



Clark College Ad Hoc Report: Student Conduct, Recommendation 3, EIE Fall 2025

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Introduction

Feedback gathered during the faculty forum and meetings with academic deans during the Fall 2025 Evaluation of Institutional Effectiveness site visit highlighted concerns regarding the efficacy and oversight of the college's student conduct process. The actions taken to address this recommendation are detailed below.

Progress on Recommendation 3: Fall 2025 Evaluation of Institutional Effectiveness

Recommendation

The site visit team recommended Clark College

Review its academic integrity and student conduct policies to ensure clarity and compliance, and establish clear and well-communicated processes that are accessible to all campus stakeholders, students, faculty, and staff. (2020 Standard(s) 2.C.2)

Actions Taken to Address the Recommendation

Since the site visit, the college has actively worked to address the recommendation to ensure our policies, procedures, and practices are aligned with Standard 2.C.2. The College has structured this work around two interconnected strategies designed to strengthen student conduct processes and support compliance.

- Develop a faculty-led academic dishonesty procedure.
- Conduct a comprehensive review of the Office of Student Care and Conduct operations, practices, programming, reporting processes, and cross-campus partnerships.

This work focused on three key areas identified by the evaluation team:

- Reviewing policies, procedures, and practices to ensure clarity and compliance.
- Establishing clear and well-communicated processes.
- Ensuring processes are accessible to students, faculty, and staff.

Academic Dishonesty

Review of Policies, Procedures, and Practices

Prior to the Fall 2025 Evaluation of Institutional Effectiveness visit, the Vice Presidents of Instruction and Student Affairs initiated a review of the college's academic dishonesty process in response to faculty concerns regarding its efficiency and effectiveness. Beginning in winter, 2026 and continuing throughout the spring quarter, the Vice Presidents partnered with the Office of Student Conduct and Care, academic deans, and faculty representatives to develop an academic dishonesty procedure that clarifies responsibility for addressing first-time incidents of

academic dishonesty and establishes a more consistent and effective institutional approach.

Establishment of Clear Processes

To ensure a clear, transparent, and broadly understood process, the proposed academic dishonesty procedure was reviewed through the college's established policy and procedure approval process. The [Administrative Policy and Procedures Committee](#) (APPC) conducted an initial review on June 11, 2026, of the first draft of the [procedure](#) and the campus-wide for feedback. Input from faculty and staff identified opportunities to further clarify implementation expectations and responsibilities, resulting in revisions that improved both usability and transparency. Based on this feedback, faculty developed a new proposal for an [academic dishonesty procedure](#) that was presented to APPC for its first reading on August 20, 2026. It is scheduled for a second reading October 1, 2026, followed by a consultation with the Attorney General's Office.

Recognizing the evolving nature of academic integrity, the Vice President of Instruction also convened an Artificial Intelligence Taskforce in Fall 2025 to develop recommendations related to generative AI, including instructional expectations, syllabus language, and academic integrity considerations. Together, these efforts will provide clearer guidance for faculty and students while supporting consistent implementation of academic integrity expectations across the institution. The committee submitted its [summative report](#) for the 2025-26 academic year in June 2026, and several members of the committee have already presented to academic and faculty leadership (April 2026), as well as to instructional staff (August 2026). Members of the committee will also present at the Faculty Focus professional development day during the college's Opening Week (September 2026).

Accessibility for Campus Stakeholders

Accessibility and stakeholder engagement have been integral to this work. Faculty and staff were provided multiple opportunities throughout the winter and spring quarters to participate in the review and refinement of the academic dishonesty procedure through APPC discussions and [campus-wide feedback processes](#), helping ensure that the resulting procedure is both practical and well understood. To further increase student access to academic integrity information, the institutional [syllabus template](#) was revised for the 2026-27 academic year to include a prominent Student Rights and Responsibilities section, ensuring that information about academic expectations and responsibilities is communicated consistently through course materials.

Student Care and Conduct

Review of Policies, Procedures, and Practices

Beginning in the winter 2026, the Office of Student Conduct and Care began a comprehensive review of student conduct and CARE/Behavioral Intervention and Threat Assessment (BITA)¹ practices to ensure compliance with the Washington Administrative Code, promote equitable and student-centered decision-making, and improve transparency and consistency across processes. As part of this review, the Office of Student Conduct and Care has revised [student](#)

¹ At Clark College, student-facing BITA practices are referred to as CARE.

[conduct procedures](#), [hearing processes](#), [sanctioning guidance](#), and [case-management practices](#). These revisions are scheduled for dissemination and feedback during the 2026-27 academic year.

Establishment of Clear Processes

To establish clearer and more consistent processes, the Office of Student Conduct and Care developed [standardized conduct and CARE communications](#), [refined CARE and BITA workflows](#), adopted the National Association for Behavioral Intervention and Threat Assessment (NABITA) [Risk Rubric](#) and [accompanying guidance](#), and created centralized operational documentation that includes procedures, forms, templates, training materials, and guidance. These efforts provide a common framework for decision-making, documentation, communication, and case management across the institution. For the 2026-27 academic year, the office is also establishing an annual assessment process using conduct data, Advocate system metrics, and training outcomes to monitor effectiveness, referral trends, response timelines, repeat behaviors, and demographic patterns as part of a continuous improvement process. These revisions are scheduled for dissemination and feedback beginning this fall..

Accessibility for the Campus Community

Accessibility has been enhanced through improvements to reporting systems, communication, training, and coordinated support services. The office is collaborating with Advocate (reporting software) to redesign intake and reporting processes by consolidating reporting pathways and creating department-specific routing forms that simplify referrals and improve the user experience. Updated reporting information and support resources are being made available through Student CARE & Community Standards webpages to include [Conduct Process for Faculty/Staff](#), [Conduct FAQ for Faculty/Staff](#), [Conduct and Care Process for Students](#), and the [Student Code of Conduct](#).

The Code of Student Conduct also continues to be published in the [catalog](#). The Office of Student Conduct and Care will be providing faculty and staff with professional development through [Faculty Focus presentations](#), [Staff Development Days](#), and other professional development opportunities to clarify reporting options, available resources, and institutional responsibilities.

Next Steps

Over the past 10 months, Clark College has made progress in addressing this recommendation through the development of a revised Academic Dishonesty Procedure and a comprehensive review of the Office of Student Conduct and Care. During the 2025-26 academic year, the College focused on establishing a strong foundation for improvement by evaluating existing policies, procedures, and practices to enhance clarity, consistency, and compliance. This work included identifying opportunities to strengthen communication regarding student conduct processes and assessing the accessibility of those processes for students, faculty, and staff.

It is important to note that faculty are off contract from late June through the second week of September. Because this recommendation requires substantial faculty engagement, much of the work completed during the summer focused on planning and preparation for the upcoming academic year.

During 2026-27, the College will focus on finalizing, implementing, and sustaining these improvements. Key priorities include adopting the revised Academic Dishonesty Procedure; operationalizing and assessing updates to the student conduct process; expanding professional development opportunities for faculty and the Office of Student Conduct and Care; and strengthening ongoing collaboration between Instruction and Student Affairs to promote consistent, transparent, and accessible practices across the institution.

To support implementation, several professional development and engagement opportunities are planned for faculty, deans, and Student Affairs staff, including:

- Student Affairs Council – October 6
- Outcomes Assessment Day – October 8
- All Instruction Day – TBD
- Unit meetings with deans and division/department chairs – TBD

In addition, the Office of Student Conduct and Care recently received funding from the Clark College Foundation to support the professional development of CARE/BITA team members. The primary objective of the grant is to move from a largely individualized and optional approach to professional development toward a more intentional and structured training model. Through this model, core CARE/BITA members will develop a shared foundation of knowledge and practice, while selected team members will participate in advanced training focused on specialized assessment and intervention strategies. To ensure continuity and accountability, the Office of Student Conduct and Care will maintain records of both foundational and specialized training completed by CARE/BITA team members.

Conclusion

Clark College has taken substantial steps to address Recommendation 3 by strengthening the clarity, consistency, and accessibility of its academic integrity and student conduct processes. Through the collaborative work of Instruction, Student Affairs, faculty, and staff, the College is establishing a foundation for continuous improvement, including policy and procedural revisions, enhanced communication practices, improved reporting and assessment processes, and expanded stakeholder engagement.

As implementation progresses during the 2026-27 academic year, the College will continue to assess the effectiveness of these efforts, solicit feedback from the campus community, and adjust as needed to promote transparency, equity, and accountability. Through sustained collaboration and ongoing professional development, Clark College remains committed to fostering a supportive learning environment and ensuring that academic integrity and student conduct processes align with the expectations of Standard 2.C.2 and the institution's mission and values.

Evidence

Administrative Policies and Procedure
Academic Dishonesty Procedure Version #1
Academic Dishonesty Procedure Version #2
Artificial Intelligence Taskforce Summative Report, June 2026
Administrative Policies and Procedure Feedback Form

<u>Syllabus Template</u>
<u>Student Conduct Manual</u>
<u>Hearing Process</u>
<u>Sanctioning Guidance</u>
<u>Care Meeting Template</u>
<u>Student Communications</u>
<u>Advocate Updates and Progress Report</u>
<u>NABITA Risk Rubric</u>
<u>NABITA Risk Rubric Application Guide</u>
<u>Conduct Process for Faculty/Staff</u>
<u>Student Care and Community Standards</u>
<u>Student Code of Conduct</u>
<u>Student Rights and Responsibilities-Catalog</u>
<u>Faculty Focus Presentation/Staff Development Days</u>