Attendees: Lynn Cherry (chair), Christophe Boucher, Jim Deavor, Allison Foley, Rachel Hunter, Kayla Kipps
Guests: Alicia Caudill, Kimberly Gertner, Patrick Ramsey, Jessica Zuber

1. Introductions conducted among committee members and guests.
2. Minutes from the previous meeting were approved (4/2/2021).
3. Lynn Cherry provided an overview of the work that the committee has done so far on revisions to the Grievance Policy:
   a. Addition of specific examples of scenarios students would use the policy when appealing a grade.
   b. Aligned the policies between undergraduate and graduate students.
   c. Clarifying language such as “working days” vs “business days.”
   d. Evaluating the number of days given between various due dates in the process.
4. Things that need to be done on the Grievance Policy:
   a. Continuing to clarify language.
   b. Specifying the number of days to submit things; making this fair to the faculty, staff, and the students involved.
   c. Aligning the number of days a student can request appealing a grade with the Statute of Limitations for Grade Changes timeline.
5. Group discussion regarding Grievance Policy, points brought up from guests:
   a. In current policy, grievances involving non-faculty seem elongated and unclear why the Provost is the final decision.
      i. Not many of these go through the entire process; typically solved at the level of the Chair, Dean, or Associate Dean.
   b. Need to include language that allows the process to move quickly within a set amount of time to submit materials, but to also allow for extended time if there are extenuating circumstances.
   c. Aligning the policy with other institutional policies.
   d. Need to consider the panel composition, considering how infrequently it meets; what is the experience of the panel? What kind of training do they receive?
   e. Considering the timeline of how long students have access to records after a decision, what are the record retention/maintenance considerations?
   f. Need to consider adding language in the beginning of the policy defining the types of non-academic grievances this policy may cover. Lead students to other policies dependent upon the situation.
6. Kimberly Gertner will be sharing the Grievance Policy with Ed Pope to get input from the HR office regarding non-faculty grievances; researching other SC grievance policies.
7. Student petitions to take coursework elsewhere were discussed.
   a. Committee voted to DENY petition.
   b. Committee voted to APPROVE petition.
8. FCAS is down one faculty member; calls for nominations should go out soon for an additional member. A student representative will also be added to the roster once SGA conducts their elections.

9. Reminder to committee members to watch out for incoming petitions as the year continues, Lynn will reach out by email and they will be posted to OAKS.

Submitted by: Kayla Kipps
Attendees: Lynn Cherry (chair), Christophe Boucher, Jim Deavor, Grace Fairchild, Allison Foley, Rachel Hunter, Kayla Kipps, Ralph Muldrow, Patrick Ramsey, Jessica Zuber

1. Introductions were made as we welcomed new members Ralph Muldrow and Grace Fairchild.
2. Patrick moved to approve the minutes of September 10, 2021. The motion was seconded and passed.
3. There are no student petitions currently under consideration.
4. Discussion was held about revisions to the Grievance Policy.
   a. Lynn will forward to the committee Kimberly Gertner’s suggestions. Please make comments/edits by November 1.
   b. We looked briefly at App State’s policy: https://academicaffairs.appstate.edu/resources/student-grievance-and-appeal-policies-and-procedures
   c. To have a one-stop web portal for student grievances of all types seems prudent, but this need not be part of our policy itself.
5. Ralph moved to adjourn the meeting at 12:35. The motion was seconded and passed.

Jim Deavor
Attendees: Lynn Cherry (chair), Jim Deavor, Allison Foley, Rachel Hunter, Kayla Kipps

1. SGA student member: Grace Fairchild’s schedule does not work with our meeting schedule, so the SGA President is currently working to get a new student assigned to our committee this semester.

2. Grievance Policy: Lynn Cherry is pulling together all the comments that have been received and is preparing it to send to the Provost. Plan to get this to the Faculty Senate this Spring semester.

3. Transfer Student Credits (SC state proviso: 117.152)
   a. Jim Deavor is currently on a task force (spearheaded by Michelle Futrell) to develop a CofC policy aligning with this new state proviso that guarantees that students who have earned an Associate of Arts (AA) or an Associate of Science (AS) from a public, 2-year institution shall receive a minimum of 60 transfer credit hours (regardless of grade and course equivalency) at a public 4-year institution and shall be given a junior status. Policy implementation must be effective by June 1, 2022.
   b. Currently, transfer credits are only accepted if the grade earned was a “C” or better. Developing an acronym to annotate these particular transcript credits (SCTR, for example).
   c. Other institutions around the state are considering taking these credits as gen ed courses but there is consensus within the task force that that is not how they wish to handle it for CofC.
   d. The Provost is currently looking at the policy that the task force has put together and our committee will receive it to review as well, likely sooner rather than later as it will then need to pass through Faculty Senate this semester.

4. Coursework Elsewhere Petitions: [Blank] petition was unanimously denied.

Submitted by Kayla Kipps
Attendees: Lynn Cherry (chair), Jim Deavor, Rachel Hunter, Kayla Kipps, Ralph Muldrow, Jess Zuber, Chris Boucher

1. The minutes of the January 19, 2022 meeting were approved.
2. The committee addressed the晚退 Petition.
   a. Lynn Cherry and Jess Zuber (CAPP) gave the committee some background information about the Late Withdrawal Petition process.
   b. The committee shared their thoughts about the petition in the light of the copious documentation available.
   c. With a vote of 4 to 2, the committee decided to approve the petition.
3. Jim Deavor updated the committee on the progress made by the task force on which he serves (Its purpose is to review issues related to credits transfers for students coming from Community Colleges).
4. Lynn informed us that she had not received any other petitions.
5. Meeting adjourned.
Attendants: Lynn Cherry (chair), Chris Boucher, Jim Deavor, Allison Foley, Kayla Kipps
Guests: Michelle Futrell, Patrick Ramsay, Jess Zuber

1. The minutes from the February 2, 2022 meeting were approved.
2. Transfer Policy and Philosophy revisions to comply with state proviso 117.152
   a. This proviso is designed to guarantee that all students who have earned an AA or AS degree from a public 2-year institution shall receive a minimum of 60 credit hours at a public 4-year college or university and be given junior status.
   b. Michelle Futrell attended and provided an overview of work her taskforce had done revising the existing Transfer Credit policy and philosophy to comply by the June 1st, 2022 deadline. Work began in late Fall 2021.
   c. The policy/philosophy has received feedback from the Provost office.
   d. Consensus among the taskforce that general education credits should not be waived for students this policy affects, and that this designation does not necessarily mean a student will complete a degree in 2 years depending upon chosen major. Those pursuing the B.P.S degree will benefit most.
   e. The policy/philosophy is written so that the College will fall into compliance but leaves room for more conversations that need to happen regarding general education credits, developing stronger relationships with advising offices at the technical colleges to prepare students pursuing this route, and for departments to continue creating course equivalency sheets.
   f. Questions from the committee on the policy:
      i. Has the Transfer Policy changed recently regarding the total number of credits that can be transferred?
         1. Yes, in 2019 it was changed from 60 to 66.
      ii. How many students does this policy change affect?
         1. In Fall 2021 there were 31 total students who would have qualified. Not a huge number.
      iii. Will this policy apply to students who have earned an AA or AS over 10 years ago?
         1. Believe so.
      iv. If a student has credits from multiple 2-year institutions, can they pick and choose which courses they want to transfer?
         1. Yes, can choose based on which might transfer more favorably, but cannot exceed the total transfer credit limit.
      v. Were there any discussions of how this policy will affect revenue?
         1. Not at all this time.
      vi. Was the Registrars’ office involved in discussions regarding how to handle the block of elective transfer credits (SCTR 1EE)?
1. Yes, there were Registrars’ office individuals on the task force who agreed this acronym and system was the easiest way to handle transferring credits with no equivalency/not a high enough grade.

   vii. What type of data will the state be expecting us to give them based on this policy?
   1. Not sure currently.

   viii. What is the Provost looking for from this committee during our discussions on this policy?
   1. Needs feedback from the Deans and needs FCAS approval before going to faculty senate.

   g. The committee agrees that the policy/philosophy is in good shape and provides a good foundation for getting the college up to compliance. Leaves room for future discussions regarding how it will affect transfer students, advising, and general education course/major requirement concerns.

   h. Next steps: Lynn Cherry will solicit feedback from the Deans by March 11th on the policy/philosophy revisions so that the committee can discuss at our March 16th meeting. FCAS approval must be submitted to the agenda for the April faculty senate meeting to get it approved in time to meet the compliance deadline of June 1st.

3. The committee addressed the senior coursework elsewhere petition. It was unanimously approved.

4. Meeting adjourned.

Submitted by Kayla Kipps
Attendees: Lynn Cherry (chair), Allison Foley, Kayla Kipps, Rachel Hunter
Guests: Jess Zuber

1. The minutes from the March 2, 2022 meeting were approved.
2. Transfer Policy Revision Recommendations:
   - LC emailed deans on March 3 with request to reply by March 11 and then extended to March 15. Five of six academic deans have responded, and all indicated that they have no questions or concerns. All support it.
   - Email from Sebastian van Delden—he heard that the AA or AS was meant to fulfill Gen Ed requirements.
   - LC checked in the Michelle Futrell and Mark Del Mastro—MD said the state legislature is considering revising bill. If it passes, it will possibly cover Humanities GenEd requirements. Would go into effect in 2023-2024 academic year.
   - Policy recommendations can be sent on to Faculty Senate as is, but we might see this again next year.
   - Will be submitted for April Senate.
   - This will not affect language requirements.
3. The committee addressed the [redacted] senior coursework elsewhere petition. It was unanimously approved in meeting and on OAKS.
4. Update on committee for AY 2022-2023. Possibility of meeting over summer or having petitions to go through.
5. Jess Zuber: Student may be submitting a LW that has already been denied. Student acquired new/additional documentation. May come up in April or May.
6. Meeting adjourned.
Attendees: Lynn Cherry (chair), Christophe Boucher, Jim Deavor, Allison Foley, Rachel Hunter, Kayla Kipps, Ralph Muldrow, Patrick Ramsey, and Jess Zuber

1. The minutes from the March 16, 2022 meeting were approved.
2. The committee voted to deny the [redacted] late withdrawal appeal.
3. The new transfer policy will be on the April 5 Senate agenda.
4. Meeting adjourned at 4:35.
Attendees: Lynn Cherry (chair), Jim Deavor, Allison Foley, Kayla Kipps, Ralph Muldrow
Guests: Patrick Ramsay

1. Discussion of the pending late withdrawal petition, the committee voted to DENY (4 deny, 1 approve).
2. Another LWP will be sent out to OAKS this week for discussion on Wednesday, May 25.

Submitted by: Kayla Kipps

1. The minutes of the previous meeting (May 16, 2022) were approved.
2. The committee addressed [redacted] Late Withdrawal Petition.
   a. After discussing the case in the light of the evidence available, the committee decided to approve the petition.
3. Meeting adjourned.

Submitted by Chris Boucher