



## Form 1: Presentation Checklist

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Department: \_\_\_\_\_

COCC Contact Information: \_\_\_\_\_

Use the instructions for this document to complete your presentation checklist; then e-mail your completed presentation checklist (*not* the instructions) to the Academic Affairs chair by his or her specified deadline. **Please note:** If an item listed is not relevant to your specific presentation to Academic Affairs, please mark as **N/A**. Use as many pages as necessary.

### PROPOSAL OVERVIEW

#### TYPE OF AGENDA ITEM

- Information Item (requires approval of AA Chair)
- Action Item
  - Information and committee feedback
  - Procedure—revision (Attach current procedure with proposed changes illustrated with track changes)
  - Procedure—new
    - Identify suggested location in *GPM*: \_\_\_\_\_
- Policy—revision (Attach current policy with proposed changes illustrated with track changes)
- Policy—new
  - Identify suggested location in *GPM*: \_\_\_\_\_
- New academic program (Complete only items #1 and #2 on this form and attach stage 2 document.)
- Other: \_\_\_\_\_

**BUDGET**

**INSTRUCTIONAL REQUIREMENTS**

**OPERATIONAL NEEDS, CURRENT AND FUTURE**

**STUDENT IMPACT**

**ANTICIPATED IMPLEMENTATION TIMELINE**

## **Grade Appeals Process Charge:**

Research, review and recommend changes in the GPM A-20-1 and A-20-1.1 in regards to the Grade Appeal policy and procedure considering the perspectives of both the student and the faculty member.

Make-up of Grade Appeal Task Force:

- Student
  - Program Director: can be a former Program Director
  - Chair: *can be a former Chair*
  - Student Affairs representative
  - CTE Faculty
  - Transfer Faculty
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- Research Grade Appeal processes at other community colleges.
  - Review the grounds for which an appeal can be approved, and propose modifications if needed (A-20-1)
  - Review the membership of the Grade Appeal Committee and the process for its appointment. Propose changes if appropriate. (A-20-1)
  - Review the timeline for the Grade Appeal process and suggest changes if needed. (A-20-1)
  - Review the procedure for Grade Appeals and propose modifications if appropriate. (A-20-1)
  - Identify elements missing from the GP Manual and recommend additions. (A-20-1)
  - Review Section A-20-1.1 SUGGESTIONS TO STUDENTS PREPARING A GRADE APPEAL. Propose edits to clarify language and improve content.