

WINSTON-SALEM STATE  
UNIVERSITY  
STUDENT CONDUCT COUNCIL  
TRAINING



*Presented by:*  
The Office of Student Conduct  
Winston-Salem State University  
September 24<sup>th</sup>, 2014



**WSSU**

# OUTLINE

Please take the following Pre-test for the SCC/Advocate Training:

<https://www.surveymonkey.com/s/DJZY8V6>

- I. Overview of training/Who's Who?
- II. What is the SCC?
- III. Expectations of SCC Members
- IV. Goals of Student Conduct proceedings
- V. Who sits in on SCC hearings?
- VI. Purpose of Chair, Council Members, University Official, Advocates VII. Advocates
- VIII. How to prep for hearings
- IX. Evidence
- X. Effective looking and listening
- XI. Effective questioning
- XII. Appropriate questioning
- XIII. Making reasonable decisions
- XIV. Commonly violated items
- XV. Recommended sanction options
- XVI. New this year
- XVII. Questions & Answers

# WHO'S WHO?

- **Ms. Deona Cureton, M.A.Ed., Ph.D. Candidate**
  - Director of Student Conduct
  
- **Ms. Ivey Greer**
  - Dean of Students/Office of Student Conduct Administrative Support
  
- **Cortney Graham**
  - SGA Attorney General, 2013-2014 & 2014-2015
  - Student Conduct Council Chair

# WHAT IS THE SCC?

The SCC is a body of students and faculty/staff that serve as hearing officers for incidents of misconduct that occur on and off campus.

## The SCC Hears Cases Regarding:

- All Suspension/Expulsion Cases
- Zero Tolerance Policy
- Severe Alcohol Infractions
- Academic Integrity
- Etc.

# EXPECTATIONS

- **SCC Members/ Advocates Are Expected To:**
  - **Attend the fall mandatory training**
  - **Attend the spring mandatory refresher**
  - **Respond to e-mails promptly**
  - **Show up for ALL hearings in a timely manner**
  - **Have a working knowledge of the WSSU Student Code of Conduct**
  - **Keep all hearings confidential**
  - **Sign Confidentiality Waiver**

# GOALS OF STUDENT CONDUCT PROCEEDINGS SUMMARY

- 1.** To disseminate, interpret, and enforce University policies and regulations.
- 2.** To protect the legal rights of students.
- 3.** Contribute to teaching appropriate individual and group behavior.
- 4.** Protect the University community from disruption of University operations or physical/emotional harm.
- 5.** To hold students accountable for behaviors and actions, whether the infraction occurred on or off-campus.
- 6.** Recommend sanctions, when necessary, that will discourage unacceptable behaviors and actions.

# WHO SITS IN ON SCC HEARINGS?

- Accused Student(s)
- Witnesses (Accused/Accuser)
- Campus Police\* (Accuser)
- University Official (Accuser)
- SCC Chair (Cortney Graham)
- Students (3)
- Faculty/Staff (2)
- Accused Student Advisor/Advocate (Student, Faculty, Staff, or Licensed Attorney)
- Court Reporter

# PURPOSE OF MEMBERS ON THE SCC

- Chair - **Keep order, facilitate discussion and flow of hearing**
- Council Members – **Listen to case and recommend appropriate sanctioning (if necessary)**
  - 3 Students
  - 2 Faculty/Staff Members
- University Official – **Present the case on behalf of the University**
- Campus Police – **Present evidence and information that is contained in the police report**
- Advocates/ Advisors (introduce BSLA members+ Advocacy Program, explain Rule 700, guidelines, requirements, & process of acquiring) – **Advise accused student and/or speak on their behalf**
  - Faculty/Staff
  - Student
  - Licensed Attorney



# ADVOCATES

- Can speak for the accused student; however, all questions will be directed to the accused
- Must abide by the same rules and restrictions as all over hearing participants
- Meet the same qualifications as council members
- Will be expected to meet with student before the hearing
- Will be contacted by **Cortney Graham** and paired with an accused student

# SCC HEARING PROTOCOL

- 1. BE ON TIME! (10-15 minutes early!)**
- 2. Have a working knowledge of the Code of Conduct**
- 2. Commit time and effort to hearing the case**
- 3. Maintain a high level of sensitivity & confidentiality**
- 4. Dress in a professional manner (WSSU Paraphernalia, no pajamas or club clothes)**
- 5. Be willing to remove yourself if unable to remain impartial or unbiased**
- 6. Ask pertinent questions that are relevant to that specific case**
- 7. Speak loudly and clearly**
- 8. Please, do not preach to students or badger them with questions**

# SCC HEARING PROTOCOL

## 9. Take Notes

- Paper & Pencil will be provided

**10.** Silence your cell phone while the hearing is in session

**11.** . Look engaged throughout the hearing...PAY ATTENTION!

**12.** Control facial expressions, body language, and laughter

**13.** Speak only when called upon by the chair

**14.** State your name and title for the record before speaking

**15.** Keep in mind that SCC proceedings are not equivalent to a court of law

# TYPES OF EVIDENCE

## Hearing Evidence

### **Physical:**

*injuries, items of interest, pictures, etc.*

### **Written:**

*Personal statements, IRs, Police Report, etc.*

### **Circumstantial:**

*inferences based on conditions and issues surrounding violations*

### **Witnesses**

## Character Evidence

*Character Witnesses (sanctioning only)*

*Evaluating motives*

*Acceptance of responsibility*

# WEIGHING EVIDENCE

1. Is it relevant?
2. Is it reasonable, given other information presented?
3. Is the information credible?
4. Is the person presenting the information credible?
5. Was the student able to respond to the evidence?
6. How did the student respond?
7. Remember: *Lack of knowledge is not an excuse!*  
\*\*Character Witnesses usually provide no information about decisions.\*\*

# EFFECTIVE QUESTIONING

- 1.** Formulate questions first
- 2.** Make sure questions are relevant and clear
- 3.** Make sure they help reach a decision
- 4.** Make sure questions are not repeated
- 5.** Ask open-ended questions to gain more information.
- 6.** Ask closed-ended questions to gain clarity on specific answers.

# EFFECTIVE QUESTIONING

- 6.** Speak interactively and calmly.
- 7.** Do not interrupt questions or answers.
- 8.** Ask only one question at a time.
- 9.** If an answer confuses you, paraphrase and ask for clarity.
- 10.** Do not ask/answer questions for witnesses or badger witnesses

# APPROPRIATE QUESTIONING

- Questions should not preach or seek to teach the student a lesson
- Questions should apply **ONLY** to the matter at hand
- Questions should not be asked multiple times in different ways unless it is to gain clarification



# APPROPRIATE QUESTIONING

## ■ Scenario 1:

Stacy, is a sophomore. She was recently pulled over by campus police for a headlight that was out. When the officer ran her tags it was found that she had a criminal record. This criminal record was not indicated on her admissions application. Stacy's case was been referred to the OSC for review (Item 1: Falsifying information). Since being a student Stacy has had no prior infractions of the Student Code of Conduct and has maintained a 2.5 GPA. What are some appropriate questions that the SCC, Chair, and University official should ask Stacy regarding this alleged infraction?

# APPROPRIATE QUESTIONING

- Scenario 2:

Xavier is a senior. He was recently caught smoking near the practice field. Xavier is on an open sanction for an unrelated infraction. No marijuana was found on Xavier just a lighter and a pack of cigarillos. What are some appropriate questions that the Chair, SCC, and University Official should ask Xavier?

# EFFECTIVE LOOKING AND LISTENING

## Communication Components

- 1. Paralanguage: 38%** of a message is understood through volume, pitch, rate, and tone
- 2. Body Language: 55%** by body position, posture, eye contact, hand gestures, and facial gestures
- 3. Verbal: 7%** is understood through words

# EFFECTIVE LOOKING AND LISTENING

## Tips for Looking

*Lean forward slightly*

*Make eye contact*

*Acknowledge what is being said non-verbally(listener), verbally(questioner)*

*Thank person when they are finished*

## Tips for Listener

*Listen for consistency and inconsistencies in speaker*

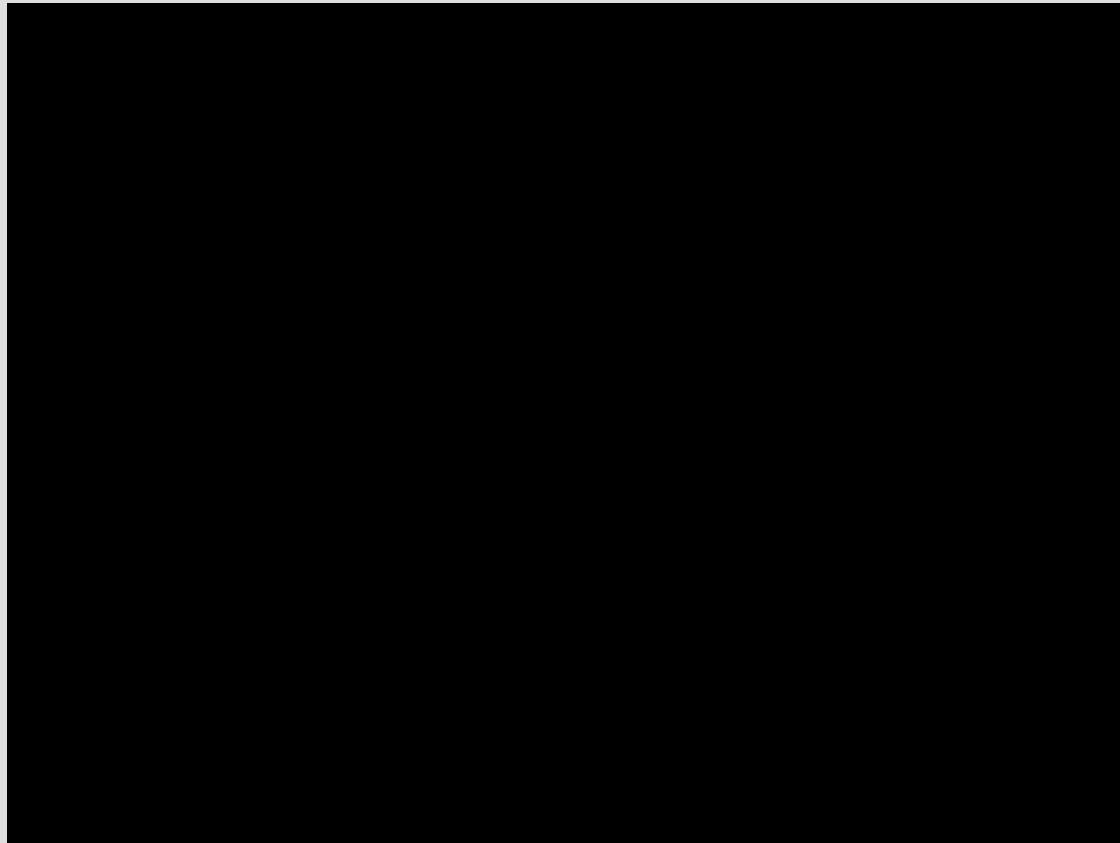
*Do all components of communication line up?*

*Disposition of speaker*

# MOCK STUDENT CONDUCT COUNCIL HEARING

- What is the violation?
- What behavior is the accused student demonstrating?
- What behavior are the members of the Student Conduct Council demonstrating?
- What behavior is the advocate demonstrating?
- What behaviors are right? Wrong?
- What could have done differently?

# MOCK STUDENT CONDUCT COUNCIL HEARING



# MOCK STUDENT CONDUCT COUNCIL HEARING

## Accused Student

- Fidgeting
- Looking Down
- Voice Shaking
- Inconsistent Story

## University Official/ SCC Members

- Late
  - Texting
  - Not fully engaged at times
  - Hat & Shades
  - Sidebar conversations (loud)
  - Assumed guilt
  - Made faces/showed emotion
  - Preached to student
  - Took the floor without asking a question
  - Repeated questions
- Took notes
  - Signed In
  - Reviewed case & code during the hearing
  -

# MAKING REASONABLE DECISIONS

## Standard of Proof:

*Preponderance of evidence; More likely than not – more than 50% sure*

### In-violation or Not-in-violation

1. Decisions should be consistent
2. Require appropriate evidence
3. Should be reasonable

### Sanctions

1. Sanctions should be consistent
2. Should be reasonable



# COMMONLY VIOLATED ITEMS

Item Number	Violation
23	Possess and/or use of controlled and/or illegal substance
24	Possession of drug paraphernalia and/or drug residue
28	Aid or abet the violation of <i>The Code</i> .
6	Start fires, explode fireworks, improperly use chemicals, and/or tamper with fire-fighting equipment (including, but not limited to, hoses, sprinklers and fire extinguishers).
1	Furnish false or misleading information on University records or forms by commission or omission; knowingly misrepresent the facts pertaining to University procedures

# SANCTION OPTIONS

- **Expulsion**
- **Suspension**
- **Deferred Suspension**
- **Permanent Housing Revocation**
- **Disciplinary Probation**
- **Housing Probation**
- **Reflective Essays**
- **Counseling**
- **Community Service (Interpersonal Violence & Prevention, Career Services, etc.)**
- **Education Sanction (AlcoholEDU, Haven, eChug, eToke)**

# NEW THIS YEAR

## ■ Student Conduct Advisory Council

- Will assist and advise the Attorney General in implementing effective programming that will deter and prevent WSSU Student Code of Conduct violations
  - “I Pledge” Campaign
- Must be a member of the Student Conduct Council

## ■ Student Conduct Committee

- Will research policies and procedures of other UNC schools and similar institutions to potentially amend policies on the campus of WSSU
- Must be a senator and appointed through the WSSU Student Senate

Please contact Cortney Graham at [cgraham110@rams.wssu.edu](mailto:cgraham110@rams.wssu.edu) if you are interested

# POST ASSESSMENT

- Please complete the Post-test for the SCC/Advocate Training:

<https://www.surveymonkey.com/s/DJZY8V6>

# QUESTIONS & ANSWERS



# THANKS FOR ATTENDING

Office of Student Conduct  
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336-750-3463

Student Government Association  
Office of the Attorney General  
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704-778-6943

\*Hearing Are Always Heard in Room 308\*