**Student Fairness Committee**  
2017/2018 Year-End Committee Report to the Academic Senate

Chair: Nadia Sorkhabi  
Chair Elect: TBD  
Number of meetings held: 13

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**SFC Business Completed in 2017/2018**

The Student Fairness Committee (SFC) met 13 times during the 2017/2018 academic year; 7 meetings in the Fall and 6 meetings in the Spring. The agendas and minutes summarizing the case dispositions are included with this report.

Six petitions were carried over from 2016/2017. In addition to the carry over, the SFC received thirteen new petitions.

<table>
<thead>
<tr>
<th>AY</th>
<th>New Cases Filed</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017/2018</td>
<td>13</td>
</tr>
<tr>
<td>2016/2017</td>
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<tr>
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<td>2011/2012</td>
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</tbody>
</table>

Per policy S14-3, The Student Fairness Committee shall hear grade dispute petitions when petitions are deemed to be appropriate and include evidence of the following conditions:

1. When there is evaluation of students that differs from announced requirements.  
2. When there are belated impositions of requirements.  
3. When grades are based on criteria other than academic performance in the course.
4. When grading criteria do not provide a clear and consistent method of evaluating students' work or performance.
5. When students' requests for information during the semester regarding their academic progress in the course are not responded to in a reasonable time (e.g., two weeks after the request is made).
6. When students' requests for an explanation of how the posted course grades for a term were determined are not responded to in a reasonable time (e.g., the later of two weeks after the request is made or one week before the add deadline for the fall or spring semester following the term in question).
7. When students are penalized for expressing opinions.
8. When students are given to understand that they are removed from a course without due process of a hearing.

<table>
<thead>
<tr>
<th>Petition Status</th>
<th>2017/2018 AY</th>
</tr>
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<tbody>
<tr>
<td>Formal Hearings</td>
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</tr>
<tr>
<td>Petitions Dismissed</td>
<td>8</td>
</tr>
<tr>
<td>Resolved Informally</td>
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<tr>
<td>Petitions Withdrawn</td>
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<tr>
<td>Carried Over</td>
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</table>

**2017/2018 by College**

<table>
<thead>
<tr>
<th></th>
<th>Petitions Received</th>
<th>Formal Hearings</th>
<th>Dismissed</th>
<th>Informal Resolution</th>
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<tr>
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## Student Fairness Case Detail

The SFC findings specific to each case are attached in order of case number.

<table>
<thead>
<tr>
<th>Case No.</th>
<th>Type</th>
<th>College/Department</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1617-10</td>
<td>Grade Appeal/Dispute</td>
<td>College of Health and Human Sciences/HS 271 Spring 17</td>
<td>Hearing held; SFC found no evidence of academic unfairness after reviewing student and faculty documentation.</td>
</tr>
<tr>
<td>1617-11</td>
<td>Grade Appeal/Dispute</td>
<td>College of Science/PHYS 50 Fall 16</td>
<td>Petition dismissed after review by SFC; Found no evidence of academic unfairness.</td>
</tr>
<tr>
<td>1617-12</td>
<td>Grievance</td>
<td>College of Health and Human Sciences/JS 151 Fall 16</td>
<td>Hearing held; SFC found in favor of student.</td>
</tr>
<tr>
<td>1617-13</td>
<td>Grade Appeal/Dispute</td>
<td>College of Engineering/ISE 131 Spring 17</td>
<td>Hearing held; SFC found no evidence of academic unfairness after reviewing student and faculty documentation.</td>
</tr>
<tr>
<td>1617-14</td>
<td>Grievance</td>
<td>College of Health and Human Sciences/JS 151 Fall 16</td>
<td>Resolved informally within department.</td>
</tr>
<tr>
<td>1617-15</td>
<td>Grade Appeal/Dispute</td>
<td>College of Education/EDSC 172A Fall 16</td>
<td>Hearing held; SFC found in favor of student.</td>
</tr>
<tr>
<td>1718-01</td>
<td>Grade Appeal/Dispute</td>
<td>College of Science/CS 152 Spring 17</td>
<td>Petition dismissed after review by SFC; Found no evidence of academic unfairness.</td>
</tr>
<tr>
<td>1718-02</td>
<td>Grade Appeal/Dispute</td>
<td>College of Social Science/ANTH 232 Spring 17</td>
<td>Hearing held; SFC found no evidence of academic unfairness after reviewing student and faculty documentation.</td>
</tr>
<tr>
<td>1718-03</td>
<td>Grievance</td>
<td>College of Social Science/POLS 15B Spring 17</td>
<td>Petition dismissed after review by SFC; Found no evidence of academic unfairness.</td>
</tr>
<tr>
<td>1718-04</td>
<td>Grievance</td>
<td>College of Engineering/CMPE 295A</td>
<td>Petition dismissed after review by SFC; Found no evidence of academic unfairness.</td>
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<tr>
<td>1718-05</td>
<td>Grievance</td>
<td>College of Engineering/TECH 20, 46, 25 Fall 16</td>
<td>Resolved informally within College.</td>
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<td>1718-06</td>
<td>Grade Appeal/Dispute</td>
<td>College of Engineering/ME 185 Spring 17</td>
<td>Hearing held; SFC found no evidence of academic unfairness after reviewing student and faculty documentation.</td>
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<tr>
<td>1718-07</td>
<td>Grievance</td>
<td>College of Engineering/CMPE 207 Fall 17</td>
<td>Petition dismissed after review by SFC; Found no evidence of academic unfairness.</td>
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<tr>
<td>1718-08</td>
<td>Grade Appeal/Dispute</td>
<td>College of Humanities and the Arts/DSID 32 Spring 17</td>
<td>Hearing held; SFC found no evidence of academic unfairness after reviewing student and faculty documentation.</td>
</tr>
<tr>
<td>1718-09</td>
<td>Grievance</td>
<td>College of Education/Phase II Student Teaching Spring 17</td>
<td>Petition dismissed after review by SFC; Found no evidence of academic unfairness.</td>
</tr>
</tbody>
</table>
| 1718-10 | Grade Appeal/Dispute | College of Engineering/CS 158B Fall 17  
Petition dismissed after review by SFC, referred to policy changes. |
| 1718-11 | Grade Appeal/Dispute | College of Humanities and the Arts/LLD 250W Fall 2017  
Hearing held; SFC found no evidence of academic unfairness after reviewing student and faculty documentation. |
| 1718-12 | Grade Appeal/Dispute | College of Engineering/AE 112 Fall 17  
Petition dismissed after review by SFC; Found no evidence of academic unfairness. |
| 1718-13 | Grade Appeal/Dispute | College of Social Science/ POLS 195A  
Petition dismissed after review by SFC; Found no evidence of academic unfairness. |
Frequently Discussed Topics

• There are inconsistencies when it comes to providing student feedback in regards to their assignments and status in the class. Although Canvas is available, several students were not able to identify their grades throughout the semester due to inconsistent use of the tool across the colleges (F13-1).

• New instructors/lecturers maybe grading students based on attendance versus participation. This can lead to an increase in appeals and would be helpful to discuss with new hires (F15-12).

• Clarification of expectations for the class, how assignments will be graded and how much time students are given when syllabi are updated (S16-9).

• The timeline in which academic integrity violations are reported by faculty or administrators to Student Conduct and Ethical Development and how it affects the student's due process.
STUDENT FAIRNESS COMMITTEE
AGENDA
Wednesday, September 6
3:00 PM - 5:00 PM
Clark Hall, 547

1. Review of the Agenda
2. Review Meeting notes 5/3/2017
3. Update on petitions
   1617-008 – EdCo 283 Grade Dispute
   1617-009 – EnGr 284 Grievance
4. New Petitions

<table>
<thead>
<tr>
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<tr>
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<td>5/7/2017</td>
<td>Grade Appeal/Dispute</td>
<td>NA</td>
<td>Health Sciences</td>
<td>HS 271 &amp; HS 272</td>
<td>CASA</td>
<td>Spring 2017</td>
<td>9/6/2017</td>
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<tr>
<td>1617-12</td>
<td>5/25/2017</td>
<td>Grievance</td>
<td>NA</td>
<td>Justice studies</td>
<td>Js 151</td>
<td>CASA</td>
<td>Fall 2016</td>
<td>9/6/2017</td>
</tr>
<tr>
<td>1718-01</td>
<td>8/31/2017</td>
<td>Grade Appeal/Dispute</td>
<td>FA 17</td>
<td>Computer Science</td>
<td>CS 152</td>
<td>Science</td>
<td>Spring 2017</td>
<td>9/6/2017</td>
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<tr>
<td>1718-02</td>
<td>9/4/2017</td>
<td>Grade Appeal/Dispute</td>
<td>FA 18</td>
<td>Interdisciplinary Studies</td>
<td>ANTH 235</td>
<td>Social Science</td>
<td>Spring 2017</td>
<td>9/6/2017</td>
</tr>
</tbody>
</table>

5. Upcoming deadlines
   9/13 – Last Day to Add
   9/21 – Enrollment Census Date

6. 2017/2017 Meetings
   6-Sep     7-Feb
   20-Sep    21-Feb
   4-Oct     7-Mar
   18-Oct    21-Mar
   1-Nov     4-Apr
   15-Nov    18-Apr
   29-Nov    2-May
   6-Dec
I. **Present:** Ramos, Gonzales, Cruz, Morales, Zhao, Rivera,  
**Absent:** Main, Lilienthal,  
**Recorder:** Jessica Randev

II. Minutes Reviewed from 5/3/17 and approved

III. New Petitions

1617-10; Student was unable to submit assignments on time due to being in the hospital. Unsure as to whether a confidentiality waiver was provided for third party. The student didn’t communicate the need for an extended window for taking her final exam. Ombuds will reach out to student and inquire as to whether a medical leave was considered. Will review at next meeting.

1617-12; Student shares that professor would open quizzes without announcement. Students distraught over lack of clear communication and feedback.  
Vote to take case:  
7 in favor; 0 against; 3 abstain.

1718-01; Grades were weighted differently than on canvas. The student is expressing a grievance/grade dispute because he was under the impression he was receiving a passing grade, but received a non-passing final grade. The weighting was explained in the syllabus, and students were informed in class of the method in which grades would be calculated.  
Vote to not take the case:  
7 in favor; 0 against; 3 abstain

1718-02; Two assignments were not graded fairly, according to the student. Faculty member shared those assignments were not submitted on time; can take the case to discuss with both parties.  
Vote to take the case:  
7 in favor; 0 against; 3 Abstain

IV. Adjourned at 5:00 PM}

V.
1. Review of the Agenda
2. Review Meeting notes 9/6
3. Update on petitions

<table>
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<th>Status/Subcommittee</th>
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<tbody>
<tr>
<td>1617-10</td>
<td>5/7/2017</td>
<td>Grade Appeal/Dispute</td>
<td>Health Sciences</td>
<td>HS 271 &amp; HS 272</td>
<td>Spring 2017</td>
<td>Vote on whether or not to assign subcommittee</td>
</tr>
<tr>
<td>1617-12</td>
<td>5/25/2017</td>
<td>Grievance</td>
<td>Justice studies</td>
<td>JS 151</td>
<td>Fall 2016</td>
<td>Harris, Rivera</td>
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<td>1718-02</td>
<td>9/4/2017</td>
<td>Grade Appeal/Dispute</td>
<td>Interdisciplinary</td>
<td>ANTH 235</td>
<td>Spring 2017</td>
<td>Main, Najib, Galindo</td>
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4. New Petitions

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<tr>
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<tbody>
<tr>
<td>1617-13</td>
<td>5/30/2017</td>
<td>Grade Appeal/Dispute</td>
<td>NA</td>
<td>ISE</td>
<td>ISE 131</td>
<td>COEngr.</td>
<td>Spring 2017</td>
<td>9/15/2017</td>
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</table>

5. Review SFC Academic Senate report 2015/2016
6. 2017/2017 Meetings

4-Oct
18-Oct
1-Nov
15-Nov 29-Nov 6-Dec
I. Present: Ramos, Lilienthal, Cruz, Morales, Zhao, Rivera, Abdelhadi
Absent: Main, Cooper
Recorder: Jessica Randev

II. Minutes Reviewed from 9/6/17 reviewed and approved

III. Revisit Petition

1617-10: Student was unable to submit assignments on time due to being in the hospital. Unsure as to whether a confidentiality waiver was provided for third party. The student didn’t communicate the need for an extended window for taking her final exam. Seeking an Incomplete to be able to submit completed assignments or ability to withdraw from the semester in good standing. Unclear as to what is afforded by accommodation. Assigned subcommittee: Nadia and Tianyu, Sonja to shadow as new faculty member.

Vote to take case
Yes – 9; No – 0; Abstain – 2

IV. Subcommittee Updates
1617-12: Have met with department chair as well as student. Will meet with faculty member next week.

1718-02: Meeting with faculty and student next week

V. New Petitions

1617-13: Syllabus seems to have changed over semester. Neither seems to list a project and student dispute mentions concerns over a project. Explanation of project and grading is not present and seems subjective.

Vote to take case:
Yes – 9; No – 0; Abstain – 2
1617-15: Syllabus policy violation in regards to grading and using the +/- scale. Clear violation of policy, do not need to meet with student and faculty. Recommend a grade change without intervention of SFC, as evidence is there.
Vote to send this recommendation from committee:
Yes – 9; No – 0; Abstain – 2

VI. Adjourned at 4:33 PM
1. Review of the Agenda
2. Review Meeting notes 9/20
3. Hearing / Case Presentation: CASE 1718-02 (Main, Najib, Galindo)
   
   **Student scheduled 3:10pm**

4. Update on petitions

<table>
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<tr>
<td>1617-10</td>
<td>5/7/2017 6:20</td>
<td>Grade Appeal/Dispute</td>
<td>Health Sciences</td>
<td>HS 271 &amp; HS 272</td>
<td>Spring 2017</td>
<td>Nadia, Tianyu, Sonja</td>
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<td>1617-12</td>
<td>5/25/2017 9:17</td>
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<td>Justice studies</td>
<td>JS 151</td>
<td>Fall 2016</td>
<td>Harris, Rivera</td>
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<td>1617-13</td>
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<td>Grade Appeal/Dispute</td>
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5. New Petitions

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<tbody>
<tr>
<td>1617-11</td>
<td>5/15/2017 22:13:59</td>
<td>Grade Appeal/Dispute</td>
<td>SP19</td>
<td>Biomedical Engineering</td>
<td>Physics 50</td>
<td>College of Science</td>
<td>Fall/2016</td>
<td>10/2/17</td>
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6. 2017 Meetings
18-Oct
1-Nov
15-Nov
29-Nov
1. Meeting called to order at 3:01 PM

2. Present: Ramos, Lilienthal, Sorkhabi, Skovran, Harris, Sanchez-Cruz, Zhao, Rivera, Najib, Galindo, Randev, Castillo, Abdelhadi, Cooper, Pruthi, Gonzales, Main, Heredia
   Absent: Morales

3. Minutes reviewed from September 29 and approved.

4. Hearing for case number 1617-10: Student shared a statement with the committee regarding her dispute. The committee asked clarifying questions to identify whether or not assignments were submitted on time. Student shared concern of accessing SPSS in area where classes were taking place and shared that she did not have access to lab until end of the semester. Shared lack of advising and guidance in regards to available resources she felt in department. After student left, committee continued to discuss the issues and review documentation provided. Subcommittee recommendation approved to deny a change of grade.
   Vote: 14 Yes, None opposed, none abstained

5. Case Updates:
   1617-12: No updates at the moment. There will be a face to face meeting tomorrow (10/5).

   1617-11: The grading for the class seems to be unfair. Committee has decided to request additional information via ombuds, who will reach out to the associate dean before proceeding.

Adjourned at 4:58 PM.
STUDENT FAIRNESS COMMITTEE
AGENDA
Wednesday, October 17
3:00 PM - 5:00 PM
Clark Hall, 412

1. Review of the Agenda
2. Review Meeting notes 10/4
3. Update on petitions

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<td>Grade Appeal/Dispute</td>
<td>Health Sciences</td>
<td>HS 271 &amp; HS 272</td>
<td>Spring 2017</td>
<td>Nadia, Tianyu, Sonja</td>
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<tr>
<td>1617-12</td>
<td>5/25/2017 9:17</td>
<td>Grade Dispute/Grievance</td>
<td>Justice studies</td>
<td>JS 151</td>
<td>Fall 2016</td>
<td>Harris, Rivera</td>
</tr>
<tr>
<td>1617-13</td>
<td>5/30/2017 5:15:19 AM</td>
<td>Grade Appeal/Dispute</td>
<td>ISE</td>
<td>ISE 131</td>
<td>Spring 2017</td>
<td>Skovran, Abdelhadi, Cooper</td>
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4. Follow up from last meeting

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<td>Physics 50</td>
<td>College of Science</td>
<td>Fall/2016</td>
<td>10/2/17</td>
</tr>
</tbody>
</table>

5. Review Fairness/Dispute policy – any recommendations to share with ISA?
6. Review resources in Google Drive for policy reference
7. 2017 Meetings

1-Nov
15-Nov
29-Nov
6-Dec
I. **Present:** Ramos, Main, Sanchez-Cruz, Morales, Heredia, Randev  
   **Absent:** Gonzales, Lilienthal, Recorder: Jessica Randev  
   **Start:** 3:00 PM

II. Minutes Reviewed from 10/4/17 and approved.

III. No New Petitions; Follow up of following cases:

   **1617-10:** Student was unable to submit assignments on time due to being in the hospital. Unsure as to whether a confidentiality waiver was provided for third party. The student didn’t communicate the need for an extended window for taking her final exam. Committee member will talk to student and AEC on Tuesday, as well as speaking to the department chair. Emails were provided for both courses, but ultimately we need to speak with the chair.

   **1617-12:** A meeting was held with the professor and the department chair. Concern over faculty’s wellness and behavior in the classroom. Schedule hearing for following meeting.

   **1617-13:** Committee member met with one of nine students who had a complaint against the professor but found some parts of the incidents to be inconsistent. Further investigated with the department chair. We need to reach out to the remaining eight students about their experiences, by developing a list of questions and sending them through a questionnaire, or we can have them submit their complaint in writing.

IV. **Adjourned at 4:57 PM**
1. **Review of the Agenda**
2. **Case Hearing 1617-12**
   a. Faculty would like to participate via Zoom Call
   b. Student cannot attend in person, review statement
   c. Vote for recommendation
3. **Follow up from last meeting**

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<th>College</th>
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4. **New Petition**

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5. **Update on petitions**

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<td>ISE</td>
<td>ISE 131</td>
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<td>Skovran, Abdelhadi, Cooper</td>
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6. **Industrial Technology Issue/complaint**
   Review resources in Google Drive for policy reference
   2017 Meetings: 11/15, 11/29, 12/6
STUDENT FAIRNESS COMMITTEE
MEETING MINUTES
NOVEMBER 1, 2017

I. Present: Ramos, Sorkhabi, Zhao, Rivera, Galindo, Randev, Main, Cooper, Castillo,
Absent: Gonzales, Lilienthal,
Recorder: Jessica Randev
Meeting started at 3:02 PM.

II. Minutes reviewed from October 18, 2017 and approved.

III. Case Presentation: 1617-12; Faculty participated via skype. Was not able to share whether or not there was a specific gap in communication. Student statement reviewed, unable to attend. Vote for recommendation to be held next meeting.

IV. Updates

1617-10; Committee members were able to meet with one professor in regards to the situation, but a meeting for the second professor has been set for next week. The student claims to have all assignments ready for submission; The next course of action is to set a firm deadline on when the submission is required.

1617-11; Committee chair and ombuds spoke to the dean and explained how the grading system did not appear to be clear and concise. The dean clarified the department and their methods, stating all aspects of class carry the same weight. Vote to deny petition: 11 Abstain: 4

1617-13; Subcommittee shared a need to identify whether or not more students are going to be considered as a part of this dispute before moving forward. Ombuds reached out this week and gave a deadline of Friday, November 10th to be considered.

V. New Petition

1718-03; Were not able to discuss this case in this meeting

Adjourned at 5:15 PM.
1. Review of the Agenda
2. Review of 11/15/17 notes
3. New Petitions

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4. Case Updates

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5. Industrial Technology Issue/complaint
6. 2017 Meetings: 11/29, 12/6
7. 2018 Meetings: 2/7, 2/21, 3/7, 3/21, 4/4, 4/18, 5/2 (Location TBD)
I. **Present**: Ramos, Main, Lilienthal, Sorkhabi, Skovran, Cooper, Pruthi, Harris, 
Sanchez-Cruz, Zhao, Rivera, Randev, Castillo  
**Absent**: Gonzales, Morales, Najib, Abdelhadi, Galindo, Heredia  
**Recorder**: Jessica Randev  
**Meeting Started at 3:08 PM**

II. Minutes Reviewed from November 15, 2017 reviewed and approved with 1 Abstain.

III. Updates:

1617-10; Committee members had set a deadline for all assignments in question to be submitted on December 1, 2017, following a previous deadline of November 10, 2017 which the student had missed. Regardless of whether or not the deadline is met, the committee will hold a hearing on December 6, 2017.

1617-12; The committee has received some of the student’s quiz scores, but was not given the total points possible for each quiz. All scores were not made available because the results presented on canvas were not the actual results, according to the professor. The student’s original grade is a B+, but due to a lack of accommodation on some quizzes for which the student has been approved to receive through the AEC, the student was not able to perform to his or her full potential. In addition, the grades were not presented to students nor was any feedback given. With all of this in mind, and bearing in mind how no evidence of grades was provided to students, and how the instructor was completely absent for a material amount of time during the semester the committee has agreed to suggest a grade change from a B+ to an A.

Vote: 10 in favor, 1 abstain

1617-13; The committee had emailed the instructor a list of questions in regards to the course and the case, but has not received a response.

IV. **New Case**:

1718-04; The student in question is not permitted to start their group project because courses have not been taken in the order
the department requires. The committee reviewed the guidelines in reference to which courses must be taken prior to beginning projects for the major, and found that the website is not clear and concise. The website does state that advisor consent is needed, which the student has been denied. The committee would now like to know on what basis was consent denied. Per the course catalog and department guidelines, the order in which courses should be taken is a recommendation; it is not required. Therefore should advisor consent be denied for any reason other than the order in which classes are taken, the advisor has jurisdiction to deny the student's request to begin their project. The committee has not taken the case but is working on obtaining more information in regards to it.

VI. Adjourned at 5:04 PM
1. Review of the Agenda
2. Review of 11/29/17 notes
3. Petition Hearings
   CASE 1617-13 (Skovran, Abdelhadi, Cooper)
   CASE 1617-10 (Sorkhabi, Zhao, Lilienthal)
4. New Petition (Update)

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5. Industrial Technology Issue/complaint – Meeting with Dr. Ehrman on Thursday the 7th
6. 2017 Meetings: Done for the semester
   2018 Meetings: 2/7, 2/21, 3/7, 3/21, 4/4, 4/18, 5/2 – Clark Hall 547
STUDENT FAIRNESS COMMITTEE
MEETING MINUTES
December 6, 2017

I. Present: Ramos, Main, Lilienthal, Sorkhabi, Skovran, Cooper, Pruthi, Harris, Zhao, Rivera, Randev, Gonzales, Morales, Najib, Abdelhadi, Galindo, Heredia

Absent: Castillo, Sanchez-Cruz

Recorder: Jessica Randev

Meeting Started at 3:03 PM

II. Minutes Reviewed from November 29, 2017 reviewed and approved with 1 Abstain.

III. Updates:

1617-10; Notices for the hearing on December 6, 2017 were given to the student and professors, of which neither were present. The student was given a new deadline of December 1, 2017 to submit assignments to the committee to be taken into consideration when holding the hearing, but the deadline for those assignments was again missed. After reviewing the case, and due to a lack of cooperation, communication, and evidence from the student, the committee unanimously voted to close the case.

Vote: 14 in favor
0 Abstain

1617-13; The chair of Industrial Engineering was present for the hearing. Upon hearing what the chair had to say, the committee agrees in their decision that should the student’s grade be changed, it would mean that the student would be treated differently than those in the class, which would be unfair. The committee unanimously agrees to accept the sub committee’s decision to award the student with a grade of a B-, and offer addition tutoring to students who are continuing with subsequent courses that may require the foundational skills students were not able to obtain in the course in question.

Vote: 13 in favor
0 abstain

1718-04; Members of the committee were able to speak with the advisor who provided feedback for the student and were told courses cannot be taken out of order because students need the fundamentals from those courses in ordered to meet the
project requirements. The committee has unanimously voted to not take the case, but will like to report to the provost with the suggestion to formally list it as a requirement to take the courses in the order listed on the department website.

Vote: 15 in favor

VI. Adjourned at 4:23
0 abstain
1. Review of the Agenda
2. Review of 11/29/17 notes
3. New Petitions

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4. Discuss committee charge with SFC – Bethany Shifflett request
5. Changes needed to policy?
   a. Student Fairness
   b. Grading – Incomplete in particular; Feedback – how Canvas is used (or not) to show current status
6. 2018 Meetings: 2/7, 2/21, 3/7, 3/21, 4/4, 4/18, 5/2 – Clark Hall 547
Meeting Minutes
February 7, 2018

I. Present: Ramos, Main, Lilienthal, Sorkhabi, Skovran, Cooper, Pruthi, Harris, Zhao, Randev, Abdelhadi, Galindo, Heredia, Sanchez-Cruz
   Absent: Gonzales, Morales, Castillo, Najib

Recorder: Jessica Randev
Meeting Started at 3:00 PM

II. New Petition Review:

1718-07: Student requested an incomplete originally in the course to accommodate for their injury and to receive an extension on the assignments. Committee votes that Incomplete is not appropriate considering time in the semester and majority of coursework was not completed. Current resolution requested of granting passing grades also not approved. Recommend student applies for retroactive withdraw due to medical reasons.
Vote for recommendation: In favor: 11 Against: 0 Abstain: 1

1718-06: Committee unclear as to whether or not the student was required to focus on one lab or was given opportunities to participate in others. Recommendation made to take the case and identify stipulations of being a teaching assistant and student in class.
Vote for recommendation: In favor: 11, Against: 0, Abstain: 1

1718-08: Student requests review of grading breakdown as unsure how calculations were finalized. Committee recommends taking the case to identify potential gaps in calculation even though grading may not contribute to overall standing.
Vote for recommendation: In favor: 11, Against: 0, Abstain, 1

III. Discussed whether committee felt charge of SFC should be addressed with the Academic Senate. Felt that there was some clarification needed in regards to students filing a Grievance through SFC and if that's still relevant. No changes were needed at this time but discussed policies that may require edits considering types of complaints addressed by committee:
   1. Incomplete grading policy – If an advisor and instructors approve the I or W, should it be possible to overturn with administration?

VI. Adjourned at 4:59
1. Review of the Agenda
2. Review of 2/7/18 notes
3. Case updates

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4. New Petitions

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5. 2018 Meetings: 3/7, 3/21, 4/4, 4/18, 5/2 – Clark Hall 547
I. Present: Ramos, Main, Lilienthal, Sorkhabi, Skovran, Cooper, Pruthi, Harris, Sanchez-Cruz, Morales, Zhao, Heredia, Randev  
Absent: Gonzales, Rivera, Castillo, Najib, Abdelhadi, Galindo  
Recorder: Jessica Randev  
Meeting Started at 3:00 PM

II. Reviewed and approved notes from 2/7/2018

III. Subcommittee updates:

1718-06 - Faculty believe there was miscommunication and are willing to allow student to complete class this semester and receive change of grade for work completed. Subcommittee emailed student the option but haven’t heard back. Committee voted to accept subcommittee’s recommendation for informal resolution.  
Vote: 9 yes; 2 abstain  

1718-08: Subcommittee has met with student, need to meet with faculty. Do feel there’s uncertainty in regards to grade calculations and waiting to meet with instructor.

IV. New Petition Review:

1718-09: Student Teaching Experience. Student claims not enough time given to improve. Committee feels communications suggest she did not follow points given for her to show improvement. Was mention of absence due to medical concerns. Committee votes not to take the case and consider a medical petition to withdraw from the semester if possible.  
Vote for recommendation: In favor: 11 Against: 0 Abstain: 1

1718-10: Faculty did not follow office hours, concern over change in finals schedule. Committee recommends that student graduate and receive degree while committing to sending faculty and associate dean suggestions for syllabus.  
Vote for recommendation: In favor: 11 Against: 0 Abstain: 1

1718-11: Student claims they are being graded on attendance and participation is a portion of overall grade. Vote to take case
to determine how participation was calculated.
Vote to take case: In favor 9; 2 Abstain; 0 Against

VI. Adjourned at 5:10pm
1. Review of the Agenda
2. Review Meeting notes from 2/21, no meeting 3/7
3. Case updates

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4. New Petitions

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<td>Pols 195A</td>
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<td>Fall 2017</td>
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5. 2018 Meetings: 4/4, 4/18, 5/2 – Clark Hall 547
II. Present: Ramos, Main, Lilienthal, Sorkhabi, Skovran, Cooper, Pruthi, Harris, Sanchez-Cruz, Morales, Randev, Najib, Abdelhadi, Galindo
Absent: Gonzales, Rivera, Castillo, Zhao, Heredia
Recorder: Jessica Randev
Meeting Started at 3:06 PM

V. Reviewed and approved notes from 2/21/18

VI. Subcommittee updates:

1718-06: Waiting to finalize communication with faculty. Schedule hearing for 4th
1718-11: Subcommittee ready to submit final recommendation. Schedule hearing for 4th.

VII. New Petition Review:

1718-12: Considered fairness and grading of a missed midterm due to illness. Asked Ombuds to gather more info.

1718-13: Unclear as to what student is specifically seeking. Ombuds will reach out and gather additional info before voting to take or deny petition.

VII. Adjourned at 4:51 pm
1. Review of the Agenda
2. Review of 3/21/18 notes
3. Case Presentations

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5. 2018 Meetings: 4/18, 5/2
III. Present: Ramos, Gonzales, Main, Lilienthal, Sorkhabi, Skovran, Cooper, Pruthi, Harris, Sanchez-Cruz, Randev, Abdelhadi, Galindo, Heredia  
Absent: Rivera, Morales, Najib, Zhao, Castillo  
Recorder: Jessica Randev  
Meeting Started at 3:06 PM

VIII. Reviewed and approved notes from 3/21/18

IX. Case Presentations:
   1718-08: Faculty member present; clarified grades posted in Canvas; Clarified why student lost points; Subcommittee shared how participation was tracked; Student attended after faculty left and shared point of view; Full committee voted once parties left to accept the subcommittee recommendation of no grade change. Vote: Yes – 10, No – 0, Abstain – 2
   1718-11: Neither student nor faculty member attended; Subcommittee shared report and additional items gathered. After discussion, voted to accept the subcommittee recommendation of no grade change. Vote: Yes – 10, No – 0, Abstain – 2

X. New Petition Review:
   1718-12: Reviewed grade breakout and calculation was incorrect. Ombuds will reach out to faculty to consider grade change.

VIII. Adjourned at 5:00pm
1. Review of the Agenda
2. Review of 3/21/18 notes
3. Case Presentations

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<th>College</th>
<th>Semester Taken</th>
<th>Notice Sent</th>
</tr>
</thead>
<tbody>
<tr>
<td>1718-12</td>
<td>3/2/2018 14:04:31</td>
<td>Grade Appeal/Dispute</td>
<td>2 or More Semesters</td>
<td>Aerospace Engineering</td>
<td>AE 112</td>
<td>College of Engineering</td>
<td>Fall 2017</td>
<td>3/19/2018</td>
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<tr>
<td>1718-13</td>
<td>3/6/2018 11:06:36</td>
<td>Grade Appeal/Dispute</td>
<td>This semester</td>
<td>Political Science</td>
<td>Pols 195A Political Inquiry</td>
<td>College of Social Science</td>
<td>Fall 2017</td>
<td>3/19/2018</td>
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</table>

5. 2018 Meetings: 4/18, 5/2
I. Present: Ramos, Main, Lilienthal, Sorkhabi, Skovran, Cooper, Pruthi, Harris, Sanchez-Cruz, Morales, Randev, Najib, Abdelhadi, Galindo
   Absent: Gonzales, Rivera, Castillo, Zhao, Heredia
   Recorder: Jessica Randev
   Meeting Started at 3:06 PM

II. Reviewed and approved notes from 4/4/18

III. Subcommittee updates:

   1718-06: No discrepancies were found in the grading methods. The committee has voted to not take the case.
   
   Yes: 9
   No: 0
   Abstain: 3

   1718-12: The faculty participated in the hearing and shared that the course exams were not focused heavily on labs, but on assignments. The student in question had several missing assignments as well as missing several supplemental material that would have helped in preparing for exams. The committee votes to not take the case.

   Yes: 9
   No: 
   Abstain: 3

   1718-13: Upon reviewing the case, the committee has reached the decision that this case is not valid. The student was granted all of the accommodations and they were willingly surrendered.

   Vote to take the case

   Yes: 9
No: 0
Abstain: 3

VI. Adjourned at 5:15 PM