



DATE: 14 October 2019
FROM: Deborah Won, Chair
Student Policy Committee
TO: Veena Prabhu, Chair
Academic Senate
CC: N. Wada-McKee, R. Chavez, R. Roquemore

SUBJECT: Recommended modification to Chapter II "Governance of the University" regarding the Student Grievance Committee

The charge and membership of the Student Grievance Committee are currently described in Appendix H "Student Grievance Procedures". The Student Policy Committee is recommending that the charge and membership of the Student Grievance Committee be clarified and updated, and follow the consistent format of all the other University committee descriptions in Chapter II "Governance of the University".

As such, SPC would like to recommend the following modifications:

Lines 2-27: Delete language from Student Grievance Procedure in Appendix H.

Lines 29-69: Replaces deleted language of the existing Student Grievance Procedures in Appendix H and insert the language in Chapter II of the Faculty Handbook under "Student Grievance Committee."

Membership has been expanded and updated to better reflect currently existing positions at Cal State LA, and terms of all committee members are specified. Further clarified the duties of committee members: The position of Assistant Dean of Students: Wellness and Engagement did not previously exist. The scope of the Assistant Dean's roles include overseeing the student grievance cases. An MPP representative from Human Resources is needed to provide HR context and direction for personnel matters that may arise in the course of committee hearings and deliberations. Three administrators were also added to provide balance and checks through this broadened representation.

Full-time status of staff has been added as a criteria for appointment on the grievance committee. In order to make the best informed judgment regarding student grievance cases, each member should be well engaged with the campus community, and we believe having full-time status ensures such engagement and understanding of the university principles, culture, and practice.

Lines 71-74: The functions and membership of the committee would now appear in Chapter II rather than in Appendix H. Rather it is the procedures of filing and processing the student grievance that would be detailed in Appendix H.

1 **Student Grievance Committee**

2 Committee Formation Procedures:

3
4 The committee shall consist of nine members, each serving a one-year term commencing on July
5 1. Three members shall be students, three members shall be unit three faculty, and three
6 members shall be staff employees.

7
8 Student members shall be appointed by the governing board of the Associated Students, no later
9 than April 15 of each year. No more than one student in any major may be appointed. To be
10 eligible for appointment, a student must have completed at least two semesters at the University
11 and at the time of appointment be in good academic standing. Within five business days of
12 appointing student members, the Associated Students shall notify the President of their names
13 and majors.

14
15 Faculty shall be appointed by the Nominations Committee of the Academic Senate no later than
16 April 15 of each year. No more than one faculty member may be appointed from any
17 college. To be eligible for appointment, a faculty member must be tenured or tenure-track. The
18 faculty member may not be on sabbatical, a difference-in-pay leave, or be serving a terminal year
19 during his/her year of service. Within five business days of making appointments, the
20 Nominations Committee shall notify the President of the names and departments of the selected
21 faculty members.

22
23 Staff members shall be appointed by the President no later than April 15 of each year.
24 If, for any reason, a committee member leaves the committee, the appropriate appointing
25 authority shall replace him/her as soon as possible. If the departing member is on one or more
26 panels that have not completed their cases, the coordinator shall select an alternate panel member
27 by lot.

28
29 CHARGE. THE STUDENT GRIEVANCE COMMITTEE WILL CONDUCT GRIEVANCE
30 HEARINGS, DELIBERATE, AND ISSUE FINDINGS OF FACT AND
31 RECOMMENDATIONS FOR ACTION FAIRLY AND EXPEDITIOUSLY, ACCORDING TO
32 PROCEDURES ESTABLISHED IN APPENDIX H "STUDENT GRIEVANCE
33 PROCEDURES".

34
35 THE DUTIES OF THE COMMITTEE MEMBERS INCLUDE:

- 36 • ATTENDING ALL MEETINGS CALLED BY THE COORDINATOR OF THE
37 COMMITTEE;
38 • ENSURING THAT FAIR AND PROPER PROCEDURES ARE FOLLOWED;
39 • CONSIDERING ALL PERTINENT AND RELEVANT EVIDENCE IN THE CASE;
40 DETERMINING MATTERS OF FACT, INTERPRETING POLICIES AND
41 PROCEDURES, AND MAKING RECOMMENDATIONS IN WRITING TO THE
42 APPROPRIATE ADMINISTRATOR.

43
44 MEMBERSHIP. THE COMMITTEE SHALL CONSIST OF:

- 45 • THE ASSISTANT DEAN OF STUDENTS: WELLNESS AND ENGAGEMENT –
46 SERVING AS COORDINATOR OF THE COMMITTEE
- 47 • THREE STUDENTS TO BE NAMED BY THE ASSOCIATED STUDENTS INC.
48 (ASI). STUDENTS SERVING ON THIS COMMITTEE MUST BE REGULAR
49 STUDENTS IN GOOD STANDING, DETERMINED TO BE SO UNDER THE SAME
50 REGULATIONS IMPOSED FOR ASI MEMBERS.
- 51 • THREE FACULTY MEMBERS TO BE NAMED BY THE NOMINATIONS
52 COMMITTEE OF THE ACADEMIC SENATE. ALL FACULTY MEMBERS SHALL
53 HOLD FULL-TIME FACULTY APPOINTMENTS.
- 54 • THREE STAFF REPRESENTATIVES TO BE NAMED BY THE PRESIDENT. THE
55 STAFF REPRESENTATIVES SHALL HOLD REGULAR FULL TIME POSITIONS.
- 56 • THREE MEMBERS OF THE ADMINISTRATION TO BE NAMED BY THE
57 PRESIDENT. ALL ADMINISTRATORS SHALL HOLD CONTINUING (REGULAR)
58 EMPLOYED POSITIONS.
- 59 • AN MPP REPRESENTATIVE FROM HUMAN RESOURCES WHO SHALL BE A
60 NONVOTING EX-OFFICIO MEMBER.
- 61 • STUDENTS SHALL BE APPOINTED FOR A ONE-YEAR TERM OF OFFICE. ALL
62 OTHER MEMBERS SHALL BE APPOINTED FOR A TWO-YEAR TERM OF
63 OFFICE.

64

65 THE DEAN OF STUDENTS SHALL WORK WITH EACH REPRESENTATIVE BODY
66 REGARDING THE APPOINTMENTS OF MEMBERS TO THE COMMITTEE.
67 COMMITTEE MEMBERS WILL BE APPOINTED USING PROCEDURES CONSISTENT
68 WITH THE ACADEMIC SENATE CONSTITUTION AND BYLAWS, AND THE
69 ASSOCIATED STUDENTS INC. CONSTITUTION AND BYLAWS.

70

71 The functions and membership of the Student Grievance Committee THE GUIDELINES AND
72 STANDARDS FOR THE FILING OF A GRIEVANCE BY A STUDENT AND
73 PROCEDURES FOR A GRIEVANCE PROCESS appear in Appendix H., "Student Grievance
74 Procedures."