

Governors State University

Student Affairs and Enrollment Management: Reaching Vision 2020

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

Objective 1:	Adjudicate alleged violations of Student Code of Conduct within established timelines
Action Items	<ol style="list-style-type: none"> 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 (Measures that will appraise progress towards the strategic objective)	Maxient data reports on monthly basis Weekly case status check for all hearing officers
Responsible Person and/or Unit (Data collection, analysis reporting)	N. Witt Penwell Graduate Assistant
Milestones (Identify Timelines)	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 (Identify results expected)	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	<ol style="list-style-type: none"> 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

	<ol style="list-style-type: none"> 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 (Measures that will appraise progress towards the strategic objective)	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
Responsible Person and/or Unit (Data collection, analysis reporting)	N. Witt Penwell
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	<ol style="list-style-type: none"> 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

(Identify results expected)	Positive student feedback about conduct process
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Objective 4:	Enhance partnerships with key stakeholders to ensure effective communication and timely sharing of information
Action Items	<ol style="list-style-type: none"> 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 (Measures that will appraise progress towards the strategic objective)	<p>Informal feedback and group recommendations</p> <p>Establishment of written processes re: collaborations with Athletics and Public Safety</p>
Responsible Person and/or Unit (Data collection, analysis reporting)	N. Witt Penwell
Milestones (Identify Timelines)	<p>Update athletics procedures/athlete student handbook by 8/2018</p> <p>Weekly ODOS/DPS/Housing Meetings by 9/2018</p> <p>Monthly Title IX meeting by 9/2018</p> <p>Jan 2019 Champions of Character programming for Athletics</p>
Desired Outcomes and Achievements (Identify results expected)	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