

School of Journalism and Mass Communications
Faculty Meeting Minutes
September 7, 2018

Faculty and staff in attendance: Julie Adam, Ashley Anguiano, Hyejin Bang, Barbara Barnett, Genelle Belmas, Kerry Benson, Gerri Berendzen, Peter Bobkowski, Ann Brill, John Broholm, Jerry Crawford, Cade Cruickshank, Joseph Erba, Teri Finneman, Pat Gaston, Mugur Geana, David Guth, Angie Hendershot, Penny Hodge, Carol Holstead, Jammie Johnson, Rob Karwath, Tien Lee, Frances Lyons, Chuck Marsh, Dan McCarthy, Lisa McLendon, Kerry Navinsky, Jennifer Paasch, Scott Reinardy, Vicky Reyes, Janet Rose, Steve Rottinghaus, Hyunjin Seo, Eric Thomas, Hong Vu, Doug Ward and Mike Williams.

Updates (Brill) Budget: Tuition, tuition differential and grants brought in were discussed. Cost per credit hour was discussed and Brill reiterated “digital first”, encouraging faculty and staff to cut down on copying. Currently, enrollment is down 50 plus credit hours. The School must give \$283,000 (25% of funding) back to the University before the end of this semester. The travel fund currently holds only \$6K for faculty travel.

Reports: Graduate Studies (Lee) Graduate student recruitment was a success with 101 graduate students in four programs.

Undergraduate Studies (Reinardy) Spring schedule – 78-85 classes scheduled; all faculty must be at full allocation of effort (70% taught by faculty members); needs of students are to come first; all classes must be filled and faculty must be adaptable

Tracks (Benson, McLendon) Lisa McLendon discussed capstone class options. Chuck Marsh discussed development of a brand for the School. No strategic communications report.

Staff meeting (Lyons) Staff discussed equipment check-out policy updates, Resource Center status, parking policies behind Stauffer-Flint (18-1 and 18-2), update on impending issues, and events and procedures coming before the next meeting.

Grievance committee and policy update VOTE NEEDED (Lyons, Reinardy) Updates needed:

- References to staff will be removed since their grievances are handled by Human Resources
- Grievance committee will be formed and added to our policy
- Both grade appeals and academic misconduct have been deleted from this policy
- Student grievances handled by Asst. Dean and Student Services Coordinator Frances Lyons
- Faculty grievances will be handled by the chair of the grievance committee
- Grievance Committee needed to hear grade appeals and academic misconduct instances
- After discussion a motion to accept the grievance update was called for. Genelle Belmas motioned to accept the update and Janet Rose seconded the motion. A vote was called for with all in favor, none opposed and no abstentions. Motion carried.
- The School's Grievance Committee and Policy Draft are included below.

UDK Update (Karwath): Students are energetic and engaged and recruitment was a success. Rob Karwath and Patricia Gaston are listening and responding. Finances and systems are a concern and will cause a rough start. The Kansan exists to provide a student learning experience. Karwath wants to tighten the connection between the Kansan and the school.

Open Mic:

Suffrage 100th anniversary (Finneman) Finneman chairing two committees for the celebration. News Engagement Day (Finneman) Reminder to faculty-News Engagement Day is October 1st. KSPA Fall Conferences @ KU Sept. 24 (Thomas) Eric Thomas thanked all faculty and staff who have volunteered to speak and help with the conference.

School of Journalism and Mass Communications
Grievance Committee
September 7, 2018

The School of Journalism and Mass Communications establishes the Grievance Committee in accordance with its Grievance Procedure pursuant to Article XIV of the University Senate Code and Articles V and VI of the University Senate Rules and Regulations of the University of Kansas, Lawrence.

The School of Journalism and Mass Communications grievance procedure applies to faculty members and students when the grievance does not fall under the jurisdiction of another body as outlined in the code and regulations above. Grade appeal and student academic misconduct procedures are outlined in their respective policies.

Grievances arising within the School of Journalism and Mass Communications must be heard under the School's Grievance Procedure unless exceptional circumstances, as determined by the Provost, make it more appropriate for those grievances to be heard at the Provost level. Appeal of a grievance heard at a subordinate level is to the Judicial Board, not the Provost.

For disputes involving alleged violations of student rights, the initial hearing normally will be at the School of Journalism and Mass Communications. There is an option to hold an initial hearing at the Judicial Board if both parties agree, or either party petitions the Judicial Board chair to have a hearing at the Judicial Board level and the petition is granted. The petition must state why a fair hearing cannot be obtained at the School of Journalism and Mass Communications; the opposing party has an opportunity to respond to the petition. (USRR 6.4.3.1.)

Except as provided in USRR 6.5.4., no person shall be disciplined for using the grievance procedure or assisting another in using the grievance procedure.

The School of Journalism and Mass Communications shall provide a copy of this procedure to anyone who requests it. The procedures must be on file with the Judicial Board Chair, The Equal Opportunity Office, and the University Ombudsman, and posted on the School of Journalism and Mass Communications' website.

Pursuant to Article 7 of the School of Journalism and Mass Communications' grievance procedure, a Grievance Committee is required to review the grievance materials after Articles 1-6 are complete.

This proposal would establish the composition of the Grievance Committee, and clearly outline the committee's tasks pursuant to the School's grievance procedure.

Grievance Committee Composition

Committee Size: The committee will consist of four full-time faculty members with one acting as an alternate member. The alternate member will be inactive unless a conflict of interest arises with the other three elected members. In cases that involve a conflict of interest with more than one committee member, a temporary, at-large committee member may be appointed by the committee chair in consultation with the dean.

Chair: Vice-chair from the previous year

Vice-chair: Elected by the committee

Member: One other faculty member

Alternate Member: One other faculty member

Length of Service: faculty members appointed to the committee should expect to serve a three-year term. Some flexibility may be necessary to ensure continuity of experience or conflict of interests in grievance issues.

Leadership: The committee has a chair and a vice-chair. The chair serves for one year. The vice-chair is elected by the committee with the expectation to serve as chair the following year. Under exceptional circumstances, if a vice chair is unable to move to chair, the committee may, in consultation with the dean, elect another chair or ask the current chair to continue serving for an additional year.

Membership: Members will be elected by the faculty at large. The appointment of new and replacement committee members is made by the dean in consultation with school managers (e.g. associate deans, track heads, et al.). Faculty members should express committee preferences in the annual meeting with the dean.

Responsibilities: The responsibilities of the standing committees will be stated as charges. These include the permanent or “standing” charges that describe the role of the committee, plus the temporary or “additional” charges assigned to the committee. The charges include the responsibility to report the minutes of each meeting and a year-end report documenting the committee’s work on the charges and making recommendations for the next year.

Timetable: the faculty term of service runs from the start of the fall semester through the end of the spring semester. However, the term of service may extend into summer if a grievance issue arises. Committee service during the upcoming year will be determined with the dean during the annual review. The dean will submit the upcoming year’s committee recommendations to the faculty at the last meeting of the spring semester. In the summer, chairs are responsible to meet with the dean to discuss the year-end report and to recommend additional charges for next year, which begins at the start of the fall semester.

Endorsement: the full faculty should vote by ballot on the committee appointments and on the charges. The vote on committee appointments should take place at the last faculty meeting of the spring semester. The vote on the charges should take place at the first faculty meeting of the fall semester.

Standing Charges to the Grievance Committee

1. Review student grievance complaints presented by the assistant dean. Cases between two or more faculty members will be submitted to the School's grievance committee chair.
2. The chair of the committee may contact other hearing bodies within the University to determine whether a grievance or complaint involving the underlying occurrence or events is currently pending before or has been decided by any other hearing body.
3. Upon receiving the complaint, if the chair determines that any of the following grounds exists, the chair may recommend that the complaint be dismissed without further proceedings. The grounds for such dismissal are: (a) the grievance or another grievance involving substantially the same underlying occurrence or events has already been, or is being, adjudicated by proper University procedures; (b) the grievance has not been filed in a timely fashion; (c) the School of Journalism and Mass Communications lacks jurisdiction over the subject matter or any of the parties; (d) the grievance fails to allege a violation of a University rule; (e) the party filing the grievance lacks standing because they have not suffered a distinct injury as a result of the challenged conduct and has not been empowered to bring the complaint on behalf of the University; or (f) the party filing the grievance has been denied the right to file grievances pursuant to USRR 6.5.4.
4. If the chair determines that a grievance on its face properly should be heard by another body, the chair will recommend that the Dean send the grievance to the appropriate hearing body without further proceedings in the School of Journalism and Mass Communications.
5. If mediation between the parties is not successful, or if it waived by either party, the grievance committee will schedule a hearing no later than 30 calendar days from the written submission of the complaint. The 30-day period may be extended for good cause as determined by the chair of the grievance committee. The 30-day period shall be suspended during the mediation process. The hearing will be closed unless all parties agree that it shall be public.
6. During the hearing, the committee may question all parties.
7. The grievance committee will make an audiotape of the hearing but not of the deliberations of the committee. The audiotape will be available to the parties, their authorized representatives, the committee, and the dean's office of the School of Journalism and Mass Communications. If a party desires a copy of the audiotape or a transcript of the tape, that party will pay for the cost of such copy or transcript. In the event of an appeal, the audiotape will be provided to the appellate body as part of the record of the case. The audiotape will be retained for at least 60 days.

8. After the presentation of evidence and arguments, the grievance committee will excuse the parties and deliberate. The committee's decision will be a written recommendation to the dean of the School of Journalism and Mass Communications. The committee shall base its recommendation solely upon the information presented at the hearing.
9. The grievance committee will send its written recommendation to the dean of the School of Journalism and Mass Communications and the parties as soon as possible and no later than 14 calendar days after the end of the hearing. If the case requires involvement of another body beyond the grievance committee, the 14-calendar-day deadline does not apply.
10. Submit minutes of regular meetings and a year-end report.

The change would be effective January 2019.



Policy Draft

* = Required field

Title*	Grievance Procedure, School of Journalism and Mass Communications		
Document Type*	<input type="checkbox"/> Policy	<input type="checkbox"/> Guideline	
	<input checked="" type="checkbox"/> Procedure	<input type="checkbox"/> Form	
Purpose & Applies To*			
Purpose*	To handle grievance by Faculty and Students.		
Applies To*	All Journalism Faculty and Students		
Campus* (Please select if the policy will apply to the entire University, to a main campus and all reporting units, or to a specific campus or campuses. The selections in this section determine which logo(s) appear on the policy.)	<input type="checkbox"/> All University		
	<input checked="" type="checkbox"/> Lawrence campus & all reporting units	<input type="checkbox"/> KUMC campus & all reporting units	
	<input type="checkbox"/> Lawrence	<input type="checkbox"/> KU Medical Center	
	<input type="checkbox"/> Edwards	<input type="checkbox"/> Wichita	
	<input type="checkbox"/> Parsons	<input type="checkbox"/> Salina	
	<input type="checkbox"/> Juniper Gardens		
	<input type="checkbox"/> Yoder		
<input type="checkbox"/> Topeka			
List of sections included			
Policy Statement, Special Circumstances, & Consequences			
Policy Statement*	<p>Pursuant to Article XIV of the University Senate Code and Articles V and VI of the University Senate Rules and Regulations of the University of Kansas, Lawrence, the School of Journalism and Mass Communications establishes the following procedure to hear grievances arising within the jurisdiction of the School. This procedure shall not be used to hear disputes assigned to other hearing bodies under USRR Article VI, Section 4.</p> <p>The School of Journalism and Mass Communications grievance procedure applies to faculty members and students when the grievance does not fall under the jurisdiction of another body as outlined in the code and regulations above. Grade appeal and student academic misconduct procedures are outlined in their respective policies.</p>		

Grievances arising within the School of Journalism and Mass Communications must be heard under the School's Grievance Procedure unless exceptional circumstances, as determined by the Provost, make it more appropriate for those grievances to be heard at the Provost level. Appeal of a grievance heard at a subordinate level is to the Judicial Board, not the Provost.

For disputes involving alleged violations of student rights, the initial hearing normally will be at the School of Journalism and Mass Communications. There is an option to hold an initial hearing at the Judicial Board if both parties agree, or either party petitions the Judicial Board chair to have a hearing at the Judicial Board level and the petition is granted. The petition must state why a fair hearing cannot be obtained at the School of Journalism and Mass Communications; the opposing party has an opportunity to respond to the petition. (USRR 6.4.3.1.)

Except as provided in USRR 6.5.4., no person shall be disciplined for using the grievance procedure or assisting another in using the grievance procedure.

The School of Journalism and Mass Communications shall provide a copy of this procedure to anyone who requests it. The procedures must be on file with the Judicial Board Chair, The Equal Opportunity Office, and the University Ombudsman, and posted on the School of Journalism and Mass Communications' website.

1. To start the grievance process, the complainant must submit a written grievance. Any case that involves a student shall be submitted to the assistant dean for the School of Journalism and Mass Communications. Cases between two or more faculty members will be submitted to the School's grievance committee chair. The complaint shall contain a statement of the facts underlying the complaint and specify the provision(s) of the Faculty Code of Conduct, University Senate Code, the University Senate Rules and Regulations, the Code of Student Rights and

	<p>Responsibilities, or other applicable rule, policy, regulation, or law allegedly violated. The complaint shall also indicate the witnesses or other evidence relied upon by the complaining party, and copies of any documents relevant to the complaint shall be attached to the complaint.</p> <ol style="list-style-type: none">2. At the time the complaint is submitted to the School of Journalism and Mass Communications, the complaining party shall provide a copy of the complaint, with accompanying documents, to the respondent(s).3. Upon receipt of the complaint, the assistant dean or grievance committee chair shall contact the respondent to verify that the respondent has received a copy of the complaint and to provide the respondent with a copy of these procedures.4. Pursuant to University Senate Code 14.2.c., a respondent has the privilege of remaining silent and refusing to give evidence in response to the complaint. The respondent also has the right to respond and give evidence in response to the complaint.5. The respondent shall submit a written response to the assistant dean or grievance committee chair of the School of Journalism and Mass Communications within 14 calendar days of receiving the complaint. The response shall contain the respondent's statement of the facts underlying the dispute as well as any other defenses to the allegations in the complaint. The response shall also identify the witnesses or other evidence relied upon by the respondent and shall include copies of any documents relevant to the response. The respondent shall provide a complete copy of the response to the complaining party.6. Upon receipt of the response, the assistant dean or grievance committee chair shall contact the complaining party to verify that a copy of the response has been provided.7. For cases involving a student, upon receiving the complaint and response, or if the respondent fails to respond within the 14-day time period, the assistant dean will present the complaint and response to the grievance committee of the School to consider the complaint. The committee members shall be disinterested parties who have not had previous involvement in the specific situation forming the basis of the complaint. Complaints and responses between faculty will have already been presented to the grievance committee chair.8. Pursuant to USRR 6.8.4.2., the chair of the grievance committee may contact other hearing bodies within the University to determine whether a grievance or complaint involving the underlying occurrence or events is currently pending before or has been decided by any other hearing body.9. Time limits. To use this procedure, the complainant must file the written complaint with the School of Journalism and Mass Communications within six months of the action or event that forms the basis of the complaint. The six-month time period shall be
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calculated using calendar days (including weekends and days during which classes are not in session).

10. Upon receiving the complaint, if the chair of the grievance committee determines that any of the following grounds exists, the chair may recommend that the complaint be dismissed without further proceedings. The grounds for such dismissal are: (a) the grievance or another grievance involving substantially the same underlying occurrence or events has already been, or is being, adjudicated by proper University procedures; (b) the grievance has not been filed in a timely fashion; (c) the School of Journalism and Mass Communications lacks jurisdiction over the subject matter or any of the parties; (d) the grievance fails to allege a violation of a University rule; (e) the party filing the grievance lacks standing because they have not suffered a distinct injury as a result of the challenged conduct and has not been empowered to bring the complaint on behalf of the University; or (f) the party filing the grievance has been denied the right to file grievances pursuant to USRR 6.5.4.
11. If the chair of the grievance committee determines that a grievance on its face properly should be heard by another body, the chair will recommend that the Dean send the grievance to the appropriate hearing body without further proceedings in the School of Journalism and Mass Communications. The Dean will send a copy of the referral to the complainant(s), any responding parties and the assistant dean (if applicable).
12. Prior to scheduling a hearing, the parties shall participate in mediation of the dispute unless either party waives mediation. Mediation shall be governed by USRR 6.2.3.
13. If mediation is successful, the mediator will forward to the Dean, the grievance committee chair, the assistant dean (if applicable), and all parties a letter describing the outcome of the mediation and the terms upon which the parties have agreed to resolve this dispute. This letter shall be a recommendation to the dean of the School of Journalism and Mass Communications. The Dean will notify the mediator, the committee chair, the assistant dean (if applicable), and the parties that the recommendation has been accepted, modified, or rejected.
14. If mediation is not successful, the mediator will notify the Dean, the grievance committee chair, the assistant dean (if applicable), and the parties that mediation has terminated. If mediation is not successful, or if it waived by either party, the grievance committee will schedule a hearing no later than 30 calendar days from the written submission of the complaint. The 30-day period may be extended for good cause as determined by the chair of the grievance committee. The 30-day period shall be suspended during the mediation process. The hearing will be closed unless all parties agree that it shall be public.
15. Each party may represent themselves or be represented by an

advisor or counsel of the party's choice.

16. Each party has a right to introduce all relevant testimony and documents if the documents have been provided with the complaint or response.
17. Each party shall be entitled to question the other party's witnesses. The committee may question all witnesses.
18. Witnesses other than parties shall leave the hearing room when they are not testifying.
19. The chair of the committee shall have the right to place reasonable time limits on each party's presentation.
20. The chair of the grievance committee shall have the authority and responsibility to keep order, rule on questions of evidence and relevance, and shall possess other reasonable powers necessary for a fair and orderly hearing.
21. The hearing shall not be governed by the rules of evidence, but the chair of the committee may exclude information they deem irrelevant, unnecessary, or duplicative. Statements or admissions made as part of the mediation process are not admissible.
22. The grievance committee will make an audiotape of the hearing but not of the deliberations of the committee. The audiotape will be available to the parties, their authorized representatives, the committee, and the dean's office of the School of Journalism and Mass Communications. If a party desires a copy of the audiotape or a transcript of the tape, that party will pay for the cost of such copy or transcript. In the event of an appeal, the audiotape will be provided to the appellate body as part of the record of the case. After the presentation of evidence and arguments, the grievance committee will excuse the parties and deliberate. The committee's decision will be a written recommendation to the dean of the School of Journalism and Mass Communications. The committee shall base its recommendation solely upon the information presented at the hearing.
23. The grievance committee will send its written recommendation to the dean of the School of Journalism and Mass Communications and the parties as soon as possible and no later than 14 calendar days after the end of the hearing. If the case requires involvement of another body beyond the grievance committee, the 14-calendar-day deadline does not apply.
24. Within 14 calendar days of receiving the committee recommendation, the dean will have the assistant dean or grievance committee chair notify the parties of the acceptance, modification, or rejection of the recommendation. The assistant dean or grievance committee chair will advise the parties of the procedure available to appeal the decision.

The result of a journalism school grievance committee hearing could be

	<p>appealed to the University Judicial Board, but only on the limited grounds listed in USRR 6.7.3. All appeals must be made within 30 calendar days of the decision.</p> <p>This policy was approved October 8, 1999 by the Faculty of the School of Journalism and Mass Communications and has been reviewed and approved by the Office of the University General Counsel. It was amended April 2, 2004 to be consistent with the School’s bylaws and governance structure. It was amended September 5, 2018 to remove Staff/USS/UPS, remove grade appeals, remove academic misconduct, change judicial committee to grievance committee, and modify points of contact.</p>		
Exclusions or Special Circumstances			
Consequences			
Contacts & Dates			
Policy Owner*	School of Journalism and Mass Communications		
Contact*	<p>School of Journalism and Mass Communications</p> <p>Stauffer-Flint Hall</p> <p>1435 Jayhawk Boulevard</p> <p>Lawrence, KS 66045-7515</p> <p>jschool@ku.edu</p> <p>785-864-4755</p>		
Approved by*	School of Journalism and Mass Communications Faculty		
Approval Date* (MM-DD-YYYY)	09/07/2018		
Effective Date* (MM-DD-YYYY)	09/07/2018		
Review Cycle*	<input type="checkbox"/> Semi-annual	<input checked="" type="checkbox"/> Annual	<input type="checkbox"/> Biennial
Background and Related Documents			
Background			

Related Statutes, Regulations, and/or Policies	
Related Procedures	
Related Forms	
Related Other	
Definitions, Keywords, History	
Definitions	
Keywords*	Grievance Procedure, Journalism School
Review, Approval & Change History*	09/07/2018: Policy revised to remove Staff/USS/UPS as well as grade appeals, and complete missing required information.
<u>Category</u>	
Categories	
Sub-categories	