

# Student Conduct Policy Committee Transition Manual

Last updated: May 2018

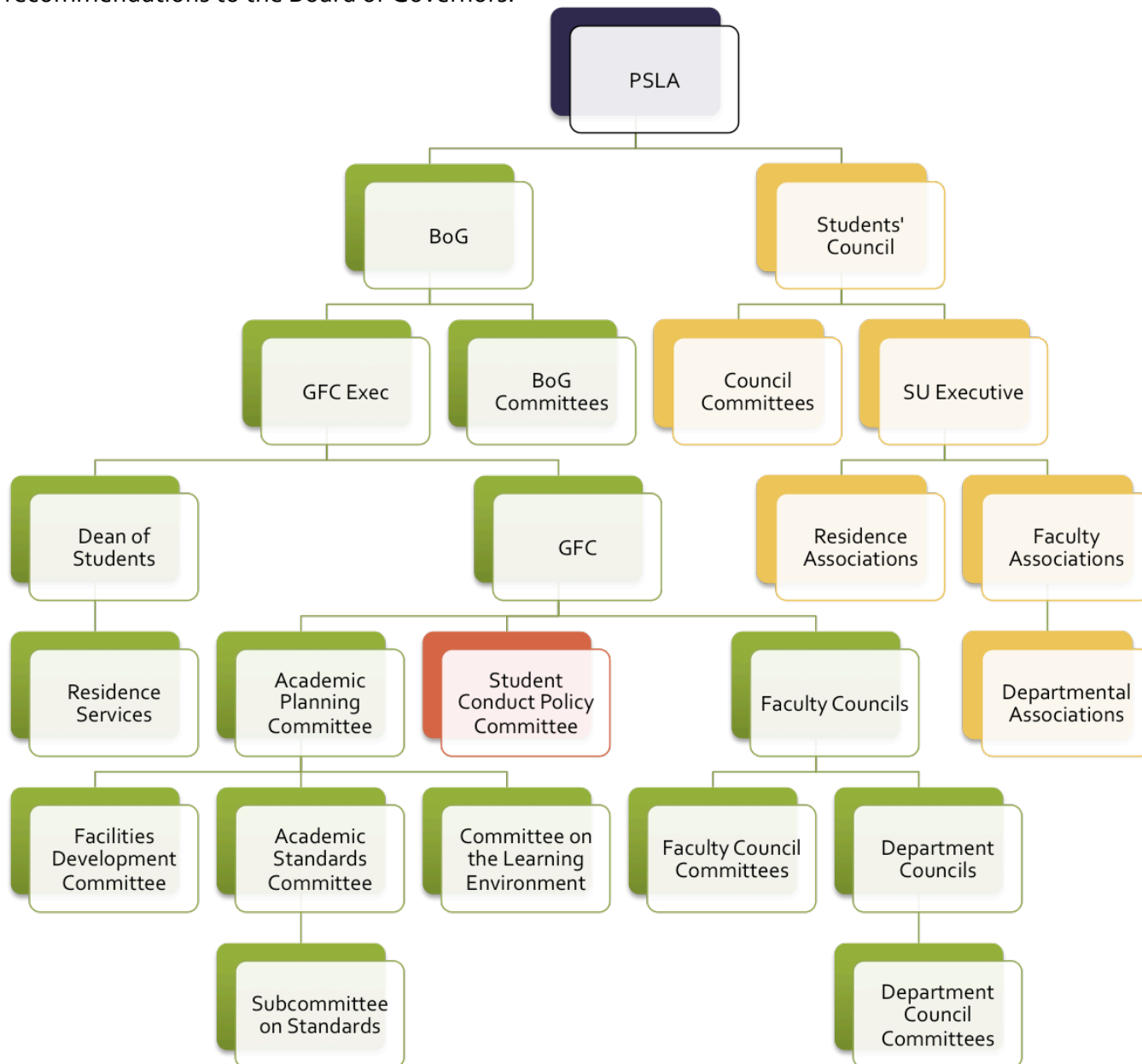
Where this transition manual deviates from University Legislation, the University Legislation will be taken as correct. You should always read them in addition to this manual in case information in the manual has become out-of-date.

## What is the Student Conduct Policy Committee?

The Student Conduct Policy Committee (SCPC) -- formerly known as the Campus Law Review Committee -- is responsible for rules and regulations surrounding student conduct and disciplinary action.

### Role in Governance Structures

Substantive amendments made by SCPC get passed on for approval at GFC, who will then make recommendations to the Board of Governors.



## Who Sits on this Committee?

Note: some of the representatives listed below may be delegates of the position listed, and therefore don't necessarily formally occupy the position they are listed under, but do currently fill that seat on this committee.

### *Voting Members*

- **Chair:** Academic staff member appointed as Chair
  - Steven Penney - [spenney@ualberta.ca](mailto:spenney@ualberta.ca)
- Vice-Provost and Dean of Students
  - André Costopoulos - [andre.costopoulos@ualberta.ca](mailto:andre.costopoulos@ualberta.ca)
- Residences Representative
- Graduate Students' Association Representative
- Students' Union Representative
- Dean from the Academic Standards Committee
  - Rebecca Nagel - [rebecca.nagel@ualberta.ca](mailto:rebecca.nagel@ualberta.ca)
- Two academic staff
  - David Rayner - [david.rayner@ualberta.ca](mailto:david.rayner@ualberta.ca)
- One academic staff who is a former Associate Dean or a former University Appeals Board (UAB) Chair
- Two staff members
  - Andrea Urbina - [urbina@ualberta.ca](mailto:urbina@ualberta.ca)
- Two student members of GFC (graduate or undergraduate)

### *Non-Voting Members*

- Director of University of Alberta Protective Services - Bill Spinks - [bill.spinks@ualberta.ca](mailto:bill.spinks@ualberta.ca)
- Discipline Officer - Deborah Eerkes - [deborah.eerkes@ualberta.ca](mailto:deborah.eerkes@ualberta.ca)
- Representative of the Office of the Student Ombuds - Brent Epperson - [gradomb@ualberta.ca](mailto:gradomb@ualberta.ca)
- Assistant Dean of Students (Residence) - Janice Johnson - [janice.johnson@ualberta.ca](mailto:janice.johnson@ualberta.ca)
- Appeals and Compliance Officer - Michael Peterson - [michael.peterson@ualberta.ca](mailto:michael.peterson@ualberta.ca)
- University Secretary - Marion Haggarty-France - [marion.haggarty-france@ualberta.ca](mailto:marion.haggarty-france@ualberta.ca)
- GFC Secretary - Meg Brolley - [meg.brolley@ualberta.ca](mailto:meg.brolley@ualberta.ca)

## Duties and Responsibilities of the SCPC

### *Review and recommend changes to policies.*

These policies include the Code of Student Behaviour, the Code of Applicant Behaviour, the Practicum Intervention Policy, and the Residence Community Standards Policy.

### *Discuss annual residence discipline statistics.*

SCPC will discuss the statistics, and forward reports to GFC for their information.

### *Discuss annual statistical reports on discipline cases dealt with by other bodies.*

These other bodies may include Faculties, the Discipline Officer, the Registrar, Unit Directors, the University Appeal Board (UAB), the GFC Academic Appeals Committee (AAC), or the GFC Practice Review Board (PRB). Reports based on those statistics will be forwarded to GFC for their information.

## How to Add Agenda Items

Members wishing to add items to the agenda should contact either the Chair of the committee (Steven Penney - [spenney@ualberta.ca](mailto:spenney@ualberta.ca)) or the GFC Secretary (Meg Brolley - [meg.brolley@ualberta.ca](mailto:meg.brolley@ualberta.ca)) at least two weeks in advance.

## SCPC Timeline

The agenda items will largely vary each month based on changes that are brought forward, but there are certain items listed below that will likely take place around the same time every year.

Since this committee was recently reviewed and renamed, the monthly proceedings may reflect larger changes this year.

### *October:*

Review the Annual Report of the Residence Discipline Statistics  
Review the Student Conduct and Accountability Annual Statistical Report  
Review the Annual Report of the Appeals and Compliance Officer

### *January:*

Review the Office of Student Judicial Affairs Annual Report and Statistics

## Who to Ask Questions

The Students' Union representative on this committee

The Discover Governance office ([governance@su.ualberta.ca](mailto:governance@su.ualberta.ca))