**To: Committee on Academic Programs**

**From: Steering Committee**

**Re: Retention of Examinations and Other Student Work**

**Date: February 6, 2012**

**Background:**

The Steering Committee recently received a message from Dr. Thomas Hagedorn noting that the College does not have a policy on how long faculty should keep the students' final exams and papers before disposing of them and asking that the college’s position be clarified

Dr. Hagedorn is correct that there is no such policy. The closest policy we have concerns grade appeals and states, “The statute of limitations on filing student appeals shall be one semester following the end of the semester in which the incident occurred.” <http://www.tcnj.edu/~academic/policy/undergradcomplaint.html> Thus this policies implies a need to keep course materials for one semester beyond the completion of the course, but it does not actually make a statement about the retention of course work.

**Charge:**

The Steering Committee asks that the Committee on Academic Programs consider whether there should be a policy requiring an instructor to retain examinations, papers, and other course work and, if so, for how long. Steering also asks that in making its recommendation that CAP consider the value of returning graded materials as a form of feedback to the student and whether this should be considered in developing a policy on retaining course work.

**Timeline:**

The Steering Committee requests that this work be completed by the end of the Spring 2012 semester.

**TCNJ Governance Processes**

**Step #1 -- Identifying and reporting the problem:** When a Standing Committee receives an issue from the Steering Committee, the first responsibility is to clearly articulate and report the problem to the campus community through regular updates to the campus community and the Governance Web Page ([www.tcnj.edu/~steering](http://www.tcnj.edu/~steering) ). The problem may have been set out clearly in the charge received from the Steering Committee, or it may be necessary for the Standing Committee to frame a problem statement. The problem statement should indicate the difficulties or uncertainties that need to be addressed through new or revised policy, procedure, or program. The problem statement should be broadly stated and should include a context such as existing policy or practice. Problem statements may include solution parameters but should not suggest any actual solutions. Clearly stated problems will lead to better recommendations.

**Step #2 -- Preparing a preliminary recommendation:** Once the campus community has received the problem statement, committees can begin to collect data needed to make a recommendation. Committees typically receive input through committee membership, formal testimony, and open comment from affected individuals and all stakeholder groups. Committees must be proactive in inviting stakeholder groups (including Student Government Association, Staff Senate and Faculty Senate) to provide formal testimony prior to developing a preliminary recommendation. When, in the best judgment of the committee, adequate clarity of the principles contributing to the problem are known, a preliminary recommendation should be drafted and disseminated to the campus community through regular updates and the Governance Web Page.

**Step #3 -- Making a Final Recommendation:** Committees must use sound judgment to give the campus adequate time to review the preliminary recommendation before making their final recommendation. Again, committees are expected to be proactive in receiving feedback on the preliminary recommendation. If a full calendar year has passed since the formal announcement of the preliminary recommendation, the committee must resubmit a preliminary recommendation to the campus community. When, in the best judgment of the committee, the campus community has responded to the proposed resolution of the issue, the committee shall send their final recommendation (complete documentation) to the Steering Committee.

**Testimony**

The presenting of testimony is central to the concept of shared governance. All stakeholder groups will have an opportunity to provide input into governance issues through direct membership as well as invited testimony. Individuals appointed or elected to the governance system are expected to take a broad institutional perspective relative to issues being considered. In contrast, invited testimony will reflect the stakeholder perspective on the issue being considered. Committees are expected to be proactive in inviting stakeholder groups to provide testimony at both step # 2 and #3 of the process. Committees need to identify stakeholder groups that are interested in each particular issue and invite their testimony at scheduled Committee meetings or hearings. Committees should report in their minutes which groups were targeted as stakeholders, how testimony was invited, the form of the testimony (written, oral, etc.), and the substantive content of the testimony.