

# STUDENT CONDUCT COMMITTEE

## Minutes

October 17, 2019 \* 3:00 p.m. – 4:30 p.m. \* A-211

**Attendance:**

Joseph Alonzo (absent)  
Rudy Carrion (absent)  
Cale Crammer  
Doug Deaver

Marilyn Flores (absent)  
Ana Garcia  
Henry Gardner – ASG (absent)  
Angela Guevara

Lorrie Jordan  
Marianne Laney  
Linda Martin  
Danielle Martino

Jibril Osumanu - Equity  
Nidzara Pecenkovic  
Syed Rizvi  
Lena Shi – ASG Alternate

Liz Thomas (absent)  
Christine Umali Kopp

OLD BUSINESS	DISCUSSION	ACTION/TASKS/FOLLOW-UP
<b>Approval of Prior Minutes from September 19, 2019</b>	<p>Cale Crammer called the meeting to order at 3:07.</p> <p><b><u>Corrections to Minutes:</u></b></p> <ul style="list-style-type: none"> <li>• Correct the spelling of Cale Crammer’s last name.</li> <li>• Add Lorrie Jordan’s comment that “signage” does not fall under the Student Conduct under agenda item IV.</li> </ul>	<p><b><u>ACTION:</u></b> Danny Marino moved to approve the minutes as corrected. Doug Deaver seconded the September 19, 2019 minutes were approved as amended by committee.</p> <p><b>Abstentions -0-</b></p>
<b>NEW BUSINESS</b>		
I. Conduct Hearing Board - Lorrie Jordan	<p>Lorrie Jordan explained the California Ed Code grants students the right to due process when specific disciplinary actions are taken against them and provided an overview of the process. A Hearing Board must accompany any suspension for more than ten days. The chancellor or designee (Associate Dean of Student Development) is responsible for appointing representatives to serve on the Hearing Board but does not take a judicial position (merely presents the facts of the case) unless in the rare instance of a tie. The Hearing Board is composed of:</p> <ul style="list-style-type: none"> <li>• 1 – Administrator</li> <li>• 1 – Classified Staff</li> <li>• 1 – Faculty Member</li> <li>• 1 – RSSCD Student</li> </ul> <p>During the hearing, the designee presents the case. The student has the opportunity to ask questions and can bring witnesses to speak on their behalf. This is an internal process, and legal counsel is not present. Cale Crammer and Ana Garcia asked how the Hearing Board members are selected and what kind of training is required. Member of the Hearing Board are selected from a list of individuals who have prior experience. The reasons for this are two-fold. First, there is a need for consistency and confidentiality in the process. Second, notification window for service is sometimes only 24 – 48 hours in advance of the hearing. Ana Garcia asked if there can be greater diversity on the Hearing Board, and Syed stated the board is always very diverse, having a shared governance structure. Nidzara Pecenkovic asked Syed to define diversity. Syed responded that the hearing board consists of a student, a staff, a faculty and, an administrator, males and females, of any background or group, on each board. Several members requested to serve as alternates.</p>	<p><b><u>ACTION:</u></b> The committee decided that expanding the list of those who could potentially serve on a Hearing Board was appropriate and that the Student Conduct Committee members would serve (if they so choose) as alternates in the future. Committee members were asked to email Lorrie Jordan if you are interested.</p>
II. Annual report format discussion- Everyone	<ul style="list-style-type: none"> <li>• Cale Crammer proposed two sections be included in the annual report:               <ol style="list-style-type: none"> <li>1. <b><u>Informative Section:</u></b> <ul style="list-style-type: none"> <li>▪ Provide a better understanding of what conduct is</li> </ul> </li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>• Forward sample survey questions to Cale Crammer and Syed Rizvi (copy Gayle Sapak-Winder)</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Explain the difference between Student Conduct vs. Title IX and their roles</li> <li>▪ Statistics</li> </ul> <p>2. <u>Guidance Section:</u></p> <ul style="list-style-type: none"> <li>▪ Create a help guide for faculty and staff</li> </ul> <p>A lively discussion followed on various methods to educate the campus community. Ideas included:</p> <ul style="list-style-type: none"> <li>○ Utilize different ways to disseminate information: videos, flow charts, infographics</li> <li>○ Create a video to post on the website; need to identify a funding source</li> <li>○ Propose FLEX credit for training and offer more than one training time.</li> <li>○ Use CANVAS for faculty to complete the training or post to the website</li> <li>○ Offer professional development training opportunities for classified.</li> <li>○ Request Jean Estevez to conduct Title IX training for department meetings.</li> <li>○ Christine Umali Kopp suggested making trainings mandatory.</li> </ul> <p>Nidzara Pecenkovic suggested to create a survey to find out what is stopping faculty and staff from attending trainings and the best way to present student conduct information and training. Syed Rizvi requested committee members to forward questions for the survey, regarding the matter of Conduct and Title IX information delivery. It was recommended to review and finalize the survey at the next meeting, in order to present the survey at the November Joint Chairs meeting.</p>	<ul style="list-style-type: none"> <li>• Cale Crammer and Syed Rizvi will create a survey based on the questions submitted and present at the next meeting on November 21, 2019.</li> </ul>
III. FLEX Week Presentation Feedback - Attendees	<ul style="list-style-type: none"> <li>• Tabled due to time.</li> </ul>	
IV. Other	<ul style="list-style-type: none"> <li>• As a follow up to the last meeting, Syed Rizvi distributed “Assisting the Emotionally Distressed Student – A Guide for Faculty, Staff &amp; Administrators.” He drew attention to pages 10 – 11 that outline the procedure for referring an emotionally distressed student.</li> </ul>	
V. Adjournment		The meeting adjourned at 4:28 p.m. (Moved by Danny Martino; Seconded by Linda Martin)
<b>FUTURE AGENDA ITEMS</b>		
<ul style="list-style-type: none"> <li>• Faculty/Classified Survey</li> </ul>		

**Fall 2019 Meeting Schedule**

3:00pm-4:30pm \* A-211 \* November 21

**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.

Approved as amended on 11.17.19