COLLEGE of CHARLESTON

Faculty Committee on Academic Standards, Admissions, and Financial Aid

2019–20 Annual Report

1. Committee members:
Meta Van Sickle (Chair), Christopher Boucher, Lynn Cherry, Jim Deavor, Allison Foley, Kayla Kipps, Marianne Verlinden, Andrea Kimpson (Fall SGA representative) Katy Schmidt (Spring SGA representative) W. Bruce Fleming (ex officio), Sonja Wall (ex officio).

2. Management:
The Committee on Academic Standards, Admission, and Financial Aid (FCAS) continued to use CofC’s own OAKS platform to distribute student petitions as a centralized, secure, and efficient system to handle confidential student information. Nearly all the petitions were resolved through discussion and voting on OAKS rather than in committee meetings. Because of the increasing numbers of student Late Withdrawal Petitions (LWPs) due to physical and mental health issues in recent years, this year a committee in the Center for Academic Performance and Persistence (CAPP) considered these petitions; FCAS only considered cases where students were appealing the CAPP committee’s decision. Bruce Fleming and Sonja Wall, from CAPP, organized these student petitions and managed the dissemination of information through OAKS. Petitions for Senior Coursework Elsewhere (SCE) were conveyed to FCAS by Emily Thickens in the Transfer Resource Center. The 2020–21 FCAS Committee members are grateful to these staff members for their diligence working with students regarding their petitions.

3. Highlights from the 2020–21 Academic Year:
In addition to the review of SCE petitions and appeals of LWPs, FCAS undertook the following:

i. Approved the Math Alternatives AA-RO Join Memo (subsequently passed by Faculty Senate);

ii. Approved the addition of Duolingo English Test to the International Admissions Qualifications (subsequently passed by Faculty Senate);

iii. Approved the revised Final Exam policy, version for the Academic Catalog (subsequently passed by Faculty Senate);

iv. Reviewed and significantly revised the XXF policy (subsequently passed by Faculty Senate);

v. Reviewed and began the process to significantly revise the Student Grievance Policy (this work will continue in 2021-22 committee and for subsequent consideration/approval by Faculty Senate in 2021–22.)

4. Total Petition Statistics: (up to 5/12/2021)

Appealed Late Withdrawal Petitions
Approved 2
Denied 1
TOTAL 3

Senior Course Elsewhere
5. Notable Items from Minutes:

(Full details on FCAS actions over the 2020–2021 academic year are available in the individual meeting minutes.) Due to health and safety concerns about the transmission of Covid-19 the committee met via zoom for the entire year.

September 21, 2020

FCAS met for the first time, and Chair Meta Van Sickle reviewed the ‘Rules of the Road’ document revised over previous years, including the change made during the 2019 year whereby Late Withdrawal Petitions would be reviewed by a CAPP committee, with FCAS only considering appeals to the CAPP’s committee’s decisions. Van Sickle updated committee members on proposals carried over from the previous year and likely to be considered this year by FCAS: The Math Alternatives AA-RO Join Memo. The Dean of Students, Jeri Cabot, requested a meeting with the committee to begin discussion about updating the XXF Policy.

October 5, 2020

Tina MacDonald, International studies, presented the proposal to for the addition of Duolingo English Test (DET) to International Admissions Qualifications. The proposal was approved and forwarded to Senate for approval. The Senate did approve. Additional discussion ensued with Jeri Cabot about the XXF policy. Representatives from the GSO and Dean Jeri Cabot attended the meeting.

October 19, 2020

Discussion about the changes needed for the XXF policy continued. FCAS requested feedback from the Dean’s about their concerns and requests. Dean Jeri Cabot additionally brought forward the need to significantly update the Student Grievance Policy.

November 9, 2020

Discussion about the changes needed for the XXF and the Student Grievance Policy continued.

November, 23, 2020

Discussion about the changes needed for the XXF and the Student Grievance Policy continued. Line by line assessment of the XXF policy began.

December 7, 2020

Discussion about the changes needed for the XXF and the Student Grievance Policy continued. Line by line assessment of the XXF policy began. An issue about a policy that was changed without Senate approval was raised. The committee requested that the Provost officially request a review and update of the policy.

January 22, 2021

The Provost officially request a review and update of the Final Exam policy. The committee worked on the wording to ensure students had options and knew where to find the forms to request changes to their final exam schedule. This is a catalog change and thus, RO Mary Bergstrom was consulted. Discussion about the changes needed for the XXF and the Student Grievance Policy continued.

February 5, 2021

Guests: Mary Bergstrom (Registrar), Mark Del Mastro (Associate Provost), Michael Duncan (AVP Student Affairs Director), William Fleming (Interim Director, Center for Academic Performance and
Persistence) and provided input about the changes needed for the XXF. The Final Exam policy was approved by the committee and forwarded to the Senate for approval.

_February 13, 2020_

Jeri Cabot (Dean of Student Affairs) attended to discuss the XXF proposal for amending the Honor Code.

_February 19, 2021_

Guests: Sonja Wall (Assistant Director, Center for Academic Performance and Persistence), William Fleming (Interim Director, Center for Academic Performance and Persistence); Simon Lewis (Speaker of Faculty Senate) provided additional vetting and input for the revision of the XXF Policy. _April 1, 2020_

The committee discussed concerns about Prof. Hoffman’s proposal to revise the College’s Attendance Policy. These concerns were later expressed by Boyle at a Faculty Senate meeting. The committee voted on two student petitions.

_March 5, 2021_

Feedback from the Deans and Academic Affairs were provided to the committee for consideration in the revision of the XXF Policy.

_March 19, 2021_

After a final line-by-line vetting of the XXF Policy the committee approved of the version. The XXF Policy was forwarded to the Faculty Senate for consideration.

_April 2, 2021_

Attention was turned to the Student Grievance Policy for discussion and serious revision.

_April 16, 2021_

The members of the 2020–2021 committee convened to elect a Chair (Lynn Cherry). Student Grievance Policy for discussion and serious revision continued.

_May-August 1, 2021_

The committee will use email, and OAKS for new business.

_Report compiled by Meta Van Sickle, May 12, 2021 and updated version will be supplied around Aug. 1 for final reporting._
Meeting minutes are listed from most recent to oldest for the year 2020-2021

FCAS Minutes 2020-2021
Faculty Committee on Academic Standards
April 16, 2021
Zoom

In attendance: Meta Van Sickle (chair), Christophe Boucher, Lynn Cherry, Jim Deavor, Allison Foley, Kayla Kipps, and Marianne Verlinden. Guests: Mary Bergstorm, Bruce Fleming

Call to order – 12:00pm

Committee moved to approve the minutes of the last meeting (4/2/2021).

The committee unanimously voted to approve the amendment to Jack Golder’s petition to take coursework elsewhere.

Lynn Cherry elected as the incoming FCAS committee chair for the 2021-2022 academic year, effective August 2021. Meta Van Sickle praised the committee on its detailed and considerate work this year.

Meta presented the committee’s work on the XXF policy at the April 6, 2021 faculty senate meeting. The senate presented no comments or needed changes.

Grievance Policy work continued; Mary Bergstorm provided insights on some of her comments on the document:

- FERPA Policy in 2.2D: Mary added appropriate FERPA language to this section and suggested linking to the Registrar’s FERPA page rather than the form itself for link longevity. FERPA language will also be removed from 2.1, it is only needed in 2.2.
- 2.1: Mary suggested referencing the academic calendar in this section to help alleviate confusion on final exam/end of term dates.
- Timeline in 2.2 to request materials after a decision has been made: OLA and Academic Affairs agree that the timeline should be defined to request materials, and that is should match the appeal time for a decision on a case. They originally suggested 5 business days (up from 3 business days). The committee agreed to extend this to 10 business days, for appeal and request materials timelines, to remain consistent.
- Rewording of “may not” language in 2.1 discussed. Committee decided that some ambiguity in this section is fine.

When the Grievance Policy work is complete, it will go back through the Graduate Studies Office, the Dean of Students Office, and Academic Affairs before going to faculty senate.

Meta Van Sickle shared the XXF policy presentation shared at the April 6th faculty senate meeting, addressing the inclusion of a clean copy of the draft as well as one with the tracked changes.
The committee decided that regular meetings would not be necessary again until the Fall semester. Petitions and grievance policy work over the summer can be done via email. Zoom meetings may occur as necessary.

Continue to monitor email and the OAKS discussion board for petitions to vote on. Meta will send a copy of the grievance policy with tracked changes to the committee for it to continue looking over.

Adjourned at 12:43pm.

Submitted by Kayla Kipps

FCAS MINUTES 2020-2021
FCAS
April 2, 2021
Zoom

In Attendance: Meta Van Sickle (chair), Lynn Cherry, Jim Deavor, Allison Foley, Kayla Kipps, Marianne Verlinden, Katy Schmidt (student rep), and Christophe Boucher. Guests: Mark del Mastro, Michael Duncan, and Bruce Fleming

Call to order – 12:00 pm
The Committee approved the Minutes of the last meeting (03/19/2021)

The committee denied Jack Golder’s petition to take coursework elsewhere. The committee then spent most of the meeting editing the Grievance Policy in response to questions raised by Mary Bergstrom regarding the latest version of the document as revised by FCAS on March 19, 2021. The committee agreed to the following:

1. Change the language associated with the statute of limitation. Initially, the policy gave students “365 days of the posting of the grade” to file a grievance. Instead, the committee opted to replace “365 days” with “one calendar year.”
2. Keep the language used in the last sentence of part 2.0, section b: “Grievances submitted outside of the full terms may not be reviewed until the beginning of the next full term.”
3. Replace “working days” with “business days” throughout the document.
4. Reformat the numbers on the bullets.
5. Table any revisions in part 2.2 until the administration develops a statement about FERPA releases and how FERPA-related issues should be included in such a policy. Meta offered to help Mark del Mastro come up with a statement.
6. To replace, in part 2.2, section f, “3 working days” with “5 business days” in order to get the parties involved more time to request a review of the decision.
7. To include url in the document but pointed out the need to keep these links up to date.

Considering that some issues have yet to be resolved and the semester is coming to an end, the policy will not make it to Senate this year.
Meta reminded the committee to keep checking the discussion board for new cases arising
The Chair of the committee reminded us that she will not serve on FCAS next year and that we need to elect another chair next time we meet.
12:55: Meeting adjourned.
Submitted by Christophe Boucher

FCAS MINUTES 2020-2021
FCAS
March 19, 2021
Zoom

Committee members in attendance: Meta Van Sickle, Jim Deavor, Chris Boucher, Kayla Kipps, Allison Foley, Michael Duncan, Lynn Cherry, Marianne Verlinden, Bruce Fleming

12:00 meeting called to order
12:02 – minutes approved
Sr. Coursework Elsewhere Petition – unanimous decision to Deny

XXF Policy – Alicia Caudill and Michael Duncan provided comments and discussed questions with Meta. After discussion about the comments, committee agreed to send policy to Faculty Senate. Meta will forward it to Scott Peeples for inclusion during the April Senate meeting.

Grievance Policy –
Marianne offered recommendation for language related to probation/dismissal. Bruce offered clarification regarding the end of term language. Attention was given to language in 1.1a, 2.1a, 2.1b, 2.1c (incorrectly formatted), 2.1, 3.1 and 3.2.
The issue of time line was discussed because there are many legitimate reasons that it may not be possible to follow or meet a shorter time line for the grievance process. Faculty and students may not be available. Language was clarified to indicate what is meant by ‘end of term’ – last day of classes, end of exams, date grades are due. Also, ‘working days’ was added to clarify all references to days.
Changes were made to correct spelling and grammar errors throughout the policy.
Meta will send a clean copy of the policy to everyone in the next few days and we can vote on it online. If a vote can be taken before March 25, it will go to Faculty Senate in April.

Meta praised the committee for the quality of work on the policies.
Adjourned – 12:48

Respectfully submitted, Lynn Cherry

FCAS Minutes
March 5, 2021
Zoom
In Attendance: Meta Van Sickle (chair), Christophe Boucher, Lynn Cherry, Jim Deavor, Allison Foley, Kayla Kipps, Katy Schmidt (student rep), Marianne Verlinden
Guests: Bruce Fleming, Michael Duncan

1. Called to order at 12:02 by the chair.

2. Minutes for 2-19-2021 FCAS meeting were approved by unanimous consent.

3. The Final Exam Policy was presented to and approved at the March 2 meeting of the Faculty Senate.

4. After a final review by the committee with minor editorial changes, J. Deavor moved that the XXF policy be sent to the Office of Student Affairs for review and if there are no substantive changes that it be forwarded on to the senate for approval.

5. A student petition to take courses elsewhere was denied.

6. The Grievance Policy will again be discussed at our next meeting with the intention of sending it to the April meeting of the Faculty Senate.

7. L. Cherry moved to adjourn the meeting. Seconded. Approved. Meeting adjourned at 12:44 pm.

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**FCAS Minutes 2020-2021**

02-19-2021

Zoom

In Attendance: Meta Van Sickle (chair), Christophe Boucher, Lynn Cherry, Jim Deavor, Allison Foley, Kayla Kipps, Katy Schmidt (student rep), Marianne Verlinden
Guests: Sonja Wall (Assistant Director, Center for Academic Performance and Persistence), William Fleming (Interim Director, Center for Academic Performance and Persistence); Simon Lewis (Speaker of Faculty Senate)

1. Minutes for 2-5-2021 FCAS meeting were approved.

2. Two Late Withdrawal petitions were discussed.
   1. After discussion, Student A’s petition was approved by majority, though not unanimous, vote.
   2. Student B’s petition was unanimously denied.

3. The committee voted to present the catalog addition/change for the clarified Final Exam Policy to the Senate on 3-4-2021.
4. Academic Dishonesty and the Operation of the XXF policy
   1. Concerns about monetary penalty were resolved among the Deans and no further edits are required on that point.

   2. All committee members agreed that the grade/status language is clear.

   3. Lewis asks for clarification on Sections F and G and the timeline (one vs. two years) for petition for a removal of the XXF status. Clarification provided by LC (one year timeline is for low-stakes Category II infractions). Additional clarifying language to this effect added to Section G.

   4. All other edits to document minor.

   5. Committee votes to send XXF policy to Senate for endorsement.

5. Grievance Policy:
   1. Edits were made via Academic Affairs in one version and in FCAS in another version. These two versions will be assessed to determine which is most effective.

6. Motion to end meeting is made and seconded.

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**FCAS Minutes 2020-2021**

02-05-2021

Zoom

In Attendance: Meta Van Sickle (chair), Christophe Boucher, Lynn Cherry, Jim Deavor, Allison Foley, Kayla Kipps, Katy Schmidt (student rep), Marianne Verlinden

Guests: Mary Bergstrom (Registrar), Mark Del Mastro (Associate Provost), Michael Duncan (AVP Student Affairs Director), William Fleming (Interim Director, Center for Academic Performance and Persistence)

8. Meta welcomed Katy Schmidt, our new student representative, on the committee.

9. Minutes for 1-22-2021 FCAS meeting were approved.

10. Further editing of the Academic Dishonesty and the Operation of the XXF policy

    The original policy with current edits fully marked up, and the most recent clean revised copy were examined side by side.

    Three main content changes were made:

    1. “XXF grade” phrasing was replaced by “XX sanction and F grade” to clarify that “XX” was a status indicator and F a grade, operating separately. While “XX” can be appealed, the grade of F is permanent on the transcript.
2. “the Dean of Students” was replaced by “the Office of the Dean of Students” and “the Registrar” was replaced by the “Office of the Registrar” to better reflect the actual practice.

3. Under **A. Examples of Class 1 violations**, “on a “Change of Grade” form” was eliminated from the next-to-last example referring to ‘changing, altering, or being an accessory to changing and/or altering a grade in a grade book’. With the move of the form to a secure digital platform as opposed to when a paper form was used, students are simply not able to commit such a violation.

Additional minor edits aimed at enhancing cohesion, consistency, clarity and readability were made throughout the document.

All members present are invited to take one last look at the documents. Meta will share the 2 versions (marked-up copy and clean copy) in their current form in a Google doc format to consolidate any additional edits.

11. **Discussion of the Final Exam Policy.**

   The suggested added statement instructing students which action they had to take to request the accommodation to change a final exam time/date was edited for clarity. It was noted that an https link to the request form would not appear on the online Policy document, but would be changed into a hyperlink with the title of the document, for ADA compliance.

   A motion to forward the *Final Exam* policy and the revised clean copy of the *Academic Dishonesty and the Operation of the XXF* policy together with the marked-up copy of the original policy to the Senate, once these last edits are made on the Google doc, was approved.

   Meta thanked the guests for their invaluable assistance in the editing of the two policy documents.

12. **Discussion of Sr. Course Elsewhere Petition by KK**

   Meta invited committee members to offer additional comments on their decision to deny the request. None was offered. The unanimous decision of the committee and rationale for it will be communicated to the LWP Committee.

5. A motion to adjourn was approved.

Respectfully submitted,

Marianne Verlinden

**FCAS Minutes 2020-2021**
In Attendance: Meta Van Sickle (chair), Christophe Boucher, Lynn Cherry, Jim Deavor, Allison Foley, Andrea Kimpson (student rep), Marianne Verlinden, Kayla Kipps

1. Minutes for 12-07-2020 FCAS meeting approved.

2. Concerns for the MB case discussed. Meta is following up with Emily Thickens to ensure the student is aware of credit hours needed for graduation.

3. Discussion about financial need as a reason for approving petitions for senior coursework taken elsewhere.
   ○ Transfer credit hours (without FCAS approval) increased to 12 this year to account for most courses being 3 or 4 credit hours.
   ○ Discussion points raised:
     ■ The need to acknowledge financial hardships during (and after) the pandemic.
     ■ Committee, for the most part, sees petitions for gen-ed courses (i.e., SPAN, BIOL) rather than senior capstones, major specific courses.
     ■ Allowing general education courses vs. in-major requirements, important for retention of students/students completing their degrees. Counterpoint: does that devalue our gen-ed courses/reward the behavior of putting off gen-ed courses until senior year?
     ■ Looking at how many transfer credits a student has already applied during their tenure at CofC.
   ○ Possible courses of action: Adopt changes to the “Rules of the Road” whether temporary and/or flexible as the pandemic continues, continue evaluating on case-by-case basis (typically requiring an additional reason for financial burdens). Any changes to rules of the road must be approved by Provost’s Office/Faculty Senate.
   ○ Question raised about SACSCOC requirements for senior residency, keeping our policies in alignment with accreditation standards.

4. Final Exam policy memo from Provost Austin.
   ○ Faculty Senate should be made aware of the changes to this policy (made without senate approval), with the option to decide whether or not to revert back to the old policy. Caveats should also be mentioned to senate:
     ■ Change of exam periods from 3-hour to 2-hour blocks, along with a more compressed schedule, may mean that overlapping exam schedules are more prevalent.
   ○ Meta will follow up with Mary Bergstorm to see if data is available on the number of students with 3 or 4 exams in any one 24-hour time period.
   ○ Discussion of final exams: Students in humanities more likely to have overlapping due dates for papers, etc. rather than exams. Online final exam periods also discussed, and policies written in the final exam documents have
already addressed this.

5. XXF Policy
   ○ Committee reviewed the Provost’s Office comments on the XXF document.
     ■ 3A: Formatting changed to indicate that only the dean of students will notify the registrar.
     ■ 3D: Understood that student must retake a course if it is a required course but may take a different course if it is not one of their required major courses.
     ■ 3F: Ongoing concerns of the monetary requirement for the IS. The committee has moved the “need-based assistance” application paragraph outlined further in 3F to the second paragraph. Discussion that the policy was written for this for-profit seminar and that this is just an additional consequence for cheating.
     ■ 3I: Added a note to see Section 2A for sanction options.
   ○ No additional concerns from committee on text of policy.
   ○ Lynn will be adding formatting changes to the XXF policy document. Once the document is finalized it will be sent to Academic Affairs, returned to FCAS for a formal vote of approval, and then is to be prepared for a future Faculty Senate meeting for approval.

6. Grievance Policy
   ○ Discussion of graduate student portion of grievance policy. No large changes made.
   ○ Meta will clean up Grievance Policy document and send out for examination by the committee.

7. Additional Business
   ○ Future discussion of the composition of the FCAS committee, if necessary.

FCAS MINUTES 2020-2021
FCAS
12-07-2020
Zoom

In Attendance: Meta Van Sickle (chair), Lynn Cherry, Jim Deavor, Allison Foley, Kayla Kipps, Andrea Kimpson (student rep), and Christophe Boucher.

Call to order – 1:00 pm
Minutes from 11/23/2020

XXF policy: The document was not presented to the Senate this month because the Provost did not have a chance to read it beforehand. The policy also needed to be submitted to the Deans for input. It will go forward most likely after the next Deans’ meeting this month or next one.
Meta thanked Jeri Cabot, who is retiring next week, for her hard work as Associate Vice President for Students Affairs/Dean of Students.

Grievance Policy: The committee took a last look at the undergraduate portion of the document. A few minor grammatical errors were corrected. The committee will discuss the graduate portion of the policy in January.

Meta also brought to the committee’s attention that students no longer have the option to solicit accommodations from their professors if they have 3 or more final exams within a 24-hour period. Since a former Provost at the College made this decision unilaterally, the new policy did not go up the official channels for approval and this oversight will have to be addressed. As a result, the FCAS Committee should expect to deal with this issue sooner or later. We are waiting to hear more from Mark and / or Provost Austin.

Meeting adjourned – 1:15 pm
Submitted by Christophe Boucher

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**FCAS MINUTES 2020-2021**

**FCAS**

11/23/2020

Zoom

In Attendance: Meta Van Sickle (chair), Lynn Cherry, Jim Deavor, Allison Foley, Andrea Kimpson (student rep), Christophe Boucher, Marianne Verlinden, Bruce Fleming

Call to order by Meta at 1:00 p.m.

The minutes from 11/9/2020 were approved by unanimous consent.

**Petition for Senior Coursework Elsewhere**

The committee had one Senior Year Coursework Elsewhere petition which had been reviewed, and the committee voted unanimously to DENY the petition.

**Grievance Policy**

Work continued work on amending the policy. Meta will circulate the changes.

Next meeting – Monday December 7, 2020 at 1:00.

Marianne Verlinden moved to adjourn, the motion was seconded, and approved. The meeting was adjourned at 2:01 p.m..

Jim Deavor
Call to order – 1:00
Minutes from 10/26/2020 approved

Jeri Cabot brought back changes to the **XXF policy** so the committee could see the changes and how the policy will look in the Student Handbook. Several specific things that she pointed out that have been changed include:

- XXF is a status indicator and a grade; the XX is a status indicator and the F is a grade. The policy will indicate this.
- The 2019-2020 committee had agreed that any second Class 2 offense will become a Class 1 offense and any second Class 3 offense will become a Class 2 offense.
- Jeri has removed the word “grade” in relation to the XXF since it is a status indicator, not a grade.
- Language has been inserted to clarify that offenses can be heard by the Honor Board or by the **Office of the Dean of Students**.
- Language has been modified throughout the policy to emphasize the procedure and to make sure the language is consistent throughout the policy. For example, “Appellate” is now referred to as “Authority”.

Marianne asked why the policy sometimes refers to “instructor” and sometimes to “faculty”. The language should be consistent throughout the policy. Jeri agreed, and said she will make sure “faculty” is substituted for “instructor” throughout the policy.

Jeri also indicated that language has been added regarding the cost of the Integrity Seminar and the fact that the fee for the Integrity Seminar does not cover any additional costs. Jeri indicated that she did share this concern with the administrators of the Integrity Seminar, but she does not know if or when they will change the information on their webpage.

Jeri also discussed that the language about a second XXF needs to be reviewed and considered.

Jeri has also added examples of ‘low stakes assignments’ which might allow students found in violation of a Class 2 violation to be given the sanction of completing the Integrity Seminar and having the XXF applied for one year rather than two.

Marianne asked if “the unauthorized use of online tool to complete a low-stakes assignment” could be added to the examples since this is something that is very important for language courses. Jeri agreed that she would add this.
Jeri shared that the Academic Council and deans are still reviewing the policy, the changes and the new language. Jeri said she will bring the policy back to FCAS for final review once the deans and Academic Council have responded to the changes.

Meta pointed out that there needs to be a specific reference in the XXF policy that the XXF is for two years. Currently, there is not any specific language, it is just assumed since students must wait two years before they can appeal to the Honor Board to have the XX status indicator removed from their transcript.

Jeri also commented on the work the committee is doing regarding the Grievance Policy. Currently the language regarding the basis for an appeal of a grievance is that “If the executive vice president for academic affairs determines that the notice of appeal has been filed in a proper and timely manner . . .” and asked whether the committee wants to make the language more clear.

Meta pointed out that the committee is working to try to focus on what the Grievance Policy is for, not just what it is not for.

Petition for Senior Coursework Elsewhere
The committee had one Senior Year Coursework Elsewhere petition which had been reviewed, and the committee voted unanimously to DENY the petition.

Meta shared that she is working with the Registrar’s Office and with CAPP to try to reduce the archived files in OAKS since CAPP has copies of all of the petitions submitted to FCAS as well as all the attached documents. There is not a need for multiple years of archived petitions to be kept in the FCAS OAKS material, and having so many years materials slows our ability to access materials and current petitions. The group agreed that it is appropriate to keep one year of archived petitions and materials available.

The committee will continue to work on the language for possible revision/clarification of the Grievance Policy at the 11/23 meeting. This is not something that we should rush. Meta will merge all of the comments that have been submitted so far and will send them to the committee for review.

Next meeting – Monday, Nov. 23 at 1:00. Meta will send the Zoom link and the agenda to everyone on Nov. 20.

1:58 – Jim Deavor moved to adjourn, Allison Foley seconded. Meeting was adjourned.

Respectfully submitted by Lynn Cherry
In Attendance: Meta Van Sickle (chair), Christophe Boucher, Lynn Cherry, Jim Deavor, William Flemming (ex officio), Allison Foley, Andrea Kimpson (student representative), Kayla Kipps, Marianne Verlinden

1. Minutes for 10-05-2020 FCAS meeting were approved with one abstention.

2. Senior petition to take coursework elsewhere by Brianna Sagely was DENIED for lack of compelling rationale. The decision will be communicated to Emily with a mention that the committee is willing to reconsider if new information is provided.

3. Modifications to the Honor Code XXF: Some edits to the current proposal are being made by the Deans. Jerry Cabot will report back to FCAS when that part of the process is completed.

4. Revision of 12.6.1 Student Grievance/Complaint Policy and Procedures

Discussion:
1. Recommendation to clarify what the grievance process is designed for (to help students resolve issues such as…) and what it is NOT designed for (to argue without base about grades), by adding a sentence or two. Discussion as to whether this clarification is best added to the Introductory Policy Statement or later in the document. (Christophe, Kayla, Andrea)
2. Comparing this document with the one crafted more recently by the Graduate School. We may want to make them more parallel. (Allison, Meta)
3. Consider adding language informing the student that he/she can request a mediator, provided he/she sign a FERPA document. This raises the question of whether the mediator would be there to monitor the process or as an active participant. A precedent and specific wording exist in cases of SGA disciplinary hearings: Students can request a lawyer to be present, but that person cannot be an active participant in the process
4. Consider revising the phrasing regarding the timeline for the issue to be adjudicated. Currently the Dept Chairs have 30 days to do so. This is problematic when faculty members are no longer on contract or available (for example in the summer). The deadline could be pushed to a specified number of working days in the subsequent full semester, or a statement could be added indicating that a grievance submitted within X days of the end of the semester may not be resolved as quickly as the 30 days deadline. (Jim, Lynn)
5. Consider adding a statute of limitations, whereby a grievance must be submitted within X number of days (such as 365 days) of the incident to be considered.
6. Consider adding a statement that the student will be informed about the final decision in writing, and that his/her official CofC email will be used for such communication.
7. Discussion about whether a written submission of the grievance presented to the Departmental Chair is an acceptable avenue to present the grievance, or whether the student should be required to use the grievance portal, if an informal discussion with...
the faculty member did not solve the issue to the satisfaction of the grieving party. (Marianne)

8. Consider adding a requirement that the student must document that an informal meeting with the faculty member took place.

9. Consider adding language to clarify the impact of a leave of absence and the late withdrawal process on the grievance process.

Some of these tasks were distributed among committee members (names between parentheses) who were asked to draft new wording before our next meeting. Jim Deavor already shared via email ideas/specific wording for revising parts of the document.

Respectfully submitted,
Marianne

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**FCAS Minutes 2020-2021**
Meeting #3
10-05-2020
Zoom

In Attendance: Meta Van Sickle (chair), Christophe Boucher, Lynn Cherry, Jim Deavor, William Flemming (ex officio), Allison Foley, Andrea Kimpson (student rep), Kayla Kipps

Guests: Jeri Cabot, Tina MacDonald, Robyn Olejniczak

1. Minutes for 09-21-2020 FCAS meeting approved with changes to the final tally of votes on the LWP for AM.

2. Addition of Duolingo English Test (DET) to International Admissions Qualifications:
   - Tina MacDonald presented the proposal to the committee.
   - Discussion of experiences working with International Students.
   - International student applications were up in Fall 2020, likely due to the College’s adoption of the Common Application.
     - Normal hurdles for recruitment of international studies were stretched even further due to the pandemic this year.
   - The importance of an affordable and accessible option was discussed especially through the lens of the COVID-19 pandemic and its effects both in the United States and internationally.
     - DET is more affordable than similar tests, and provides a virtual option.
   - Concerns
     - **Temporary or Permanent Change**: Proposal intends that this is a permanent change for international admissions.
     - **Integrity of Test & Time Restraints**: Very similar to TOEFL. Members of the international admissions office and Center for International Education have taken the test and are satisfied with its integrity.
     - **Retake Options**: Students may retake the test, but must pay again.
Committee unanimously approved the proposal to go forward.

3. Modifications to the Honor Code XXF:
   - Committee members who volunteered to take the Integrity Seminar shared their feedback.
     - U.S./male centric.
     - Content was more about character building than just learning how to cite, which was a positive.
     - Engaging texts during the essay portion.
     - Rigorous and appropriate constructive workshop for students.
     - Quick feedback from the organization.
     - Needs to be more upfront about some hidden costs within the seminar.
   - Concerns on the revisions to XXF Policy: Emphasis on the need for examples of practice, definitions of class II violations to which this would be administered.
   - Unanimously move to approve this proposal and send it forward.
     - Academic council is being asked for feedback on the proposal to strengthen its argument once it makes it to Faculty Senate.

4. Up next: Revision of 12.6.1 Student Grievance/Complaint Policy and Procedures
   - Last updated: 08/24/2016
   - The Dean of Students office has started the review, a red-lined copy will be shared with the committee.
   - Draft will be discussed at the next meeting (10/19)

FCAS MINUTES 2020-2021

FCAS
Meeting #2
09-21-2020
Zoom

In Attendance: Meta Van Sickle (chair), Lynn Cherry, Jim Deavor, Allison Foley, Kayla Kipps, Andrea Kimpson (student rep), Christophe Boucher, Marianne Verlinden, Sonja Wall, Jeri Cabot, (guest) Dean of Students

1. Late Withdrawal Petition for AM,: Voting conducted on OAKS. 6-0 in favor of approving the LWP.

2. Minutes for 9/7/20 FCAS meeting approved with minor (spelling) revisions.

3. Andrea Kimpson introduces self as new student committee member.

4. Modifications to the Honor Code XXF (Jeri Cabot):
   - Modification to Class II violations with admission of fault.
   - Class II violations normally result in 1-2 years of an XXF grade on transcript before student can petition removal. Special cases with developmental aspects could be eligible
for the option of completing the Academic Integrity Seminar (AIS). Faculty in consultation with the Honor Board determine student eligibility for this option.

- **Academic Integrity Seminar (AIS):** Students would complete seminar, which is managed by a private company, to remove the XXF from their transcript. Must be completed within a set deadline. Failure to complete seminar by deadline results in one year of XXF and possibly other sanctions. Deadline is set by faculty. If the infraction is at the end of the semester, the instructor gives an incomplete until seminar is completed by the deadline.
- Seminar takes approximately 8-10 hours to complete. Deadline is typically a month.
- Cabot recalls only one student ever failing the seminar. 250-300 CofC students have taken it in the last 20 years.
- AIS has a good industry reputation and has expanded its content to include more diversity.
- After completion of seminar, student receives a grade for course, as per usual, from faculty.

**Concerns about Academic Integrity Seminar:** Some members of the FCAS expressed concerns about the seminar.

- **FERPA concerns:** Jeri Cabot reports that she spoke with Legal about FERPA. An MOU has been signed with the AIS. Also, FERPA concerns are lessened as the students are responsible for reaching out to, and coordinating with, the AIS themselves.
- **AIS Experience and Rigor:** Cabot notes that students have reported positive experiences with the AIS and are usually grateful for the opportunity to remove the XXF—even if there is not a positive course grade outcome. AIS tutors give individualized feedback.
- **Concern about Financial Burden:** The AIS costs students ~$100. Cabot said “it’s rare that students can’t afford it” but AIS works with students to help with affordability and Dean of Students office will have a pool of resources to help students who cannot otherwise afford it.
- **Student Expectations:** Boucher, Van Sickle, Foley, and Kimpson stressed that wording of the policy revision must be clear (i.e. payment for AIS does not equal an improved grade in the CofC course. AIS completion is only relevant for removing the XXF grade. Faculty retain the right to grade the student on their coursework as they see fit.
- **FCAS Takes AIS:** Verlinden, Boucher, and Kipps will take AIS—preferably by next meeting (10/5)