

Senate Council Meeting
November 6, 2006

Proposed Change to Senate Rules 7.2.3.2:

On October 16, 2006, the Senate Council approved global revisions to *Senate Rules Section VII*, as a result of changes to the GRs in June 2005, etc. Included in this revision was a change from 365 days to 180 days for the period during which an instructor was required to retain student records. (See **highlighted** text below of section approved by Senate Council.)

Joel Lee, Academic Ombud, has requested that the original 365 day period remain unchanged, primarily for two reasons:

1. If the records retention period is changed to 180 days, and the Ombud is only empowered to hear only those grievances directed to their attention within 180 days subsequent to the conclusion of the academic term (*SR 6.2.1.4*), there is a possibility that an instructor could be destroying records at the same time that a student is lodging a complaint; and
2. The Ombud is empowered to use discretion in hearing cases outside the 180-day window. If records can be destroyed at 180 days, a case in which an Ombud allows a grievance filed outside of the 180 window could also involve an instructor destroying records necessary for a grievance hearing.

Recommendation: that the Senate Council move that the records retention period not be changed to 180 days, but remain at 365 days in Senate Rule 7.2.2.F; revise 7.2.2.F so the phrase "in which the problem occurred" is removed; and add "kept" to the second to last line of 7.2.2.F.

7.2.32 STUDENT RELATIONS

A ~~The teaching and research personnel shall u~~ Uphold the student academic rights as set forth in the ~~Rules of the~~ University Senate Rules (see Section VI).

B...

F ~~They shall r~~ Return to, discuss with, or make available to students all papers, quizzes and examinations within a reasonable period of time, ~~unless the confidentiality of the examination precludes~~. **If any of the records mentioned above are not returned to the students, they shall be retained by the instructor until 365-180 days subsequent to the conclusion of the academic term-in which the problem occurred.** In addition, student records and grading policy procedures including roll books, syllabi and attendance records (if applicable)--or copies of this information--shall be **kept** on file with the instructor or the department office whenever the instructor will no longer be available.(US: 10/16/89)

