Instructional and Student Services Committee  
March 28, 2014


Members Absent: William Preston Davis, Marilyn Deppe, Stephanie Harm, Maria Nieto-Shahsavarian, Barbara Saperstone, Mel Schiavelli, and William Schran.

Alternates: Natalie Clewell

Guests: Dr. Beatrice Veney, Dean of Students, Medical Education Campus

College Recorder: Norie Flowers

Welcome

Chair Dr. Lynch welcomed committee members and guests and reported that all of the changes to the faculty handbook suggested by the ISSC were forwarded to Dr. Robertson for inclusion in the final faculty handbook draft. The handbook draft will be forwarded on to the College Senate for final approval.

Discussion of Student Code of Conduct and Student Code of Academic Integrity  
(Drs. Harper and Veney)

Dr. Veney and Dr. Harper presented the two codes: the Student Code of Conduct and the Student Code of Academic Integrity currently being updated to ensure they meet the needs of today’s NOVA. The subcommittee, comprised of Academic Deans, Deans of Students and Ms. Pat Lunt, former Dean of Students at the Alexandria campus, looked extensively at core values with the faculty. The documents were written in a student-centered fashion and best practices were explored at several institutions including Mary Washington and the University of Virginia.

NOVA is a learning community with specific expectations concerning the conduct of its students. The College’s approach to student learning and student conduct is to provide a safe and supportive learning environment that promotes teaching and learning and student success. When a student’s conduct adversely affects the College’s pursuit of its educational objectives, actions will be taken to remedy the situation. NOVA’s approach is to both resolve the problem and help students learn to make better decisions. It is the College’s goal that as students experience the conduct process, they will leave that process as better educated students, better all-around members of the College community, and better global citizens. In accord with this general philosophy, efforts will be made to resolve discipline issues informally where possible.
By enrolling at NOVA, a student accepts its policies and procedures and acknowledges the right of NOVA to take action, up to and including suspension or expulsion in response to misconduct. It is the student’s responsibility to become familiar with the student codes. Lack of awareness is not an excuse for noncompliance with NOVA’s policies and procedures. The Academic Deans and the Faculty are responsible for resolving all issues involving grades, including academic misconduct. The Deans of Students are responsible for overseeing the administration of the Student Code of Conduct.

All incidents of violations of the Student Code of Conduct are reported at www.edu/novacares. Upon receipt of the report, the Office of Student Mental Health and Behavior/SMHB will send the appropriate Dean of Student a report of the violation. The updated Student Code of Conduct provides definitions of important terms, a comprehensive explanation of student rights, student responsibilities, NOVA core values, student conduct procedures that includes the hearing process, and an explanation of the student conduct panel and student appeal process as well as examples to assist faculty and staff.

On the Student Code of Academic Integrity, when college officials award credit, degrees and certificates, they must assume the absolute integrity of all student work. As with violations of the Student Code of Conduct, all incidents of academic misconduct are reported using the academic misconduct incident report at www.nvcc.edu/novacares. Upon receipt of the report, the Office of Student Mental Health and Behavior (SMHB) will send the appropriate Academic Dean an Academic Integrity Violation form. The Academic Dean, in consultation with the Instructor, will complete the form and return it to the SMHB office. Academic misconduct includes, but is not limited to the following:

- Plagiarism
- Falsification and fabrication
- Cheating
- Unfair academic advantage

The updated document includes an Academic Misconduct Matrix with type of academic misconduct and a full explanation of each and three types of dispositions an instructor may take in response to the infraction. The updated document also includes a full explanation of due process for the misconduct as well as the student right to appeal and examples at each stage of the process to assist faculty and staff.

Committee members felt the two updated codes were well done and offered additional comments and suggestions to enhance the documents. They noted that changes might need to be made to address ELI. Drs. Harper and Veney expressed their appreciation for the helpful comments and offered to go back and look at the Expect the Best document as it may be broader than what is in the current codes.

**Topics for the Rest of the Year:**

- Plagiarism
• Parking
• Update about Implementation of Student Success Policy Changes
• Veterans Programs (Mar/Apr)
• Hobson’s CRM and QEP update
• Final exam schedule

**Future Meeting Dates:**

• Friday April 25

The meeting adjourned at 11:30 a.m. with the next ISSC meeting scheduled for Friday, April 25, at 9:30 a.m. in the President’s Dining Room on the Annandale campus.