

DATE: April 12, 2010
TO: Faculty Members
FROM: Jennie Smith, Secretary
SUBJECT: (1) **Membership on Judicial Hearing Committee**
(2) **Membership on Student Appeals Committee**
(3) **Volunteers Needed to Serve as Student Appeals Advisors**

There are three areas of the Student Appeals process for which the Federation is currently seeking volunteers: membership on the Judicial Hearing Committee, membership on the Student Appeals Committee and service as a Student Appeals Advisor. Below, you will find information about each of the three areas, and a form you can use to volunteer to serve in any of these three ways. **Please give this information your close attention and return the form by April 30, 2010.**

Judicial Hearing Committee:

The Judicial Hearing Committee, consisting of twelve members, has equal representation from the faculty, student body, and administration. It is authorized to determine whether a student has violated the Student Code of Conduct and to recommend imposition of specific sanctions upon students who are found to have violated this Code. It hears cases at the discretion of the Judicial Affairs Officer. Once a student is disciplined for misconduct, s/he may appeal any disciplinary sanction to the Student Appeals Committee.

There are four (4) faculty vacancies on this committee as of September 1, 2010.

Student Appeals Committee:

The Student Appeals Committee has equal representation from the faculty, student body, and the administration. It implements the Student Appeals process and provides the final hearing on student complaints against actions taken by any of the components of the College, including faculty and administration. Typical issues center on disciplinary actions and grades.

In making appointments of delegates and alternates to this committee, the Federation will act in accordance with the relevant provisions of College Policies and Procedures Memorandum No. 82B, which are summarized below:

1. College-wide balance shall be considered, with the intention that members shall represent a range of disciplines and fields of study.
2. Alternates have and will be chosen with the understanding that representatives will often be drawn from among those alternates who have been active.
3. Terms of office of Student Appeals Committee members will be as follows: members will serve four-semester terms, staggered so that the term of one of the four delegated members will end each semester and a new member will begin a term, starting in either January or August.

There is one (1) faculty vacancy on this committee as of September 1, 2010, and there will be another as of January 1, 2011.

Student Appeals Advisors:

The Student Appeals Procedure, Sections I(e) and I(f), states that there shall be Student Appeals Advisors:

- (e) In consultation with the Division Deans, the Student Appeals Committee will appoint, from three areas of the College community, three Appeals Advisors. The committee will annually evaluate the work of these advisors, through review of their contact with the committee and through questionnaires submitted by student appellants.
- (f) Student Appeals Advisors will lend orientation and assistance to students wishing to make use of the CCP appeals process. It will be the work of an Appeals Advisor to help an appellant-student evaluate his or her case, inform the student about preparing his or her supporting materials, and, as a facilitator but not as an advocate, attend any hearings held for the student. The student may be accompanied at a hearing by a student appeals advisor or another consultant of his/her choice.

In the past, there have not been enough Student Appeals Advisors to help all students who wanted one. Therefore, we agreed to send a memo requesting volunteers, and to turn the list of volunteers over to the Student Appeals Committee so that they can appoint them from the list.

The College is planning to offer training sessions in late summer or early fall to clarify the responsibilities of the members of these committees as well as the role of a Student Appeals Advisor.

**PLEASE RETURN TO THE FEDERATION OFFICE, ROOM BR-63,
BY Friday, April 30, 2010**

I am willing to serve on the Judicial Hearing Committee
I am willing to serve on the Student Appeals Committee.
I am willing to serve as a Student Appeals Advisor.

Signature

Department