

Undergraduate Advising Council

Thursday, June 15, 2017

Minutes

Christine welcomed everyone and called the meeting to order at 3:32pm. Minutes were approved from the May 2017 meeting.

Speaker: Mick Early, Assistant Director of Student Conduct and Conflict Resolution (Dean of Students Office).

Their office staff is listed here, <https://www.dso.ufl.edu/home/contact-us>; with their Interim Director being Pamela Malyk. Their office's web site is at www.dso.ufl.edu/sccr. Attached is the power point slide talk that Mick presented to us.

Some notes from his talk: The student conduct process involves the Student Conduct code and the Honor code. Mick noted that it is not a legal process, but an educational process.

Jurisdiction: is on campus, off campus, and can be both. If an enrolled student is involved in a conduct violation at a peer institution, regardless of where they are, the Student Conduct and Conflict Resolution office may be involved.

Student Conduct Code: most violations are alcohol, drugs, and DUI. There are also violations for parking related, harassment/stalking, hazing, peer-to-peer file sharing, sexual misconduct, and physical harm or threatening behavior including domestic and dating violence. Mick has included a slide (#6) on "Confidential Reporting" and "For Action" that may be of interest to review.

Student Honor Code: most violations involve Plagiarism, Prohibited Use of Materials or Resources (Cheating), Prohibited Collaboration or Consultation, and Use of Fabricated or Falsified Information. Other violations are on slide #7 of his PowerPoint presentation.

Mick let us know that Campus Clarity is the new platform; and that it is an administrative hold that has been placed on a student's record. The hold will prevent a student from registering for classes/courses. It is in a module format.

Adjudication of the Honor Code process is on slide # 8 and it includes the steps that a faculty member will need to complete. Mick said that the process is a centralized process and it involves the faculty member contacting their office. For a first time violation, the faculty member will contact the student and meet with him/her. There is a form, called the Faculty/Student Resolution Student Agreement form. For reference, it can be found at,

https://www.dso.ufl.edu/documents/sccr/201611_Faculty-Student_Resolution_Form.pdf.

If the student accepts responsibility, the student signs this form and it is sent to the DSO via online. And an official decision letter is sent about the outcome to both the student and faculty member. If the student does not accept responsibility then the process becomes a formal hearing. There is also an appeal process, please see slide # 9.

On slide 10 of the presentation, there is a list of possible student conduct process sanctions. An example of a severe sanction would be expulsion from the university. If a student is suspended or expelled from UF, the university will not release transcripts or allow any transfer of courses in; the student is not able to make any academic degree progress at another university or is allowed to attend another SUS.

Mick noted some FERPA and parental notification links on slide # 11. Student Conduct and Conflict Resolution Office resources can be found at <https://www.dso.ufl.edu/sccr/resources/>

In the process, students are given notice of any charges. Students' rights can be seen at <https://www.dso.ufl.edu/sccr/process/student-rights/>. During a meeting with the faculty member, a student can talk about the details of a situation. Faculty can then put the student on notice. Note: faculty can also change their mind on a violation or sanction at this meeting.

If a student decides to go to a hearing, Mick said that the student could ask their academic advisor to serve as their hearing advisor/support person; however, the academic advisor can never talk/represent the student. It is up to you, the academic advisor if you choose to do this (your comfort level). If a student does not have an advisor/support person, it does not delay the hearing or the process.

Parents are not notified for a violation such as plagiarism. Notification to parents is done for danger-related cases. As advisors, we are not allowed to talk to a parent about any honor code case. If the student has a FERPA release, it does not matter, we would need the student to provide additional release documents to give any information out to parents.

If you have a disruptive student, you can call the Student Conduct and Conflict Resolution office and the CARE team. Just reach out; it is not a formal process.

A question was asked when is UPD, GPD, and/or the Sheriff's office notified. The Student Conduct and Conflict Resolution office does not look at Facebook, etc. Their office has developed relationships with these agencies in an online intranet system. It identifies if a student is enrolled at UF and then their office will get input from the agency. Their office will accept a report from anyone, if put on notice, they will investigate.

The Student Conduct and Conflict Resolution office receives a lot questions. Their office can also refer students to the Ombuds if that is an appropriate option. 202 Peabody Hall is their office location; and their phone number is 352-392-1261; their web site is <http://www.dso.ufl.edu/sccr/>. We thanked Mick for his presentation. If you would like to contact him, he is at MickE@dso.ufl.edu

Next in the meeting, **Christine** wanted to take some time to **recognize all the college Academic Advisor winners this year!** They are CLAS-Richard Blake, CALS-Robin Snyder, Engineering- Allison Gatsche, Business- Leigh Smadbeck (who also won the UF Advisor of the Year), Journalism and Communications- Nicki Dankers, IA- Xavier Richardson, and UF New Advisor of the Year-Kristy Spear. Congratulations to all!

Report from Melissa Sisk and Toby Shorey regarding Transfer Credit Evaluation:

Melissa talked briefly about the history of this process at UF. She said that students will be able to go online to see a database of equivalencies soon. This will help with lessening Advisors' needs to complete SASS substitutions. Imaging/scanning will take place of the student's transcripts and then the computer will recommend a decision on the equivalency. This will be for both state of Florida courses and for private and out of state schools. This recommendation will be forwarded to experts, the faculty who teach these types of courses. Toby said that the faculty will have some choices in this equivalency process. The equivalent process in the new system will instead of 0000, will be a L0000 (lower div) U0000 (upper div) or a T0000 (transfer in) designation. Once equivalencies are established, the student and the staff/faculty will no longer have to go through this process, it will be good for ten years. This process is still being worked out and developed; equivalencies will not take place during the admissions process but before the student has been admitted.

Questions:

-Will it affect how transfer admissions works? Melissa said that the process will be more of like how our graduate admissions model works now (a self-reported GPA; if no conduct; it will be a quicker way to admit). Transcripts will be scanned immediately, and then transfer admissions will happen. Melissa noted that all admissions decisions are tentative until real transcripts are input.

-If department says it is not equivalent, faculty is the final answer/the experts? That is correct. If it is not equivalent to a particular course, it will be a generic course credit under that prefix.

-If it is a different course number, does it have to go through a course sub? it will be resolved at the student level, it will not going to be done institutionally. An example, STA 2014 is not taught at UF. It is a course that does not come in with this number on the Audit. In the new system, it will be checked directly with the catalog to see if we teach it.

Melissa noted that time frame for this to be up and launched is in November 2017.

Christine's report:

Christine said that just this week, COMPASS asked the UAC to sit in on a meeting to see if UF would like to serve as a pilot school for the Sales Force Advisor link. Allison attended the meeting yesterday and Christine reported what she knew from Allison's attendance. Christine explained that it Sales Force is being used for some of the COMPASS areas. They also have an Advisor module. If we become a pilot institution, we can be part of the development & design of this. Christine asked us to let her know of any concerns, questions and thoughts about this.

Christine also let the assembly know that the UAC web site will be launched in early July. It will be a basic set up and content and will be built up as time goes on. Many thanks to Cheryl Gater, from the Provost's office, for helping create this site!

Everyone applauded Christine for her work this year as the UAC Chair! Well done Christine!

Meeting was adjourned at 4:37pm

