

- d. propose and/or approve changes in requirements for the admission of students to the Honors courses;
- e. certify those students who fulfill the requirements for a degree with University Honors;
- f. select the student who receives the Honors Award on Awards Day;
- g. maintain contact with Honors students through advising, registration, and informal meetings;
- h. select Honors Ambassador Abroad from applicant pool;
- i. assist and encourage academic achievement at the University.

#### J. Grade Appeals

1. *Membership*. The committee shall consist of five members elected from the faculty for a three-year period.
2. *Responsibilities*. If a student appeals a final grade in a course and that appeal cannot be resolved at the level of the academic unit, the committee shall determine if (1) the instructor acted in an arbitrary or capricious manner, (2) the instructor's grading policy is in violation of the guidelines established by the University, or (3) the assigned grade is in violation of the grading policy of the instructor as described in his or her syllabus or other written documents. If any of these conditions exist, the committee will follow the procedure described in the *Faculty Handbook*. The committee will hear each case only once.

#### K. Graduate Council

1. *Membership*. The voting membership of the council shall consist of the following:
  - a. one program director from each school or department that offers graduate degrees.
  - b. one tenured faculty member from each school or department that offers graduate degrees elected by the general faculty; (If a school or department does not have a tenured member to serve in this capacity, a tenure-track faculty member may serve.)
  - c. three at-large tenured members from any other schools or departments without a Graduate Program elected by the general faculty.

All voting members of the council should be eligible for membership in the graduate faculty. Elected members shall serve a three-year term. The Director of Graduate Programs, Chair of the Academic Affairs Committee and the Registrar shall serve as *ex officio* members without vote.

2. **Responsibilities.** The council shall:

- a. receive a report each semester from the Director of Graduate Studies about applicants for admission to graduate programs, the number of students accepted into various programs, and the number of students enrolled in each graduate program.
- b. notify the faculty of all graduate curricular proposals prior to Council action;
- c. **advise the Faculty Senate on all graduate curriculum matters**, including proposed graduate courses, graduate course changes, or new graduate programs, being responsible in particular for checking all such proposed courses, changes, or new programs for accuracy, numbering courses, prerequisites, issues of redundancy or overlap with existing courses, and related matters taking in account the impact of curricular proposals on other disciplines and the university as a whole.

L. Information Technology

1. *Membership.* The committee shall consist of seven members elected from the faculty for three-year terms. The Chief Information Officer shall serve *ex officio* and without vote.
2. *Responsibilities.* The committee shall advise the administration and the faculty on (a) the planning, development, policies, and operation of University information technology and equipment, (b) priorities for the acquisition of equipment, and (c) the distribution of technology grants to Faculty members when monies are available, as well as the establishment of policies guiding the selection of those grants, especially that which fosters technological innovation unsupported by the university's basic information technology operations.

M. Institutional Effectiveness

1. *Membership.* The committee shall consist of six faculty members elected from the faculty for three-year terms and the Director of Institutional Effectiveness, who shall serve *ex officio* without vote.
2. *Responsibilities.* The committee shall act in an advisory capacity to assist the Director of Institutional Research and the Office of the Provost in matters related to program assessment. In this capacity, the committee will review the annual Institutional Effectiveness Reports from departments, schools, and programs, and may collaborate with report authors to suggest revisions and provide support and professional development.

N. Mediation

1. *Membership.* The committee shall consist of four tenured faculty members elected from the faculty for three-year terms. Academic administrators including deans, department