Student Conduct

Student Affairs
Administrative Unit Assessment
FY 19 (July 2018-July 2019)

Department and Assessment Report Information

Prepared on:7/18/2019 2:22:26 PM	By:michael.stewart@mga.edu
For which department or area are you reporting?	Student Conduct
What is the name and MGA email address of the person responsible for this report?	Michael Stewart michael.stewart@mga.edu

Departmental Mission and Goals
The mission and goals of the department should be consistent over a 5 year period, although some institutional changes may necessitate and prompt a change in mission or goals for specific departments. In this section, you will report the mission statement for your department as well as the long term goals (5 year range) for the department.

What is the mission statement for this department/area? Your mission should explain why the department/area exists and who it serves.	Student Conduct strives to challenge students' development by teaching responsibility, accountability, civility, and integrity through a holistic and educational student approach, balancing the rights and safety of individual students and the collective MGA community.

What are the goals for this department? These should be the "big things" the department/area intends to accomplish within 5 years.	1. We hope to address the need for additional staff, as the student conduct caseload increases. 2. Adding conflict resolution strategies as a part of the resolution/adjudication process. 3. Increase and strengthen partnership with academic affairs, staff, and community to bridge potential gaps in overall retention of students. 4. Better utilization of student conduct data (from Maxient) to identify trends, opportunities for more proactive, preventative measures.

Objectives
Each year, every department should identify objectives the department hopes to accomplish in the next year. These should align with departmental goals and the MGA strategic plan. In the next section you will be reporting on the objectives you set and whether or not you achieved them in FY 18. Later in the document you will report on objectives you hope to accomplish in the coming fiscal year, FY19.

Objective 1

Objective 1: What was this department's first objective for this fiscal year? Objectives should be specific, measurable, and achievable within one year.	Offer school/department/division training related to use of reporting features in Maxient Student Conduct software.
Objective 1: How did your department measure this objective? (Survey, budget number, number of participants, jobs completed, measurable time and/or effort)	Attendance logs and training evaluations
Objective 1: What was your target outcome for this objective? (1.e. 80% participation, 5% enrollment growth, 7% change in engagement)	One representative from each school/department/division
Objective 1: At what level did the department/area achieve on this objective? (This should be a number, i.e. 82%, 6%, 345 attendees, 75% engagement)	0%.
Objective 1: Did your department meet this objective?	The department did not meet this objective.
Objective 1: What did your department learn from working toward this objective? What changes will you make based on this effort next year?	Due to scheduling conflicts, we were unable to complete this goal this year. With the realignment of school and departments, we will work to identify potential partners within the schools and departments and schedule a training for fall semester 2019.

Objective 2

Objective 2: What was this department's second objective for this fiscal year? Objectives should be specific, measurable, and achievable within one year.	Complaints/cases will be assigned to a hearing officer or Res Life staff member within two business days of initial complaint/report
Objective 2: How did your department measure this objective? (Survey, budget number, number of participants, jobs completed, measurable time and/or effort)	Using the Maxient student conduct software, we were able to track case assignment from the time of the initial complaint/report
Objective 2: What was your target outcome for this objective? (1.e. 80% participation, 5% enrollment growth, 7% change in engagement)	80% of cases would be assigned to a specific individual within two business days.
Objective 2: At what level did the department/area achieve on this objective? (This should be a number, i.e. 82%, 6%, 345 attendees, 75% engagement)	The average number of days from report to case creation (and assignment) for the 322 cases was 3.19 (calendar) days.
Objective 2: Did your department meet this objective?	The department did not meet this objective.
Objective 2: What did your department learn from working toward this objective? What changes will you make based on this effort next year?	We have recognized the need to adjust this goal, especially related to our ability to better track number of cases, severity, and overall caseload. We will continue this objective making necessary adjustments to better reflect what and how we can track "report to case creation (assignment)" as well as "report to adjudication", as this information will offer a better reflection of case management.

Objective 3

Objective 3: What was this department's third objective for this fiscal year? Objectives should be specific, measurable, and achievable within one year.	By the end of fall semester, Student Conduct staff will review and re-align the Student Conduct website to reflect the mission and goals of the conduct process.
Objective 3: How did your department measure this objective? (Survey, budget number, number of participants, jobs completed, measurable time and/or effort)	Completion date by end of fall semester 2018
Objective 3: What was your target outcome for this objective? (1.e. 80% participation, 5% enrollment growth, 7% change in engagement)	Completion date by end of fall semester 2018
Objective 3: At what level did the department/area achieve on this objective? (This should be a number, i.e. 82%, 6%, 345 attendees, 75% engagement)	Review of website was completed by end of fall 2018
Objective 3: Did your department meet this objective?	The department met this objective.
Objective 3: What did your department learn from working toward this objective? What changes will you make based on this effort next year?	With additional review, it was decided that stronger information could be included related to sanctions, perhaps a tiered-sanctioning model, to help students better understand the potential consequences of actions that violate the Code of Conduct.

Objective 4

Objective 4: What was this department's fourth objective for this fiscal year? Objectives should be specific, measurable, and achievable within one year.	N/A
Objective 4: How did your department measure this objective? (Survey, budget number, number of participants, jobs completed, measurable time and/or effort)	N/A
Objective 4: What was your target outcome for this objective? (1.e. 80% participation, 5% enrollment growth, 7% change in engagement)	N/A
Objective 4: At what level did the department/area achieve on this objective? (This should be a number, i.e. 82%, 6%, 345 attendees, 75% engagement)	N/A
Objective 4: Did your department meet this objective?	N/A
Objective 4: What did your department learn from working toward this objective? What changes will you make based on this effort next year?	N/A

Future Plans

Please identify at least four measurable objectives for the next fiscal year. In listing the objectives, please use the format shown in these examples.1) The Department of X will improve services levels by 5% as measured by our satisfaction survey. 2) The department to X will provide training in ABC for at least 73 MGA faculty and staff.	1. By the end of FY 19/20, we will work to identify potential partners within each schools and departments and schedule a student conduct/Maxient training for fall semester 2019. 2. From the time of an initial report of alleged violation to adjudication, 70% of complaints/cases will be resolved within ten (10) days. (This goal will help to provide a clearer picture of case management.) 3. By the end of spring 2020, the Student Conduct web page will include additional information related to sanctioning and associated violations, in addition to information included in the Student Affairs annual report. 4. Using the concept of restorative justice practices and associated practices, Student Conduct will offer four (4) sessions to faculty, staff, and students by the end of spring 2020.
Based on this assessment, please share your thoughts on the current status and future direction of this department or area.	We continue to strengthen the conduct process and increase the learning opportunities associated with violations of the code. As we strengthen all parts of the process, we recognize the potential increase in reporting and the possible need for additional staff and/or designated campus community partners, in addition to alternative programing, to assist with lower level offenses.

Form run:
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