

**Wayne State University**  
**Proceedings of the Student Affairs Committee**  
**April 11, 2012**

**Present:** Chardin Claybourne, Moira Fracassa, Avril Genene Holt, Barbara Jones, Liza Lagman-Sperl, James Martin, Victoria Pardo, Brad Roth, Naida Simon, Mary Width

**Absent With Notice:** Cheryl Dove, Michael Horn, Jason Mateika, Robert Reynolds, Michele Ronnick, David Strauss, Keith Wadley, James Woodyard

**Guest:** Laura Birnie-Lindemann, Ombudsman

The meeting was called to order at 1:35 pm.

The minutes of March 21, 2012, were approved as amended unanimously.

**Discussion on Student Survey:**

The Committee read the report sent by Policy Liaison, Jim Woodyard on his meeting with Michael Wright, Chief of Staff and VP for Marketing and Communications; Lyke Thompson, Director of the Center for Urban Studies; Carolyn Berry, Director, Strategic Planning & Marketing and Operations; and Rachel Orłowski, Research Assistant, Center for Urban Studies. The Committee agreed that the process had to be collaborative. It was moved and seconded that the Senate was to give input before baseline questions were determined. The motion passed unanimously. The Committee had one question about the survey: How is it administered? Is it verbal or done by computer/paper?

As to which option to follow, it was moved and seconded that the Committee supports option 1. The Committee felt that a survey given in the fall semester allowed for our students to be surveyed and Senate collaboration. There are a reduced number of students and faculty on campus during the summer; it will not result in a quality survey that truly represents the academic-year community.

As our speaker came, this discussion was suspended to be continued after the speaker.

**Discussion by the Ombudsman:**

Ms. Birnie-Lindemann spoke about the grade appeal process in general. Most grade appeal processes follow a standard process. It is informal at first. When it becomes formal, everything must be in writing and not email. Students are told to treat it like a paper. All schools and colleges except the College of Engineering have their respective processes on the web. Engineering will be on the web soon. The process has specific time lines. . The issue becomes what happens when the instructor does not issue a response. When the instructor does not respond by the end of the time frame, this should not end the process. Many times the student cannot proceed, as the chair will not hear the case without an instructor response. Perhaps the process should include a statement that an instructor cannot stop the process by not responding.

The Ombudsman deals with fifteen to twenty grade appeals per semester. She is willing to look at the statement to keep it civil and ensure that it sticks to the facts. She deals with both students and faculty. She felt that students should know up-front about the grade appeal process. Academic misconduct appeals end at the college level.

Their website is being updated and perhaps a link to the Dean of Students (DOSO) website should be included. There should also be a link on the DOSO to the grade appeal process.

Contact Information: Laura Birnie-Lindemann Email [ac2721@wayne.edu](mailto:ac2721@wayne.edu) and phone: 313-577-3688

**Return to Survey Discussion:**

The Committee felt that the student survey was the most important and should have the highest priority. It was moved and seconded to have the student survey be given the highest priority. It passes unanimously.

The Chair thanked the committee members for all of their hard work this academic year.

The meeting was adjourned at 2:50 pm.