

**Academic Standards Committee**  
**Meeting Minutes**  
**Feb 7, 2011**

**In Attendance:** Dr. Ron Smith , Suzy Callanan , Dr. Thomas Wayne , Cindy Enslen, Dr. Christy Gilfert, Ann Eastman, Kathie Morris, Sara Dustin, Dr. Rosalind Jester, Mr. Rick Parfitt, and Dean of Students Pat Newell

**Excused absence:** Dr. Robert Beeson, Dr. Peggy Romeo, Maria Cahill, David Luther

1. Director of Security Rick Parfitt and Dean of Students Pat Newell joined the committee to discuss disruptive behavior by the students and the operating procedures that are being drafted to cover this process.
2. Pat Newell said that student grievance policies are currently very difficult to figure out.
3. Pat Newell explained that they are developing an "Emergency Folder" for each faculty member to give them guidelines for handling disruptive behavior. This might be more appropriate violation of Student Code of Conduct.
4. Director Morris informed us that the BIT concept has been changed and a new process will be instituted. That process development is in progress.
5. Professor Eastman had inquired at last meeting about how to handle a disruptive student that blocks access to communication. Mr. Parfitt addressed this at the meeting. This will be included in the "Emergency Folder".
6. Pat Newell said that after calling Campus Security about a classroom incident, the faculty member has to also contact their immediate supervisor. Security is not responsible for notifying the Associate Deans or Directors.
7. Professor Eastman asked if all students are handed information on acceptable behavior. Pat Newell and Kathie Morris said they might be able to send a postcard or email students about this.
8. Dr. Jester said it might be done periodically in the form of a "blast" email.
9. Dr. Gilfert said that the use of the terms Acceptable Behavior might be better than disruptive behavior.
10. Mr. Parfitt said that the instructor should insure that the student is contacted after an incident in the classroom. He said that usually 97% of the students comply with a request for a meeting with the student. The behavior that Mr. Parfit and Campus Security respond to must be a Public Safety issue. Security can't force people off campus unless the act is violent or illegal. Student may return to class unless prohibited from revisiting campus.
11. Pat Newell said that Security and the faculty member might be able to correspond through email (instant messaging). The faculty member must initiate process of keeping student out of class until meeting with Associate Dean and/or Student Services.
12. Pat Newell stated that all new faculty will be advised about the procedure as they are hired. The returning faculty will receive notice through meetings and email.

13. Suzy Callanan asked about the nature of the documents that will be provided for the faculty and whether this was an operating procedure or other document.
14. Professor Enslin said that everyone must be reminded often to keep the issue fresh in the mind.
15. Professor Eastman asked if students and faculty can sign off on knowing the contents of the student Acceptable Code of Conduct. Dean Newell and Kathie Morris said that process would be very difficult.
16. Dr. Gilfert concurred.
17. Pat Newell reminded everyone that once the student is blocked out of the class, it will affect the student's grade. Swift adjudication is an important part of the procedure.
18. Professor Eastman asked if the student was allowed to repeat the class if ejected and not allowed to return. Might the student be sent to another class?
19. Pat Newell said the decision on reinstatement of the student as well as informing other professors about the student's behavior has not been completely figured out yet.
20. Next meeting will be March 4<sup>th</sup> at 1 PM. The topic will be restructuring the letter grade options for students, including possibly allowing professors to withdraw a student.

The meeting was adjourned at 2 PM.