

Student Conduct

Student Affairs

Administrative Unit Assessment

FY 18 (July 2017-July 2018)

Department and Assessment Report Information

Prepared on:7/30/2018 4:56:48 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.	We hope to increase and build on the collaborative partnerships with Academic Affairs, as well as with various other offices (i.e. Residence Life). We want to strengthen the community expectations of integrity and civility in all interactions.

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.	By the end of Spring '18, representatives from each school/department will participate in training of the 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)	Proposed method was attendance records
Objective 1: What was your target outcome for this objective? (1.e. 80% participation, 5% enrollment growth, 7% change in engagement)	1 representative from each school/department
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 available staff and the ongoing case load, training was not scheduled. this objective will be carried over to the next FY.

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.	80% of complainants will receive acknowledgement of the initial complaint or allegation of conduct violation within 2 business days and will receive notification of final resolution within 2 business days.
Objective 2: How did your department measure this objective? (Survey, budget number, number of participants, jobs completed, measurable time and/or effort)	tracking by date of receipt and resolution
Objective 2: What was your target outcome for this objective? (1.e. 80% participation, 5% enrollment growth, 7% change in engagement)	80% of complainants received acknowledgement within 2 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)	70%
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?	With the addition of a conduct coordinator, we will continue to strive to improve our communication to complainants

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.	N/A
Objective 3: How did your department measure this objective? (Survey, budget number, number of participants, jobs completed, measurable time and/or effort)	N/A
Objective 3: What was your target outcome for this objective? (1.e. 80% participation, 5% enrollment growth, 7% change in engagement)	N/A
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)	N/A
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?	N/A

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?	The department met this objective.
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

<p>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.</p>	<ol style="list-style-type: none">1. By the end of FY 18/19, at least one representative from each school/department/division will have participated in a training session related to the Maxient student conduct software.2. 80% of complaints/cases will be assigned to a hearing officer or Res Life staff member with two business days of initial complaint/report.3. 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
<p>Based on this assessment, please share your thoughts on the current status and future direction of this department or area.</p>	<p>Student Conduct will continue to play a critical role in the development of our students, stressing the importance of good decision making skills and educating students as to how decisions in college/university can have short-term and long-term impact on their lives.</p>

Form run:

Tuesday, February 12, 2019

