

Revisions Voted On & Approved by the Student Grievance Committee on March 2nd, 2020

Present at meeting: Daniel Tillman (Chair), Ophra Leyser-Whalen, Sabrina Kao, Tom Fullerton, Antonio Arribas, Giulio Francia, & Sandor Dorgo (Senate Leader)

Committee members not present: Max Grossman, Josie Tinajero, & Vivek Tandon

At meeting, Dr. Leyser-Whalen moved to approve and Dr. Francia seconded the following revisions intended to make the Student Grievance process more clear and consistent -- there are three changes to webpage (#1-3), three changes to directions-document (#4-6), six changes to complaint-form (#7-12), and one change to the HoOP (#13):

1. Remove list of three bullets with truncated-directions from webpage and require that full-directions be read and confirmed before grievance-form is accessible.
[Currently a student can access form without reading full-directions.]
2. Replace the webpage bullets with the sentence "Please read the Instructions – Complaint Form before filing your complaint."
[Currently says "Prior to filing a complaint you must complete the following steps:" then has 3 bullets.]
3. On webpage after phrase "impermissible discrimination" add the phrase "**(see Instructions - Complaint Form for definitions).**"
4. Change full-directions document to state: "You may seek assistance from Dept. Chair"
[Currently states "You should seek assistance"]
5. Change full-directions document to modify 2nd bullet point to say "If you are unable to resolve the difference, **it is encouraged that you** seek assistance from the Dept. Chair or other appropriate academic administrator in attempts to resolve the grading dispute."
[Currently states "If you are unable to resolve the difference, you should seek assistance from the Dept. Chair or other appropriate academic administrator in attempts to resolve the grading dispute."]
6. Change full directions to remove the 3rd bullet point that states "Please note that some colleges have a unique set of procedures for grade appeal. You are responsible ..."
[Currently states "Please note that some colleges and/or departments have a unique set of procedures for grade appeal. You are responsible for following college and/or departmental procedures prior to filing a complaint with the Student Grievance Committee."]
7. When case is assigned to conciliator, the form's notifications will only copy instructor's Dept. Chair.
[Currently the form notifies instructor's Dept. Chair, Dean, Senate Leader, & Provost.]
8. Change form's 1st checkbox to "I have met and discussed, or attempted to meet and discuss, with the named faculty ..."
[Currently states "I have conferred with the named faculty ..."]

9. Change form's 2nd checkbox to "If you have asked for assistance from the Dept. Chair please indicate so by checking this box. You are not required to meet with the Dept. Chair before filing a grievance."
[Currently states "If I have not been able to get an appointment with the faculty member, I have asked for assistance from the Department Chair or other appropriate academic administrators to obtain a grade review by the faculty member.]
10. Change form's 3rd checkbox to: "I have met and discussed, or attempted to meet and discuss, with the named faculty member regarding this matter and these conferences did not resolve my complaint."
[Currently states "I have conferred with the named faculty member regarding this matter and with the administrator(s) directly above the faculty member. These conferences did not resolve my complaint. If applicable, I have followed the grade appeal process of my college and/or departmental procedures prior to filing a complaint."]
11. Change definition of Arbitrariness on form to allow a 'no-fault option' stating:
"Arbitrariness: Being determined by chance, **inadvertent score or grade mistakes**, whim, or impulse, and not by necessity, reason, or principle."
[Currently states "Arbitrariness: Being determined by chance, whim or impulse, and not by necessity, reason, or principle."]
12. If the committee votes to compel an involuntary grade-change, then that instructor and the instructor's Dept. Chair are notified.
[Currently only the instructor is notified.]
13. The Student Grievance Committee wants to amend the UTEP HoOP 4.15.3 to say:
"4.15.3 Upon assignment of the conciliator, the Chair of the Student Grievance Committee will notify the appropriate faculty member and his/her immediate supervisor."
[Currently states: "4.15.3 Upon assignment of the conciliator, the Chair of the Student Grievance Committee will notify the appropriate faculty member, his/her immediate supervisor, his/her College/School Dean, the President of the Faculty Senate, and the Provost.]