student performance in relation to course requirements.
- II. A grievance procedure must be initiated within one year from the date the evaluation becomes part of the student's academic record in the Registrar's Office.
- III. Procedure for resolving a grievance should follow these steps:
- A. A student who has a grievance concerning a written evaluation or grade notation should first approach the instructor who provided that evaluation to see if the difficulty surrounding it can be resolved at that level.
 - B. If the student is unable to obtain redress directly from the instructor, the student should present this matter in writing to the academic sponsoring body. The chair or executive officer will attempt to mediate the issue between the instructor and the student.
 - C. If the grievance cannot be resolved at this level, the student or faculty member may appeal to the ~~Committee on Narrative Evaluations~~ **Student Grievance Hearing Committee**.
 - D. The ~~Committee on Narrative Evaluations~~ **Student Grievance Hearing Committee** will review the grievance, and if it finds probable cause, hold a hearing at which the student and instructor can present evidence, and an acceptable resolution should be made. If no resolution can be reached, the **Hearing** Committee will vote on a decision **and report to the [Chair of] the Committee on Educational Policy**. The **Hearing** Committee's vote is final. **A faculty member who disagrees with the Hearing Committee's decision may have, at his or her request, his or her name removed from the official version of the narrative evaluation.**