



FACULTY SENATE

Student Affairs Committee
Minutes

427a Waterman
April 12, 2018
8:30-10:00

- Present** Kenneth Allen (CNHS), Jamie Benson (SGA), Mia Hockett (LCOM), William Louisos (CEMS), Cathy Paris (FS President), Jennifer Prue (CESS), Nancy Welch (CAS)
- Absent** Zail Berry (COM), Thomas Chittenden (GSB), Dan DeSanto (LIB), Trish O’Kane (RSENr), Omar Oyarzabal (EXT), Stephen Pintauro (CALs), Martin Thaler (CAS)
- Guests** Brian Reed, Sue Roberts

Co-Chair Jennifer Prue called the meeting to order at 8:33 in Waterman 427a.

Minutes. The minutes of February 8, 2018 were approved as written.

Active Shooter Training – Sue Roberts



The Dean of Students Office's number one priority is to support a healthy and safe community. Occasionally, members of our community find themselves or others in need of additional help and support. If you are concerned about a UVM community member or are concerned about a specific event, contact the Dean of Students Office (802-656-3380). Or, if you would like to remain anonymous, you can report your concerns using the Concerning And /or Risky Event (CARE) form:

https://www.uvm.edu/deanofstudents/student_advocacy/care_form

If there is a potential for danger to self or others, Campus Police (802-656-3473 (if on campus) or 911) should be called immediately.

Center for Health & Wellbeing at UVM Counseling And Psychiatry Services (CAPS)

CAPS staff is available to consult with anyone who is concerned about a UVM student. To access a counselor, please call our front desk at 656-3340. These consultations are available in-person or by telephone. When possible, you will be able to speak with a counselor immediately. If all counselors are busy, you will be asked to schedule a phone consultation for later in the day.

If it is after normal business hours and your need is **URGENT**, you may reach the on-call counselor by calling the CAPS office at 802-656-3340.



VIOLENCE IN THE WORKPLACE

Workplace violence often begins with inappropriate behavior or signs that, [when detected and reported](#), may help prevent its occurrence. The following information may be helpful in detecting or anticipating workplace violence and help to create a safer, healthier workplace for everyone.



If violence occurs or there is an immediate threat of violence:

1. Leave the area immediately if possible. If this is not possible, try to lock yourself in a secure area.
2. If possible, dial 911 or 802-656-3473. Give University Police as many details as possible.

Examples of Workplace violence: **Threats, direct or implied**

- Physical conduct such as pushing, shoving, or striking that harms or has the potential to harm people or property.
- Conduct that harasses, disrupts or interferes with another individual's performance.
- Conduct that creates an intimidating, offensive or hostile environment.

Potential Warning Signs:

- Verbal, nonverbal or written threats
- Fascination with weapons or violence
- New or increased stress at home or at work
- Expressions of hopelessness or anxiety
- Insubordinate behavior
- Dramatic change in work performance
- Destruction of property
- Drug or alcohol abuse
- Externalization of blame

Risk Factors that Contribute to Workplace Violence

- Termination of employment
- Disciplinary actions
- Ongoing conflicts between employees
- Domestic or family violence
- Debilitating and/or life threatening illness in the family
- Financial problems

Workplace Violence Prevention

- Be aware of what's going on around you at all times.
- Awareness is a proven method for increased personal safety.
- Tell your supervisor when you notice unusual or suspicious behavior.
- Attend a violence prevention seminar that includes training in conflict resolution and positive ways of dealing with hostile individuals. These are offered by the University Counseling Center (656-3340).
- Refer employees exhibiting inappropriate behavior to the University's Employee Assistance Program ([New Wellness and Employee Assistance Program 1-802-864-EAPO](#))
- Do not hesitate to call UVM Police Services for help **802-656-3473**.

911 dialed on a UVM landline goes directly to UVM Police.

911 dialed on a cellular device is received at the closest available 911 call center. Be **VERY** clear about your specific location and remain on the line to answer essential questions.

REMEMBER: A SAFE WORKPLACE IS EVERYONE'S RESPONSIBILITY

To Report Behavior That Is Concerning:

http://www.uvm.edu/deanofstudents/student_advocacy/care_form



DEPARTMENT OF POLICE SERVICES

Lianne Tuomey, Chief of Police

www.uvm.edu/police

Workspace Safety Planning Considerations

1. People who work in the space are the most knowledgeable about their space
2. Safety begins with awareness
3. Safety is about reasoned risk management; decreasing probability
4. Identify safety coordinator(s) for your office
 - a. Identify meeting location if you have to evacuate
 - b. Identify a call location to leave an "I'm okay" message away from the office

PERSONAL SAFETY:

5. Start big and work in:
 - a. Parking
 - b. Path of travel
 - c. Time
 - d. What are you carrying in your hands
 - e. Exits / places of safety/ situational awareness
6. Inside the building:
 - a. Path of travel
 - b. Lighting
 - c. Who is there? (know folks who work in the building, meet and greet)
 - d. Exits / places of safety / situational awareness
 - e. Trust your intuition
7. Inside your department / office:
 - a. Entrance / egress
 - b. Locks on the inside doors
 - c. Proxemics / Barriers
 - d. Objects that can protect/endanger you
 - e. Situational awareness while working
 - i. Can you see someone entering your space
 - ii. Do you have a way to exit when someone is in your space
 - iii. Communication with co-workers – safety in numbers
8. Communication:
 - a. Program Police Services into cell phones
 - b. Have an outside number for staff to call to check in
 - c. Designate a meeting place to evacuate to
9. Evacuation vs. Lockdown
 - a. Plan to take purse/briefcase (Whatever holds Id, credit cards etc..), keys, every time
10. Practice and talk with each other about the plan

You have to feel safe both physically and emotionally to be productive. Creating the sense of stability and comfort is a balance of awareness and probability.

Police Services will help facilitate safety planning, call or e-mail: 802-656-3473 pssuper@list.uvm.edu or Crime Prevention Coordinator Officer Sue Roberts: sue.roberts@uvm.edu at 802-656-8009

Pre-programming your local (the town where you live) police agency's DIRECT phone number into your cellphone can be very advantageous. Adding the UVM Police direct phone line (**802-656-3473**) to your contact list is also recommend-ed as you are often on campus more hours that you are at home!

**NORTHERN VERMONT/CHITTENDEN COUNTY
POLICE AGENCY PHONE NUMBERS
911 = EMERGENCY**

Barre City Police 802-476-6613
Barre Town Police 802-479-0508
Burlington Police 802-658-2704 (Dial 8)
Colchester Police 802-264-5555
Essex Police 802-878-8331
Milton Police 802-893-6171
St. Albans Police 802-524-2166
Shelburne Police 802-985-8051
South Burlington Police 802-846-4111
UVM Police 802-656-3473 (Dial 911 on a campus phone)
Williston Police 802-878-6611
Winooski Police 802-655-0221

**It's all fun and games
until the cops show up!**





The University of Vermont

Addressing Classroom Disruption

Defining Disruptive Behavior

Disruptive student behavior is detrimental to the academic community because it interferes with the learning process, inhibits the ability of instructors to teach effectively, diverts university energy and resources away from the educational mission, and may indicate a significant level of personal problems or distress on the part of the disrupter.

Direct threats from a student should not be tolerated.

(i.e. "You are going to be sorry you did that!", "I know where you live", or "Just wait-1'11 get you!")

Call Police Services immediately!

Disruptive behavior exists on a continuum and can assume many forms.

Disruptive Behavior IS:

- *The student in your class who is persistently tardy or leaves early*
- *The student who talks incessantly while you are delivering a lecture*
- *The student who loudly and frequently interrupts the flow of class with questions or interjections*
- *The student who becomes belligerent when you confront his or her inappropriate behavior in class*

Disruptive Behavior is NOT:

- *Cultural differences*
- *Disagreements or differences of opinion*
- *Situational frustration*
- *Dealing with stress and emotion*
- *Needing extra time or attention for a special reason*

Preventing Disruptive Behavior

- 1) *Set clear expectations about classroom behavior and include these expectations in the syllabus.*
- 2) *Review these expectations in class*
- 3) *Model professional behavior. Respond to inappropriate remarks in a professional and mature manner. Put-downs or witty comebacks can potentially escalate a situation.*

APPROPRIATE REFERRALS FOR DISRUPTIVE STUDENTS & STUDENTS IN CRISIS

- If a student has threatened you or someone else-Call Police Services Immediately (**911 or 802-656-3473**)
- Emotional Issues/Anger Management-Please refer to the Counseling & Psychiatry (CAPS) Center (**802-656-3340**)
 - CAPS staff is available to consult with anyone who is concerned about a UVM student. To access a counselor, please call our front desk at 656-3340. These consultations are available in-person or by telephone. When possible, you will be able to speak with a counselor immediately. If all counselors are busy, you will be asked to schedule a phone consultation for later in the day.
 - If it is after normal business hours and your need is **URGENT**, you may reach the on-call counselor by calling the CAPS office at 802-656-3340.
 - <https://www.uvm.edu/health/contact>
- If you are concerned about a student and are not sure what the appropriate resource is, notify the following offices:
 - Your College Dean's Office
 - Dean of Students Office (802-656-3380)
 - The Dean of Students Office's number one priority is to support a healthy and safe community. Occasionally, members of our community find themselves or others in need of additional help and support. If you are concerned about a UVM community member or are concerned about a specific event, contact the Dean of Students Office (802-656-3380). Or, if you would like to remain anonymous, you can report your concerns using the Concerning And / or Risky Event (CARE) Form
 - CARE Form:
https://www.uvm.edu/deanofstudents/student_advocacy/care_form

INTERVENTION STEP #1

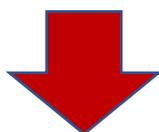
Ask the student to immediately and respectfully end the behavior by:

1. Ask the student to stay after class so that you can discuss why the behavior is inappropriate or disruptive

(OR)

2. Take a break during class and ask the student to end the behavior

NOTE: All of these verbal conversations should be followed up via an email to the student which summarizes the conversation



INTERVENTION STEP #2
(Behavior Continues)

1. Let the student know that he/she needs to meet with you and the Academic Dean as soon as possible about his/her continued behavior in order for them to return to class
2. You and the Academic Dean should follow-up in writing to the student via email outlining the behavior and future expectations for class participation

NOTE: Faculty member should keep a log describing disruptive behavior and documenting the meetings and conversations that have occurred with the student. These documents should be kept on file.



INTERVENTION STEP #3

1. If the student has not changed his/her behavior, the case should be referred to the Center for Student Conduct (802-656-4360 or sconduct@uvm.edu)
2. Submit all related documentation and incidents describing disruptive behavior to the Center for Student Conduct.

GUIDELINES FOR MEETING WITH A DISRUPTIVE STUDENT

It is appropriate to meet privately with a disruptive student following a confrontation or removal from a classroom. As an educator, you may wish to request a meeting with a student who has displayed unacceptable behavior even when a confrontation has not resulted. Avoid meeting the student in an isolated location outside of normal "staffing" hours. In either case, the meeting is an opportunity for the student to understand the inappropriateness of his or her behavior and to develop strategies for continuing successfully in the class.

During the meeting:

- 1) Remain calm. This may be difficult if the student is agitated or confrontational, but your calm and reasoned response will best control the meeting.
- 2) Do not take behavior or remarks personally, even though they may be directed at you. Disruptive behavior usually results from other life problems or a general academic frustration.
- 3) Be specific about the inappropriate behavior the student has exhibited. Describe the behavior, don't focus on the person. Explain why the behavior is a problem.
- 4) Ask questions and summarize what you hear the student saying. Respectful concern may enable you, the educator, to help the student be successful both in your class and in his or her general university experience.
- 5) Focus on areas of agreement between you and the student. Conclude by summarizing any resolution and articulating expectations for the future.

Consultation/Support Resources Include:

- Police Services-(911 or 6-3473)
- Your College Dean's Office
- Counseling Center-(6-3340)
- Center for Student Conduct 6-4360)
- Dean of Students Office (6-3380)

COPING

WITH AN ACTIVE SHOOTER SITUATION

- Be aware of your environment and any possible dangers
- Take note of the two nearest exits in any facility you visit
- If you are in an office, stay there and secure the door
- Attempt to take the active shooter down as a last resort.

PROFILE

OF AN ACTIVE SHOOTER

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area, typically through the use of firearms.

CHARACTERISTICS

OF AN ACTIVE SHOOTER SITUATION

- Victims are selected at random
- The event is unpredictable and evolves quickly
- Law enforcement is usually required to end an active shooter situation

Contact your building management or human resources department for more information and training on active shooter response in your workplace.

CALL 911 WHEN IT IS SAFE TO DO SO.

HOW TO RESPOND

WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

1. EVACUATE

- Have an escape route and plan in mind
- Leave your belongings behind
- Keep hands visible

2. HIDE OUT

- Hide in an area out of the shooters view
- Block entry to your hiding place and lock doors
- Silence your cell phone and/or pager

3. TAKE ACTION

- As a last resort and only when your life is in imminent danger
- Attempt to incapacitate the shooter
- Act with the physical aggression and throw items at the active shooter

HOW TO RESPOND

WHEN LAW ENFORCEMENT ARRIVES

- Remain calm and follow instructions
- Put down any items in your hands (i.e., bags, jackets)
- Raise hands and spread fingers
- Keep hands visible at all times
- Avoid quick movements toward officers such as holding on to the for safety
- Avoid pointing, screaming or yelling
- Do not stop to ask officers for help or direction when evacuating

INFORMATION

YOU SHOULD PROVIDE TO LAW ENFORCEMENT OR 911 OPERATOR

- Location of active shooter
- Number of shooters
- Physical description of shooters
- Number and type of weapons held by shooters
- Number of potential victims at the location

CALL 911 WHEN IT IS SAFE TO DO SO

U.S Department of Homeland Security

UVM Portal, Naima Dennis. The committee has presented Naima with a list of topics they would like to discuss at the May meeting.

- Integration of the interfaith calendar into the portal.
- Using the portal as a tool to promote general education at UVM.
- Expanded Course descriptions as a short term solution
- Presentation on how the portal content is divided and who supports what content.

GGP Update. Susanmarie Harrington has been chosen to lead the GGP advising committee. This committee was created with effort from both Gayle Nunley and Brian Reed. The SAC encourages membership by faculty from departments that are experiencing the most impact. They also encourage student involvement on the committee.

Course Evaluation Update. Will be on the May agenda.

SAC Operating Procedures. This topic was moved to the May agenda.

NEW BUSINESS

- Veronika Carter will be invited to the May meeting to discuss portal questions.

The meeting was adjourned at 10:02

The next meeting of the SAC is scheduled for May 10, 2018 from 8:30am to 10:00am in Waterman 427a.