

Student Conduct Code DTF
April 18, 2008

Meeting Notes

Present:

Alexandre, Amy Lyn, Andi, Bill, Brett, Dianne, Ed, Nancy, Sabrina, Wendy

Absent:

Monique, Cody

Introductions

- welcomed new members – Bill Gilbreath, Amy Lyn Ribera, Ed Sorger, Alexandre Chateaubriand

Reviewed charge and process

- discussed importance of addressing procedural flaws in current code
- discussed importance of reviewing the code for a lens to adjudicating misconduct in a way that matches Evergreen's values
- discussed importance of the DTF seeking input from various constituents (e.g. students who have participated in the process)

Andi, Brett, and Dianne provided an update on their experience with the online course: *Crafting a Code of Conduct: The Art of Writing Policies and Procedures*. Determined that we would allocate 20 minutes at the end of each meeting to discuss the questions posed in the course. Dianne will facilitate next week, covering the material from week 1 of the course.

Andi began to review how the Code is administered:

In the administration of the Code we strive to promote learning, be timely in response to allegations, and to apply restorative justice principles in the discussion and sanctioning.

A grievance about student conduct can come from anyone. Most often grievances are received from Police Services or RAD staff. Students who are referred to Student Conduct by Police Services receive one copy of a 2-part form and are directed to meet with the Conduct Officer the next day at a specific time. If the Conduct Officer is requesting the meeting in response to a grievance (from a RAD incident report or some other complaint) a summons letter is issued that identifies the charges against the student (e.g. which of the 17 prohibitions mentioned in the Code are alleged to have been violated).

If RAD staff are responding to an incident, the Conduct Officer and RAD staff will determine who will address the conduct. Generally if it is a first time low-level violation or a violation of the housing contract then RAD staff will adjudicate the incident. If Police are responding to an incident, the Officer uses discretion as to whether the conduct should result in criminal proceedings as well as student conduct adjudication.

When a student appears for the initial meeting with the Conduct Officer s/he is offered the option to answer questions or not, if choosing to answer question then the expectation is that they will be answered honestly. They are told that their conduct record is confidential and will only be released if it is subpoenaed, if there is an

educational need to know by some other party on campus, or if they release their record. The Conduct Officer requests their version of what transpired and attempts to get a sense of who the student is and what their experience has been at Evergreen – e.g. Was this a poor choice at the wrong time or a larger systemic issue? The student is asked how they want to take responsibility for their actions. When there is mutual agreement about this a Contract of Accountability is signed. If the student denies any responsibility and the Conduct Officer is in agreement there is “no finding” conclusion.

Students do not receive a copy of the incident report or complaint but may read it in the conduct meeting. Police reports may be obtained from Police Services.

Sanctions may include:

Verbal warning

Educational interventions (e.g. letters, community service, etc.)

Restitution

No Contact

Probation

Suspension – usually with stipulations that must be met prior to return

Expulsion

When drug or alcohol use is a component of the misconduct, students are generally required to participate in Jason Kilmer’s education program which is based on a Harm Reduction Model which focuses on choices, knowledge, and understanding social norms.

The determination of sanction is case by case. Generally more malicious actions (e.g. acts of violence, dealing drugs, deliberate plagiarism) result in suspension.

If a student fails to complete their sanction by the required due date, the Conduct Officer contacts them by email and phone to revisit the Contract of Accountability. If a revised Contract is not signed, then a hold is placed on the student’s ability to register for the subsequent term.

When there appears to be an immediate threat to health or safety of self or others, the Conduct Officer may recommend that the VP for Student Affairs issue an immediate suspension until the case can be adjudicated.

Students always have the right to appeal the finding and/or the sanction.

Parents are not involved when underage students are involved in student conduct.

Sample documents and a flow-chart to be shared next week.