



Office of
Student
Affairs

GUIDELINES ON THE CONDUCT OF ONLINE CONFERENCES OF UPCC AND SDFB

	Procedures / Guidelines
University Panel for Case Conference (UPCC)	<p><u>Preparations for Case Conference during the Pandemic Period</u></p> <p>A. Upon receipt of the case files/documents approved for a case conference, check whether the student respondent is graduating at the end of the term or the following term, or is transferring to another school. These Complaints should be given urgent consideration and priority in scheduling of possible Summary Proceedings/Formal Hearings.</p> <ol style="list-style-type: none">1. Send Google invitations to the UPCC members and seek permission to proceed with the case conference through video conferencing.2. Upon confirmation of the panel members:<ol style="list-style-type: none">a) Set the case conference through Google Calendar. (Note: If necessary, request for a standby University Counselor or Medical Personnel during the case conference).b) Determine which platform or application to be used during the video conference (e.g. Skype, Zoom, Google Meet, etc.)c) Prepare the Notice of Case Conference with utmost care on completeness and accuracy of details.d) Carefully scan and save in PDF format all documents which are needed for online distribution to all parties concerned. [Note: 1. Only the members of the Panel will have a copy of the Investigation Report (IR); and 2. request the recipients to acknowledge receipt of the documents.]e) Remind all parties involved through email and/or text message five (5) calendar days before the scheduled case conference,f) Before the case conference, test the audio, internet connections, recorder, and other materials needed to ensure good connections.g) Conduct the case conference based on the University procedure online.h) Inform all parties involved that the case conference through video conferencing will be recorded following the data privacy law and the anti-wiretapping law.i) The attendance of the parties involved will be based on the recorded video case conference. Inform the



Office of
Student
Affairs

	<p>parties that their attendance shall signify their consent to the recording of the teleconference.</p> <p>j) After the case conference, panel members shall deliberate on the merits of the case and recommend corrective measures, if any.</p> <p><u>Preparations of Resolutions / Decisions</u></p> <ol style="list-style-type: none"> 1. Draft the Resolution/Decision for review, approval, and electronic signature of the SDFO Director. 2. Save the Resolution/Decision in PDF format for online distribution to the complainant, panel members, offices concerned, Discipline Officer, Programs Officer (DEAPS for further instructions), and parents/guardian. (Note: Programs Officer of SDFO DEAPS will be the one to release and explain the resolution to the student respondent online.) 3. Update the student discipline records accordingly.
<p>Student Discipline Formation Board (SDFB)</p> <p>For Formal Hearing and Summary Proceedings</p>	<p><u>Preparations for Summary Proceedings (SP) / Formal Hearings (FH) During the Pandemic Period</u></p> <p>A. Upon receipt of the case files/documents approved for SP or FH, check whether the student respondent is graduating at the end of the term or the following term, or is transferring to another school. These Complaints should be given urgent consideration and priority in scheduling of possible Summary Proceedings/Formal Hearings.</p> <ol style="list-style-type: none"> 1. Send Google invitations to the SDFB members and seek permission to proceed with the case conference through video conferencing. 2. Upon confirmation of the SDFB members: <ol style="list-style-type: none"> a) Set the case conference through Google Calendar. (Note: If necessary, request for a standby University Counselor or Medical Personnel during the case conference). b) Determine which platform or application to be used during the video conference (e.g. Skype, Zoom, Google Meet, etc.) c) Prepare the Notice of Case Conference with utmost care on completeness and accuracy of details. d) Carefully scan and save in PDF format all documents which are needed for online distribution to all parties concerned. [Note: 1. Only the



Office of
Student
Affairs

	<p>members of the Panel will have a copy of the Investigation Report (IR); and 2. request the recipients to acknowledge receipt of the documents.]</p> <ul style="list-style-type: none">e) Five (5) days before the scheduled case conference, remind all parties involved through email and/or text message.f) Before the case conference, test the audio, internet connections, recorder, and other materials needed to ensure good connections.g) Conduct the case conference based on the University procedure online.h) Inform all parties involved that the SP/FH through video conferencing will be recorded following the Data Privacy law and the Anti-wiretapping law.i) The attendance of the parties involved will be based on the recorded video case conference (SP/FH). Inform the parties that their attendance shall signify their consent to the recording of the teleconference.j) After the case conference, SDFB members deliberate on the merits of the case and recommend corrective measures, if any.k) Prepare the Transcript of Stenographic Notes of the Formal Hearing / Summary Proceedings and then send (in PDF format) to the SDFB Chair for reference and decision writing. <p><u>Preparations for SDFB Resolutions / Decisions</u></p> <ul style="list-style-type: none">1. SDFB Chair drafts the Decision and sends it to SDFO for the input of case details and finalization of a copy. After this, it will be emailed back to the SDFB Chair and members for e-signature.2. The document will be saved in PDF format for online distribution to the complainant, panel members, offices concerned, Discipline Officer, Programs Officer (DEAPS for further instructions), parents/guardian, and private counsels if any. (Note: Programs Officer of SDFO DEAPS will be the one to release and explain the resolution to the student respondent online.)3. Update the student discipline records accordingly.
--	---