

# STUDENT CONDUCT COMMITTEE

## MINUTES

April 18, 2019

**Attendance:** ● Aaron Voelcker (for Marilyn Flores) ● Angela Guevara ●Danielle Martino ●Nidzara Pecenkovic ● Linda Martin ●Christine Umali Kopp  
●Rudy Carrion ● Ana Garcia ● Cale Crammer ●Doug Deaver ●Joseph Alonzo ●Lorrie Jordan ●Liz Thomas

### Mission Statement

The Student Discipline Committee exists to provide recommendations relevant to student conduct. Its purpose is to improve the academic experience for all members of the campus community by supporting decisions around disciplinary action that help foster a safe and effective learning environment at SCC. This committee helps facilitate an equitable and inclusive process as it relates to student discipline issues and concerns.

AGENDA ITEM	DISCUSSION	ACTION/TASKS/FOLLOW-UP
I. <b>Welcome</b>	<ul style="list-style-type: none"> <li>Syed welcomed everyone to the newly formed committee by the Academic Senate and College Council.</li> </ul>	
II, <b>Introductions</b>	<ul style="list-style-type: none"> <li>Everyone introduced themselves and stated their names.</li> </ul>	
III. <b>New Business</b> A. <b>Action Items</b> <ul style="list-style-type: none"> <li><i>Faculty Co-Chair Selection</i></li> </ul> B. <b>Discussion Items</b> <ul style="list-style-type: none"> <li><i>Identification of members based on membership to reflect correctly for future meetings</i></li> <li><i>Other parties needed to attend that may not have been considered (such as Security)</i></li> </ul>	<ul style="list-style-type: none"> <li>Syed is the co-chair of the Student Conduct Committee and opened nominations or invited the Committee members to volunteer to serve as the Faculty-required co-chair.</li> <li>Syed passed around the membership roster to make sure everyone is represented correctly and if someone was missing they were added to the document</li> <li>Group discussion ensued by all about the pros and cons of adding Security and making other changes to the committee membership.</li> </ul>	<ul style="list-style-type: none"> <li>Cale Crammer nominated Doug Deaver to serve as faculty co-chair; seconded by Danielle Martino. Doug Deaver will co-chair the Student Conduct Committee. Doug was voted as the co-chair of the committee, by the committee.</li> <li>Syed will update the roster and it will be distributed along with the minutes prior to the next meeting.</li> </ul>

- *Committee review of mission and responsibilities and Discussion on Direction, Charge, Goals, Tasks and Activities*

**Discussion of Mission:**

- As a Committee, we need to establish what we are charged with by reviewing the mission and responsibilities in the final version, as approved by the College Council.
- It was inquired how many colleges in the State have such a process. Syed responded that, based on his research, no community college or four-year institution has a committee formed around discipline through such a process.
- It was made very clear that we are not a stand-alone institution and all changes to Administrative Relations and Board Policies must be aligned and consulted with the District and our sister campus.
- Some of the input from the group is as follows:
  - The Mission Statement should show support for one another (faculty, staff, administration, and students)
  - Student Services staff should have a uniform policy or framework for dealing with difficult students, especially for front line student service areas, such as Financial Aid, Cashier's Office, and Admissions.
  - While it was recognized that changes cannot be made immediately to the Mission Statement, as it needs to follow the shared governance process, the following suggestions were made for future changes: to include in the words **and employment** to *Its purpose is to improve the academic **and employment** experience for all members of the campus community . . .*; to consider changing **action** in *...by supporting decisions around disciplinary action...* to **policies, procedures, or protocol**; to consider the use of the word **support** in *...by **supporting** decisions around disciplinary action.*

*General Discussion of Responsibilities and Other Concerns:*

- Use student discipline examples in training, especially when training new faculty
- A flow chart exists that integrates mental health and

- Revisions to the Mission Statement must be approved by the Academic Senate and College Council

- Lorrie Jordan will email an electronic copy of the flow chart to Committee members

discipline

- Lorrie Jordan shared a form to show the existing tracking process.
- Offer training as Flex or Professional Development; for classified, in order to maintain service in offices, offer training at lunch a couple of times during the semester.
- Possible training opportunities:
  - Flex week activity\*
  - Convocation day
  - Division meetings
  - Department meetings
  - Joint Chair meetings
  - Department meetings
  - Department Chair meetings
  - Four-hour dedicated training during regular term\*\*

*\* Historically, attendance at flex activities has been dismal. Syed conducted the Spring session as a Flex Activity and only four (4) adjunct faculty participated.*

*\*\*Two sessions were offered during Fall 2018, approximately thirty (30) people attended in total. Five (5) full-time faculty, fourteen (14) adjuncts, and the remaining other staff and administrators.*

- Classified training can be scheduled separately, in a general session, any time, even when school is not in session.
- Offer training with subject matter/mental health speakers
- Poll the campus community to discover what student conduct issue subject areas people consider require training
- Use Survey Monkey to determine faculty and staff preferences for training topics
- Surveys will be used as a tool for reviewing student conduct processes as a means to gather information
- Mandatory training vs. accessible training

- We must learn more about the legalities surrounding information sharing and our flexibility guidelines. This was similar to information provided in the Fall 2018 four-hour training
- Conversation went into further probing the disciplines and gender where some cases occurs more than other. At some point, we may want look into isolating that data.

<ul style="list-style-type: none"> <li>• <i>List of follow-up items for the next meeting</i></li> </ul>	<ul style="list-style-type: none"> <li>• This Committee has the opportunity to facilitate what information is shareable during and after the discipline cases and with whom.</li> <li>• It was also brought up that the group would like to isolate the common type of behavioral and discipline issues. The two most common issues are student behavior for discipline and plagiarism.</li> <li>• Discussion took place regarding the methods currently being used to report incidents. Syed shared how folks are using emails, phone calls, and Maxient report to report incidents. It was emphasized that the only tool that everyone should utilize is to report any incident is Maxient. It was clarified that all Title IX cases are handled at the District level by Alistair Winter's office. Currently, at SCC, there has been a lot of confusion over the last year since we have moved title IX to the District on the exact process and protocol for handling of Title IX. Syed explained how SAC has two administrators in this area, one who handles Title IX and the other, handles student conduct and discipline.</li> <li>• Research venues to present information</li> <li>• What content will be presented?</li> <li>• There is a possibility that Lorrie will present her current Student Conduct training for the Committee</li> <li>• Committee members will provide feedback on the Student Conduct training, including what issues need to be added</li> <li>• Inviting a Campus Security team member to the Committee meeting to serve as a consultant on any guidance related to safety issues.</li> <li>• Maxient report review and possible enhancement from a user perspective.</li> </ul>	<ul style="list-style-type: none"> <li>• While the District is currently in the process of hiring a Title IX officer, there is a concern regarding addressing Title IX issues beyond campus jurisdiction. Whatever we will decide to do to educate the campus community on the processes we will make sure we will include the Title IX process as part of that information sharing and training.</li> </ul>
<p><b>IV. Next Meeting Follow-Up items</b></p>		

<b>V. Adjournment</b>	The meeting was adjourned at 4:37p.m.	
Next meeting:		

**Santiago Canyon College Mission Statement**

*Santiago Canyon College is an innovative learning community dedicated to intellectual and personal growth. Our purpose is to foster student success and to help students achieve these core outcomes: to learn, to act, to communicate and to think critically. We are committed to maintaining standards of excellence and providing the following to our diverse community: courses, certificates, and degrees that are accessible, applicable, and engaging. (12/4/17)*

**SCC Student Conduct Mission Statement**

*The Student Discipline Committee exists to provide recommendations relevant to student conduct. Its purpose is to improve the academic experience for all members of the campus community by supporting decisions around disciplinary action that help foster a safe and effective learning environment at SCC. This committee helps facilitate an equitable and inclusive process as it relates to student discipline issues and concerns.*