

Student Affairs Team 2008-2009

Meeting on November 21, 2008, 2:00-3:00p at SU104

Attendees: Barb McAloose; Dayle Upham; James Rollo; Tony Mercurio, Michele Yovanovich and Kazuo Naka

Issues Discussed

1. The minutes of September 23 meeting was approved.
2. An approval of the SOTY documents
 - o Approved by the SAT.
 - o SAT wants an approval from Senate on Dec 5 to advertise before the winter break so students prepare their portfolios during the break.
3. Scheduling meeting for Spring 2009
 - o Temporarily agreed on the third Friday of a month, 2-3 at SU 104.
 - o The next meeting is January 16, 2009, 2-3 at SU104.
 - o Kazuo will email the members their availability in early January 2009.
4. Report of UAAC (Undergraduate Admissions and Advisory Committee) Meeting on Oct 31.
 - o Reported statistics of admissions and strategic planning.
 - o Reported and discussed a proposed out-of-state waiver and there was no objection.
5. Requests to Faculty Senate Leadership Team for Bylaw change

(c) Student Affairs Team (from Faculty Senate By-Laws)

(i) Composition

The Student Affairs Team consists of one faculty member representing each college library?, one voting student member representing the SG, one *ex officio* member by the Vice President of Student Affairs, and one *ex officio* member appointed by

(ii) Responsibilities and Duties

The Student Affairs Team collaborates with Student Affairs, on behalf of the faculty develop policies affecting the quality of educational programs. The team will recommend policies concerning matters relating to student affairs. These include not limited to, admission and readmission of students to the University, academic suspension of students, withdrawal from courses and from the university, academic award of credit, award of academic honors, award of SOTY, academic grievances; educational equity, rights and responsibilities, and maintenance of academic integrity team will work with Student Affairs to assure appropriate faculty representation Services Committees.

6. Student Code of Conduct

- o Faculty Senate Leadership Team wants the procedure to reflect the faculty perspective when member is an alleged victim.
 - Is this a valid request?
 - Does the current procedure already reflect the faculty perspective?
 - Is there any "non-documented" procedure to solve this issue?
 - Is there any change we can suggest to Faculty Senate Leadership team, which sends Vice President for Student Affairs for consideration?
 - Kazuo and Dr. Rollo exchanged email messages and met on Nov 17.
 - SAT discussed the above issues and reviewed FGCU student code of conduct, as well as other universities (UF, USF, FAU, and UCF) and agreed on:
 1. The current procedure documented in FGCU Student Code of Conduct is fair and nothing is unusual thus we don't see any critical flaw and necessity of c

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Comment [Kzn1]: Currently no representative from Professional Studies and never had a representative from Library.

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Comment [Kzn2]: Academic Affairs and/or Admission

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2. Faculty members who do not agree with all of “case dismissal” decisions made by different people (appropriate staff of Judicial Office, Dean of Student Affairs, President for Student Affairs) (Note: the three decisions are made as separate independent decisions at three different times) can go to the University Office (or President/Provost through proper supervisory chain) to complain. Documenting this process is not necessary, especially NOT as part of Student Code of Conducts.

Kazuo contacted Dr. Isaacs if the faculty union has any procedure to handle a case dismissal. Response from Dr. Isaac on Nov 21: “Without knowing the specifics of the case, I cannot determine what an appropriate role for UFF might be. However, I do know that any action that might require a grievance would require that the faculty member be an active member of the union when bringing a grievance and when the event triggering the grievance occurs. Beyond grievance, UFF has always provided support and guidance to any faculty member who brings a concern ranging from direct assistance to referral to more appropriate offices on campus. We do not have standard procedures per se (other than the one noted above about membership and grievance) that might pertain to this.” => In short, it seems that those faculty members who are not satisfied with the “dismissal” decision can file a grievance if they are active members and can get some assistance from UFF even when they are not UFF members.

3. SAT also discussed the sufficiency of the current procedure from the following perspectives:
 - If the university does not have sufficient procedure, faculty members can look to laws outside the university, media or others. => SAT believes that there are enough official and unofficial policies and procedures.
 - Junior faculty members should be allowed to make mistakes without being harassed by students or jeopardizing his/her career. => SAT believes that the current student code of conduct, with proper evidence, makes students responsible for their violations.

Note: The current student code of conduct was approved by a committee which included faculty member representatives.

7. Honest Survey

- o Dr. Rollo will continue to draft the survey questions.

Meeting on October 17, 2008, 2:00-3:00p at SU104

Attendees: Barb McAloose; Dayle Upham; James Rollo; Tony Mercurio, and Kazuo Nakatani

Issues Discussed:

1. The minutes of September 23 meeting was approved.
2. Revision of FGCU Students of the Year Awards document for 2008-2009
 - a. Waiting for a corrected version from Andrew.
 - b. Need to advertise it in December.
 - c. Agreed to distribute the documents for reviewing in e-mail. (Sent out on 10/23 and request by Nov 7).
3. Enforcement of Student Code of Conduct (This issue was raised in Senate Team Leadership meeting)
 - a. KN explained the issue discussed in Senate Team Leadership meeting on Nov 3.
 - b. The current Student Code of Conduct may not apply the issue of students lying about teaching.

- c. Violations of Student Code of Conducts are currently enforce as documented in Student Coc Conduct 2008-2009.
- d. In conclusion, it needs to modify Student Code of Conduct to accommodate such an issue (if of faculty requests...)
- 4. SAT's Goals for 2008-2009
 - a. 2008-2009 FGCU Students of the Year Awards.
 - b. Develop Academic Honesty Survey.
- 5. Academic Honesty Survey
 - a. Dr. Rollo explained a rough draft of the survey.
 - b. The SAT agreed that The survey should focus on:
 - i. What is considered as cheating by students and by faculty
 - ii. How often students/faculty see cheating at FGCU, comparing with other places
 - iii. Different levels of "seriousness" (different types of cheating, in different types of different levels of student status (freshman, sophomore, junior, senior, graduate), e
 - c. Dr. Rollo revised the current draft and the electronic version will be distributed to obtain feedback from the team members.

--- The End ---

Meeting on September 23, 2008, 1:00-2:00p at SU104

Attendees: Andrew Wilkinson; Barb McAloose; Dayle Upham; James Rollo; and Kazuo Nakatani

Issues Discussed:

1. Selection of the team leader
 - a. Kazuo Nakatani will be the team leader of the team
2. Revision of FGCU Student of the Year Awards document for 2008-2009
 - a. Went through the most of the document
 - b. The electronic versions will be distributed to members to finalize the document
 - c. (In the next meeting), the team finalize the document
3. Academic Honesty Survey
 - a. Dr. Rollo presented a rough draft of the survey.
 - b. The electronic version will be distributed to obtain feedback from the team members
4. Scheduling meetings
 - a. With Andrew Wilkinson, James Rollo and Kazuo Nakatani discussed about limiting the frequency of physical meeting once a month using a shared folder, **Sharepoint server** (to be implemented soon), or Google Docs, where reviewing of documents can be done electronically individually.
 - b. Scheduling meetings for Fall 2008 (Done electronically with help of Eileen Whitt)
 - i. Oct 17 (Friday) 2-3p Dr. Rollo's Office
 - ii. Nov 21 (Friday) 2-3p Dr. Rollo's Office

Comment [KzN3]: Sharepoint server will not be available until December 2008. We agreed to use emails to distribute documents.

Outstanding Issues (responding the email from Halcyon St. Hill on 9/17/2008)

1. Goals and other items the team need to address
 - a. Revision of FGCU Student of the Year Awards document
 - b. Academic Honesty Survey
 - c. Any other?

2. Any issues or concerns (from 2007-2008 SAT report)

--- The End ---

Responsibilities of SAT Leader include:

- Attending the leadership meetings. You do not need attend Senate meetings unless you chose to do you are bringing a document from your team to the senate for approval. In the latter case, you may come to address questions or clarify items as needed. (E-mail from Dr. St. Hill on Oct 1, 2008)
- Attending Undergraduate Admissions Advisory Committee meetings (Email from Mr. Laviolette on S

--- The End ---