

Student Conduct

Office or Department of Student Affairs

Administrative Unit Assessment

Year Reporting: FY 20 (July 2019-July 2020)

Department and Assessment Report Information

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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.
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What are the goals for this department? These should be the "big things" the department/area intends to accomplish within 5 years.	<ol style="list-style-type: none">1. Continue to address the need for additional staff, given MGA's five campuses and the increases in student conduct cases.2. Effectively incorporating conflict resolution strategies as a part of the resolution/adjudication process, where appropriate.3. Continue to strengthen the partnership with Academic Affairs, staff, and local communities to bridge potential gaps in the retention, progression and graduation of MGA students.4. Effectively utilize student conduct data, collected and stored in the Maxient student conduct software, to identify trends and opportunities for more proactive, preventative measures and programs.
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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 FY20. Later in the document you will report on objectives you hope to accomplish in the coming fiscal year, FY21.

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 FY 19/20, we will work to identify potential partners within each school and department and schedule a student conduct/Maxient training for fall semester 2019.
Objective 1: Detail how your department measured this objective? (Survey, budget number, number of participants, jobs completed, measurable time and/or effort)	Number of scheduled meetings
Objective 1: What was your target outcome for this objective? (1.e. 80% participation, 5% enrollment growth, 7% change in engagement)	One presentation in each school (6)
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)	33%
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?	After speaking with Deans and Chairs, and offering the invitation to present to their individual schools/departments, only two accepted the invitation. These presentations allowed for a more specific discussion of conduct issues related to their field(s) of study and disciplines. We hope to continue and build on this opportunity to reach out and engage with academic colleagues. It is important to note that we also participated in Faculty Development days that also allowed for wider engagement with faculty across disciplines.

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.	From the time of an initial report of alleged violation of the Student Code of Conduct to adjudication, 70% of complaints/cases will be resolved with ten (10) days. (This goal will help to provide a clearer picture of case management)
Objective 2: Detail how your department measured this objective? (Survey, budget number, number of participants, jobs completed, measurable time and/or effort)	Total Number of cases resolved with a specific time frame (10 days)
Objective 2: What was your target outcome for this objective? (1.e. 80% participation, 5% enrollment growth, 7% change in engagement)	70%
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)	75% of total cases were resolved within 10 days
Objective 2: Did your department meet this objective?	The department met 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?	While some cases are easier to address and resolve, there will always be a small percentage of cases that may take longer to resolve and adjudicate for a variety of reasons. The goal will continue to be to resolve cases as efficiently and expediently as possible, while maintaining the integrity of the process and uphold students' due process rights.

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 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.
Objective 3: Detail how your department measured this objective? (Survey, budget number, number of participants, jobs completed, measurable time and/or effort)	Updated information on web page by end of Spring Semester 2020
Objective 3: What was your target outcome for this objective? (1.e. 80% participation, 5% enrollment growth, 7% change in engagement)	100% of information was updated
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)	30%
Objective 3: Did your department meet this objective?	The department did not meet 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?	While some information was updated, substantive changes to sections related to sanctioning and associated violations was not done. With recent policies changes made by the Board of Regents related to student conduct issues, updates to sanctioning may be also be included.

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.	Using the concept of restorative justice practices, Student Conduct will offer four (4) sessions to faculty, staff, and students by the end of Spring 2020.
Objective 4: Detail how your department measured this objective? (Survey, budget number, number of participants, jobs completed, measurable time and/or effort)	Number of scheduled presentations
Objective 4: What was your target outcome for this objective? (1.e. 80% participation, 5% enrollment growth, 7% change in engagement)	4 scheduled presentations
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)	100%
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?	Some offices and individuals were more receptive to the concept of restorative justice as it pertained to their area. While we will continue efforts to incorporate restorative justice practices, this may be limited due to changes in staffing.

Future Plans

<p>Please identify and detail three to 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 of X will provide training in ABC for at least 73 MGA faculty and staff.</p>	<ol style="list-style-type: none"> 1. Update Student Conduct policy and web page(s) to reflect changes in policies and procedures, at the direction and mandate by the University System of Georgia and the Board of Regents, no later than mid-term of fall 2020. 2. Incorporate D2L/Brightspace into the Student Conduct Board training, no later than mid-term of fall 2020. 3. Provide monthly status reports and updates related to student conduct to the whole campus via VPSA monthly reports and posts in InsideMGA. 4. Develop a concrete student learning outcome related to student conduct, by end of spring 2021, for incorporation into the next assessment cycle.
<p>Based on this assessment, please share your thoughts on the current status and future direction of this department or area.</p>	<p>Given the COVID crisis, the departure of the student conduct coordinator (and current inability to rehire the position), and changes in BOR policy and procedure related to sexual misconduct cases, there will be continued challenges for student conduct issues to be handled by one person. Identifying allies with each school or department to assist and guide their colleagues through the process will be critical.</p>

Open Box for Additional Comments

<p>Open Text Box For Assessment Comments:</p>	
<p>If the COVID-19 pandemic impacted this assessment cycle, please provide specific details below.</p>	<p>We were unable to fully address revisions or updates to the Student Conduct web page due to connectivity issues with VPN. The pandemic also impacted our ability to offer more face to face meetings and trainings, both with students and faculty. However, it has provided an opportunity to reevaluate how we will conduct interviews, initial meetings, and conduct hearing in a virtual environment moving forward.</p>

