

## **MINUTES OF THE MEETING OF STUDENT AFFAIRS COMMITTEE**

April 19, 2017, 10:00 am  
Student Center, Room 3021

### **Committee Members**

Present: Ron Lopez, Janejira Sutanonpaiboon, Martha Shott, Napoleon Reyes, Ann Mansfield, Michael Young, Stacy Heldman-Holguin

Absent: Sandra Ayala, Daniel Ramirez, Hollie Mudd, Karen Moranski

### **Guest**

Idonas Hughes, Jr.

### **Proceedings**

1. Ron Lopez, Committee Chair, called the meeting to order at 10:00 am.
2. The committee approved the minutes of previous meeting.
3. The committee discussed business items on the agenda.
  - (1) Further Edits to the Student Grievance Policy
    - Ron Lopez reported that the revised Section III of the Grievance Policy remains incomplete because there is no reference to the applicable grievance procedure for certain students of the School of Extended and International Education who do not have standing to file grievance under Section III.
    - Members of the committee reviewed a draft of the Grade Appeals and Grievance given by Robert Eyler of the School of Extended and International Education.
    - Stacy Heldman-Holguin noted that the draft of the Grade Appeals and Grievance given by Robert Eyler refers back to Section III of the Grievance Policy without specifying the applicable grievance procedure for certain students of the School of Extended and International Education who do not have standing to file grievance under Section III.

- Napoleon Reyes added that the preamble of the draft Grade Appeals and Grievance given by Robert Eyler does not distinguish between students in academic degree programs through the School of Extended and International Education (who have standing to file grievance under Section III of the Grievance Policy) and students enrolled in professional development certificate programs (who do not have standing to file grievance under Section III of the Grievance Policy).
- Ron Lopez will inform Robert Eyler of the issues with the draft Grade Appeals and Grievance.
- The committee will discuss the issue again.

(2) Request from the Academic Senate: Feedback on When Campus Buildings should be Closed at Night

- Ron Lopez reported that the Academic Senate had requested for comments and recommendations from the committee on how late campus buildings should be kept open.
- Michael Young explained that the issue was raised in the Academic Senate because some students need to work late at night in building laboratories.
- Stacy Heldman-Holguin shared a report from Karen Schneider of the University Library on extended library hours.
- Michael Young inquired whether it is a building-by-building issue or there is a need for a for a blanket policy for all campus buildings.
- Martha Shott commented that the different schools/departments need to determine how late their buildings should be kept open for their students.
- Stacy Heldman-Holguin inquired about the current process for closing campus buildings (what time, which building is closed first/last).
- Napoleon Reyes commented that there is also a need to know how many students work late at night in laboratories in each campus building.

- Ann Mansfield recommended that appropriate lighting in buildings that will be kept open late be also maintained and that the Recreational Center also extend its hours for students who want to workout late.
- Ron Lopez will get information on the current process for closing campus buildings, how many students use the buildings late and which are the high-use buildings, and the preferences of the different departments.
- The committee will discuss the issue again.

(3) Early Conferral of Degree in Event of Death, Deportation, or Disability

- Stacy Heldman-Holguin explained that in the event of death of a student, the current policy requires nomination of the deceased student – who must have 12 or fewer units remaining – for early conferral of degree. The question is whether there is a need to amend the current process for the early conferral of degree in the event of death of a student.
- Ron Lopez added the cases of deported students and disabled students for consideration.
- Stacy Heldman-Holguin and Michael Young suggested that the cases of deported students and disabled students be discussed separately from the death of a student because other options remain for the deported students and disabled students to complete their degree (e.g. taking online classes).
- The committee will discuss the issue again.

(4) Appropriate Administrative Sanctions for Cheating and Plagiarism

- Idonas Hughes, Jr., the university Student Conduct Officer, joined the meeting. He presented a draft of the proposed administrative disciplinary sanctions for cheating and plagiarism (written warning, disciplinary probation, suspension in abeyance, suspension [all CSU], expulsion, and revocation of degree) and explained the basis for imposition of each sanction.
- Ron Lopez requested Idonas Hughes, Jr. to put everything together so the committee can review the final draft of the proposed administrative disciplinary sanctions for cheating and plagiarism.

4. The committee listened to regular reports.
  - (1) Ann Mansfield provided updates on Career Services and the Scholarship Committee.
  - (2) Stacy Heldman-Holguin provided updated on Fee Advisory Committee.
5. Meeting was adjourned at 11:45 am.

Minutes prepared and submitted by Napoleon Reyes.