

ACADEMIC SUPPORT & STUDENT AFFAIRS COMMITTEE FINAL REPORT 2165

Submitted by Glen Hintz (grhfad@rit.edu) on behalf of the committee members

Charge 1.

Propose communication to faculty in order to increase their awareness of resources available to students for counseling.

Recommendations:

On Friday, October 14, Brian, Wendy, Neil, Alan and Annabella met with Phil Lavine, MD – psychiatrist from the Student Health Center. David Reetz, PhD, Counseling Center Director was unable to attend. We discussed the charge of the subcommittee and agreed on the following:

The promotion of the resources available to students through the faculty depends on 1) awareness of the location counseling center and 2) the list of services available to students at the counseling center. Knowing how to promote the available services has a lot to do with knowing what services are available and what circumstances might allow a faculty member to recommend them. It was brought to our attention that the Counseling Center sees, and is eager to see, students with a wide range of concerns, from the mundane to the serious or life threatening. The idea that it is not just for severe mental psychological counseling was deemed valuable and relevant. Therefore, it is as important to know what services are available before the faculty can increase awareness that they are available.

In discussing possible ways to promote the available services, we discussed the following:

- 1 Recommendation that the Counseling Center hire an Outreach Coordinator.
- 2 Improving and updating the mental health website
- 3 Improving visibility of the Counseling Center on campus and the web. Currently a google search provides a link to the RIT mental health website but this could be made easier and cleaner.
- 4 Improving recognition of the established 'Live RITe' program and available services through:
 - a Faculty workshops at the college level to give faculty tools needed to recognize mental health concerns
 - b A possible 'banner ad' on mycourses to increase visibility
 - c Organize brief information sessions to all faculty meetings and/or retreats across RIT.
 - d Improve outreach to Academic Advisors
 - e Email reminders twice a semester to faculty to mention Live RITe initiatives during class times. This could be a 'Live RITe' week supported by banners around campus. Give faculty needed information to present in classes at strategic times (prior to midterms and finals) referencing available mental health/Live RITe resources available to students. This doesn't target a particular student, but rather the student body during known stressful periods.
- 5 Implement a mandatory 'verification of Awareness' checklist through Oracle similar to the Conflict of Interest page

We understand much of this is based on the (assumed) Outreach Coordinator and his or her priorities and plan, and we feel that coffee mugs, flyers, magnets, etc. can be useful, they tend to get overlooked and forgotten. We were looking at more consistent reminders through places most often visited by faculty.

Charge 2.

Regarding Final Course Grade Dispute Policy, make appropriate changes to policies related to D17.0 to address issues with references to the Academic Appeals Sub-committee. Make necessary changes in order to revise inconsistencies in Policy D08.0 and D18.0

Recommendation

The edited documents of D8 and D17 included below. Please review the policy documents in Word, with the "All Markup Feature" active in the "Review" menu. **Red** indicates stricken; **blue** indicates revision.,

- D08.0 STUDENT ACADEMIC INTEGRITY POLICY Page 7: VII 2nd, 3rd line

VII. Academic Integrity Appeals

The instructor or the student may appeal the findings of the Academic Integrity Committee to the Academic Appeals Sub-Committee of the ~~Institute~~ University Appeal Board (see Policy D18.0, section ~~VI IX~~). The Academic Appeals Sub-Committee consists of five (5) members selected from the pools of members comprising the Institute Appeals Board. The Academic Appeals Sub-Committee's non-student members serve two (2) year terms. The student members serve one (1) year terms. The Academic Appeals Sub-Committee membership consists of two (2) instructors, one (1) representative of the provost's office, and two (2) student representatives. Members may serve consecutive terms on the Academic Appeals Sub-Committee. The chair of the Academic Appeals Sub-Committee will be selected by the Academic Appeals Sub-Committee from among its membership.

The Academic Appeals Sub-Committee will hear appeals brought by the instructor or by the student of the findings made by an Academic Integrity Committee. The desire and basis for the appeal must be submitted within seven (7) business days following the electronic mailing date of the Academic Integrity Committee's findings. An appeal shall be limited to a review of the recording of the initial hearing, supporting documentation, and/or the finding on the following grounds:

- Determining whether the decision-making process and/or hearing was conducted fairly in light of the charges and evidence presented.
- Determining whether there was sufficient evidence to support the decision.
- Determining whether the decision was appropriate based on the violation.
- Considering new evidence that was not available at the time of the original hearing and which is sufficient for a reasonable person to alter the decision.
- Determining whether the deciding administrator or hearing body was biased or otherwise unable to consider the case objectively.

Appeals are conducted in private. Admission of any person to the appeal hearing will be at the discretion of the chair of the Academic Appeals Sub-Committee in consultation with the advisor to the Sub-Committee. The findings of the Academic Appeals Sub-Committee concerning the appeal will be mailed to the instructor, student, the student's home unit, and dean of the initiating college within fourteen (14) business days of the close of the hearing.

The Academic Appeals Sub-Committee may recommend that the original sanctions be reduced, dismissed, or upheld; send the case back to the initiating Academic Integrity Committee for either rehearing or a reconsideration of

- D17.0 FINAL COURSE GRADE DISPUTES Page 2: 1st line

Final Course Grade Dispute Committee Membership: The Final Course Grade Dispute Committee shall consist of three instructors (senior or principal lecturer, tenured, or tenure-track) and may be part of the

same pool of Instructors who sit on the Academic **Conduct Integrity** Committee (See [Policy D8.0-Academic Integrity Policy](#)). The Dean’s Designee will appoint instructors to the ad hoc committee on a case-by-case basis provided that they are not directly or indirectly involved in the specific case. Instructors should recuse themselves based on case involvement or bias and alternates will be appointed. The student bringing the case to the Committee may also provide justification to request an alternate member of the Committee, based on case Involvement or bias.

- D18.0 STUDENT CONDUCT PROCESS No changes

Charge 3.

Propose steps to ensure that students (and faculty advisers) understand the degree to which health, and academic information is protected from unwanted and unexpected disclosure, either by prohibiting unwanted disclosures or by ensuring student knowledge of potential disclosure.

Recommendations

- Better communicate with students and providers about HIPAA and FERPA
- Promote the Student Behavioral Consultation team (SBCT) among faculty and staff so that RIT employees know how to refer students with medical/behavioral issues while protecting their privacy.

PROPOSALS

I. New Student Orientation

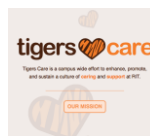
Develop through communications a “slogan” enticing students to review FERPA regulations. For example, “Who can see your grades?” If communications unavailable to help, perhaps project for design class in CIAS?

During new student orientation include “slogan” and site address (url)

<https://www.rit.edu/studentaffairs/parentsandfamilies/ferpa-and-parent-access> on material distributed to students

II. Request announcement at College and again at Department meetings. Send two slides in PPT format for Dean, Chair, or Department heads to use in their presentation or printed materials.

The screenshot shows the 'PARENTS & FAMILIES' section of the RIT website. It includes a navigation menu with options like 'ABOUT US', 'ACADEMICS & CAREERS', 'HEALTH & SAFETY', 'MONEY MATTERS', 'PARENT INVOLVEMENT', and 'STUDENT LIFE AT RIT'. Below the menu, there are sections for 'Academic Support Services', 'Career and Job Support Services', and 'Campus'. The main content area is titled 'FERPA AND PARENT ACCESS' and contains text explaining FERPA regulations, a 'Tip for Student Success' section, and a 'FERPA' section with a release form link. A small photo of a woman is visible at the bottom right of the page.



RESOURCES

- 📍 **Student Behavior Consultation Team**
(585)475-3963
- 📌 The Student Behavior Consultation Team (SBCT) coordinates the resources of RIT to address inappropriate, disruptive, or harmful student behavior in order to recommend interventions aimed at helping students achieve success. By going to this website, you can click on the Concerned About A Student button and report your concerns to the Associate Vice President for Student Affairs/Chair of the Student Behavior Consultation Team (SBCT).

- III. Send single half-page information pamphlet to student advisors asking them to distribute to students during scheduling and other consultation meetings.



This continuing charge is set forth in 2016-17 in response to review of Charge 4: Student Health Information Privacy from 2015-16 – "Review current policies related to the confidentiality and privacy of student health information and propose necessary changes to the ways in which policies are communicated to students, faculty, staff, and families (hereafter “consumers”)

IV. Social Media



Committee Members

1. Adriana Boveda aboveda@saunders.rit.edu	8. Alan Raisanen adremc@rit.edu	14. Brian Barry bpbgss@ad.rit.edu
2. Raluca Felea rxfmsa@rit.edu	9. Elizabeth Ruder ehrihst@rit.edu	Irene Evans imesbi@rit.edu
3. Neil Hair nfhbbu@rit.edu	10. Muhammad Shaaban meseec@rit.edu	15. Irene Evans (irenemevans@gmail.com) irenemevans@gmail.com
4. Brian Larson bjlppr@rit.edu	11. Andrea Shaver (Student Employee) sgpres@rit.edu	16. Shaun Foster scffaa@rit.edu
5. Annabella Kajtezovic (Student Employee) sgcola@rit.edu	12. Jennifer Swartzenberg jlsch2@rit.edu	17. Jorge Mendoza (Student Employee) sgcast@rit.edu
6. Enri Marini (Student Employee) sgkqcoe@rit.edu	13. Linwei Wang lxwast@rit.edu	18. Wendy Gelbard wbgchcw@rit.edu
7. Scott Merydith spmgs@rit.edu		19. Glen Hintz grhfad@rit.edu

