The Chair called the meeting to order at 3:00 pm.

Present:

University Deans – M. Horan (A & S)
Arts and Sciences – N. Castañeda (Math), J. Geller (English), F. Latour (Math), K. McGrath (History); I. Pevac (Computer Science); R. Schwell (Math); M. Wizevich (Physics & Earth Sci)
Business – C. Crespi (Accounting)

I. Vacancies on Committee
   A. Due to Jim Mulrooney’s long and dedicated service to the committee, he has stepped down from his position. J. Geller will contact the Dean of the School of Technology to solicit nomination to fill the two open seats on the committee.

II. Center for International Education
   A. J. Geller alerted the committee to a future requests from the CIE.
      i. CIE request for posting of both “pass” and “fail” grades on transcripts of students participating in attorney-general approved partner programs.
      ii. CIE request reconsiderring fee of $350 to Spelman College for the certification of transfer credits for students participating in CIE programs.
   B. These issues will be discussed at a future meeting when someone from the CIE can address the committee on the issues.

III. Grade Appeals Committee
   A. C. Crespi discussed the request for more clarification of the process on the website to prevent incomplete appeals being sent to the Committee. See Appendix 1
   B. There was a discussion of the need to create a form for department chairs to use when denying an appeal because of an incomplete file. It also needs to be clear to them that such files should not be forwarded to the deans as they are incomplete.
   C. There was also a discussion of the best way to communicate the importance of having a complete file to the students. This involved a discussion of language and syntax.
D. **Motion:** F. Latour, C. Crespi, and R. Schwell will form a subcommittee to determine the appropriate language. They will also determine if other sections or parts need to be modified or clarified.

  J. Geller

  **Second:** I. Pevac

  **Vote:** Passed unanimously

IV. Committee Elections

A. **Motion:** K. McGrath elected as Secretary

  F. Latour

  **Second:** R. Schwell

  **Vote:** Passed unanimously

B. **Motion:** J. Geller elected as Chair

  F. Latour

  **Second:** R. Schwell

  **Vote:** Passed unanimously

C. **Motion:** R. Schwell elected as Vice-Chair

  J. Geller

  **Second:** K. McGrath

  **Vote:** Passed unanimously

V. Future Business

A. F. Latour raised the issue of the need to review our Bylaws. The Committee is past due to do so, and there are several issues (such as the lack of term limits for the Secretary) that should be addressed.

B. M. Horan raised the issue of the problems for students double-majoring in different schools within the University. There have been issues with whether or not they can double-count courses between their majors.

The meeting adjourned at 4:07 pm.

Respectfully submitted,

K. McGrath

Secretary
Appendix 1

Grade Appeals

Current Policy Information:

*The student should make sure that the written appeal is clear and complete, as he/she will not have the opportunity to supplement an appeal once it has been filed, except to respond to a request from the Grade Appeals Review Board. Also, the student should be aware that materials submitted will not be returned to him/her; therefore, he/she should keep copies of all materials.*

Requested Revision:

*The student should make sure that the written appeal is clear and complete, (as delineated above in step 2b) – incomplete files will not be forwarded to step 3 appeal to the Dean, as that student will not have the opportunity to supplement an appeal once it has been filed, except to respond to a request from the Grade Appeals Review Board. Also, the student should be aware that materials submitted will not be returned to him/her; therefore, he/she should keep copies of all materials.*