

# Golden Rule Review Committee: Meeting Minutes 11/12/2013

Meeting Called to Order: 12:07 PM

## Chair Reports

- Policy Statements of FSU, UF, and Policy Research Spreadsheet given out
- Next meeting we will discuss the meeting dates for Spring 2014

## Old Business

### Page 21

- Sentence not completed; Require fixing by adding “. . .is prohibited”

### Page 16; bottom page

- “My committee members and staff members”, doesn’t specify what committee?

### Page 33; Article 4; Item 5

- “Activities”? Is that the word intended to be there?; “And it’s activities?”

### SUBSTANCE ABUSE page 21 and 37

- Adding Drugs as an additional subject or focus on making the statements firm.

### Smoke-Free Tobacco Free

- Dismissing it from the agenda

### Grade Appeal Process

- Creating a check-list will help to ensure that students are able to meet each requirement in the grade appeal process?
- A timeline for the UCF process could resemble the following:
  - o Step 1: 3 documented student outreaches (via email) over the course of 15 school days, with at least one attempt occurring in each of the three weeks
  - o Step 2: If the faculty member does not respond or if the student is dissatisfied with the response, he or she has 5 school days to contact the department chair/unit head
    - The chair has 15 school days to render a decision
  - o Step 3: If the issue advances to the college dean or his/her designee, the student must contact that individual within 5 school days
    - The dean/designee has 15 school days to render a decision
  - o Step 4: If the student is not satisfied, he or she must contact the Academic Appeals Committee within 5 days
  - o Step 5: The Academic Appeals Committee must meet within 20 days of receiving the appeal. The committee will make its recommendation to the college dean
  - o Step 6: If the student is still unsatisfied, he or she must contact the Dean of Undergraduate (or Graduate) Studies within 5 school days.
    - He or she has 10 school days to issue a decision.
  - o Based on the above timeframes, the process can take between 4 and 5.5 months
  - o This plan will be presented to Dr. Vitties during a meeting scheduled for 11/18.

Meeting adjourned: 1:30 PM