Focus Area: Community Standards and Student Advocacy

Leader(s): Nikki Witt Penwell

Implementation Year: 2018-19

GOAL 1: Resolve alleged violations of student misconduct in a fair and transparent process that supports a safe and secure campus community

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<th>Objective 1:</th>
<th>Adjudicate alleged violations of Student Code of Conduct within established timelines</th>
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| **Action Items** | 1. Ensure adherence to conduct process timeline to ensure due process for students  
                            2. Utilize informal resolution process for low level housing violations (i.e. guest, noise, fire hazards)  
                            3. Utilize phone and video conferences for timely resolution of cases during break periods |
| **Indicators and Data Needed** | Maxient data reports on monthly basis  
                            Weekly case status check for all hearing officers |
| **Responsible Person and/or Unit** | N. Witt Penwell  
                            Graduate Assistant |
| **Milestones** | Pilot Informal Resolution Process by August 2018  
                            Case timeline review on monthly basis  
                            Hearing type/case load review on monthly basis |
| **Desired Outcomes and Achievements** | Timeline from incident to adjudication/case resolution less than 14 business days for at least 95% of cases  
                            Reduce time spent adjudicating low level housing policy violations (guest, noise) |

Objective 2: Implement comprehensive and ongoing training for faculty, staff, and students who support the conduct process.

| Action Items | 1. Provide comprehensive training at the start of the academic year and ongoing training throughout year to Student Conduct Committee members  
                            2. Focus committee training on understanding university housing policy/procedure and developing questions for hearings  
                            3. Implement mock hearing as part of fall training and sanctioning case studies in spring training.  
                            4. Complete assessment of training programs yearly through formal written assessment and informal needs assessment |
5. Launch conduct advisors initiative  
6. Update sanctioning guidelines for housing policy violations  
7. Develop resources to train staff on writing rationale to ensure clarity in records  
8. Review use of committee model for sanctioning sexual misconduct cases compared to single or team hearing officer model  
9. Collaborate with campus colleagues to provide topic specific training for conduct committee (i.e. Title IX, Intercultural Affairs, Housing Policies, Mental Health)

| Indicators and Data Needed | Training evaluation survey  
Informal feedback from committee members, observation of committee work in hearings  
Feedback from key stakeholders in hearing process: Housing, DPS, ODOS staff |
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<td>Responsible Person and/or Unit</td>
<td>N. Witt Penwell</td>
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| Milestones (Identify Timelines) | Feedback survey of training by Jan 2019  
Conduct advisors recruitment and training in Spring 2019 for Fall 2019 launch |
| Desired Outcomes and Achievements (Identify results expected) | Increase knowledge of and comfort with hearing and community standards processes.  
Improve decision and sanction rationales in records for hearing officers  
Increase conduct committee knowledge on university housing  
Improve committee skills in questioning during hearings  
Development of resources for sanctioning and rationale writing  
Development of position description and recruitment by early spring |

**Objective 3:** Maintain a transparent conduct process that encourages high levels of student participation

| Action Items | 1. Increase percentage of students attending conduct hearings  
2. Increase student awareness of rights within hearing process through letter language, outreach phone calls, and hearing conversations  
3. Distribute policy clarification letters for incidents with unsubstantiated violations  
4. Collaborate with Student Senate to recruit and select highly qualified student representatives for conduct committee |
|----------------|------------------------------------------------------------------|
| Indicators and Data Needed (Measures that will appraise progress towards the strategic objective) | Maxient data on hearing attendance  
Student feedback from sanction submission and decision letter survey |
| Responsible Person and/or Unit (Data collection, analysis reporting) | N. Witt Penwell |
| Milestones (Identify Timelines) | Complete selection of student reps for conduct committee by Sept 2018  
Further train GA on outreach calls and sharing information about student rights |
| Desired Outcomes and Achievements | Maintain at least 75 percent hearing attendance for all Community Standards hearings and disciplinary conferences  
Increase Maxient letter pickup to 80% for all conduct letters sent |
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<th>Objective 4:</th>
<th><strong>Enhance partnerships with key stakeholders to ensure effective communication and timely sharing of information</strong></th>
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| **Action Items** | 1. Begin weekly meetings with Office of the Dean of Students, University Housing, the Dept. of Public Safety to discuss ongoing cases and current processes  
2. Housing/Community Standards planning meeting each semester to create semester reports and review trends  
3. Establish monthly Title IX core group meetings to discuss sexual misconduct cases  
4. Present to Athletics staff to review expectations for behavioral expectations for student athletes and confirm process to share incidents with Athletics staff.  
5. Partner with Athletics to implement Champions of Character programming  
6. Meet each semester with Public Safety to discuss working relationship, review of roles, and introduction of staff |
| **Indicators and Data Needed** | Informal feedback and group recommendations  
Establishment of written processes re: collaborations with Athletics and Public Safety |
| **Responsible Person and/or Unit** | N. Witt Penwell |
| **Milestones** | Update athletics procedures/athlete student handbook by 8/2018  
Weekly ODOS/DPS/Housing Meetings by 9/2018  
Monthly Title IX meeting by 9/2018  
Jan 2019 Champions of Character programming for Athletics |
| **Desired Outcomes and Achievements** | Improved collaboration; increase clarity about processes working with Athletics & Public Safety specifically increase timeliness of information sharing; greater sense of collegiality and investment in Community Standards process from stakeholders |