

Student Conduct

Office or Department of Student Affairs

Administrative Unit Assessment Report Information

Year Reporting: FY21 (July 2020 – June 2021)

Prepared on: 7/29/2021 10:04:13 AM

Prepared by: Michael.stewart@mga.edu

Email address of person responsible for this report: Michael Stewart, michael.stewart@mga.edu

Department 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.

<p>6. What is the mission statement for this department/area? Your mission should explain why the department/area exists and who it serves.</p>	<p>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</p>
<p>7. What are the goals for this department? These should be the "big things" the department/area intends to accomplish within 5 years.</p>	<ol style="list-style-type: none">1. Effectively incorporating conflict resolution strategies and restorative justice practices as a part of the resolution/adjudication process, where appropriate.2. 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, thus potentially minimizing the impact of conduct violations on a student's progression towards graduation.3. 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.

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 FY21. Later in the document you will report on objectives you hope to accomplish in the coming fiscal year, FY22.

Objective 1

8. Objective 1: What was this department's first objective for this fiscal year? Objectives should be specific, measurable, and achievable within one year.	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.
9. Objective 1: Detail how your department measured this objective? (Survey, budget number, number of participants, jobs completed, measurable time and/or effort)	Objective was measured on whether the task was completed (both via updated policy and updated online content)
10. Objective 1: What was your target outcome for this objective? (1.e. 80% participation, 5% enrollment growth, 7% change in engagement)	100% completion
11. 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)	25% completion
12. Objective 1: Did your department meet this objective?	The department did not meet this objective.
13. Objective 1: What did your department learn from working toward this objective? What changes will you make based on this effort next year?	With staff limitation, this objective is time intensive. Time and effort will be used in the coming academic year to complete this task no later than end of fall 2021.

Objective 2

14. Objective 2: What was this department's second objective for this fiscal year? Objectives should be specific, measurable, and achievable within one year.	Incorporate D2L/Brightspace into the Student Conduct Board training, no later than mid-term of fall 2020.
15. Objective 2: Detail how your department measured this objective? (Survey, budget number, number of participants, jobs completed, measurable time and/or effort)	Objective measured by having training uploaded to D2L
16. Objective 2: What was your target outcome for this objective? (1.e. 80% participation, 5% enrollment growth, 7% change in engagement)	100% uploaded.
17. 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)	100% uploaded
18. Objective 2: Did your department meet this objective?	The department met this objective.
19. Objective 2: What did your department learn from working toward this objective? What changes will you make based on this effort next year?	While we were able to have training modules developed and uploaded to D2L, we still struggled with having all Student Conduct Board members complete the training. We plan on continuing to use the D2L training for Board members, supplemented with face-to-face meetings, as appropriate.

Objective 3

20. Objective 3: What was this department's third objective for this fiscal year? Objectives should be specific, measurable, and achievable within one year.	Provide monthly status reports and updates related to student conduct to the whole campus via VPSA monthly reports and posts in InsideMGA.
21. Objective 3: Detail how your department measured this objective? (Survey, budget number, number of participants, jobs completed, measurable time and/or effort)	Provide monthly reports to the Vice President for Student Affairs for further dissemination.
22. Objective 3: What was your target outcome for this objective? (1.e. 80% participation, 5% enrollment growth, 7% change in engagement)	12 monthly reports
23. 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)	10 of 12 months or 83%
24. Objective 3: Did your department meet this objective?	The department met this objective.
25. Objective 3: What did your department learn from working toward this objective? What changes will you make based on this effort next year?	With the exception of June and July, monthly reports were provided to the VPSA. While those months tend to be slower in conduct reports and alleged violations, we recognize the importance of consistent reporting and will strive to maintain monthly accounting of conduct cases, both to the VPSA and via the student conduct web page, as appropriate.

Objective 4

26. Objective 4: What was this department's fourth objective for this fiscal year? Objectives should be specific, measurable, and achievable within one year.	Develop a concrete student learning outcome related to student conduct, by end of spring 2021, for incorporation into the next assessment cycle.
27. Objective 4: Detail how your department measured this objective? (Survey, budget number, number of participants, jobs completed, measurable time and/or effort)	The development of at least 2 SLOs for the next assessment cycle.
28. Objective 4: What was your target outcome for this objective? (1.e. 80% participation, 5% enrollment growth, 7% change in engagement)	2
29. 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)	3
30. Objective 4: Did your department meet this objective?	The department met this objective.
31. Objective 4: What did your department learn from working toward this objective? What changes will you make based on this effort next year?	These SLOs will be reflected in the next assessment cycle, but will reflect students who meet directly with conduct officers and their ability to identify at least two resources that may help prevent re-occurrence of the presenting problem or issue. Additionally, students who are required to complete on-line classes related to alcohol (Under The Influence) or Marijuana (Marijuana 101) will demonstrate at least 20 points improvement between pre-test and pro-test.

Future Plans

32. 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.	<ol style="list-style-type: none"> 1. Monthly, compare reported cases of academic integrity issues with data accessible through the Turnitin Authorship Dashboard. 2. Provide monthly reports to VPSA, Provost, Deans and Chairs related to reported academic integrity issues. 3. During both Fall and Spring semesters, provide two training/discussion opportunities for faculty related to academic integrity and/or classroom management issues.
--	--

Open Box for Assessment Comments

<p>33. Based on this assessment, please share your thoughts on the current status and future direction of this department or area. Use this space to summarize overall use of assessment results for continuous improvement and open text box for assessment comments:</p>	<p>While we were able to fill the position of student conduct coordinator, it remains a challenge for two professionals to handle conduct across a multi-campus model. We continue to strive to identify allies/colleagues within each school or department who can assist and guide their colleagues through the conduct reporting process.</p>
<p>37. If the COVID-19 pandemic impacted this assessment cycle, please provide specific details below.</p>	<p>The pandemic required us to consider options in the ways we met with students (in person vs virtual) as well as in the way we handled hearings (previously held only in person). It did allow us to work through those processes and identify some of the strengths as well as identify areas that needed to be addressed or re-evaluated.</p>

MGA's Strategic Plan

<p>34. Based on your goals and objectives listed above please indicate their connection with MGA's Strategic Plan (https://www.mga.edu/about/docs/Strategic_Plan_Overall_DB.pdf) by checking all associated and relevant Imperatives / Strategies from the list below. (Check all the apply)</p>	<p>Grow Enrollment with Purpose 1. Expand and enrich the face to face student experience, Own Student Success 4. Expand student engagement and experiential learning</p>
<p>35. Please indicate which of the following actions you have taken as a result of the 2020/2021 Assessment Cycle (Note: These actions are documented in reports, memos, emails, meeting minutes, or other directives within the reporting area) (Check all the apply)</p>	<p>Disseminating/Discussing Assessment Results/Feedback to Appropriate Members of the Campus Community, Process Changes: Improve, Expand, Refine, Enhance, Discontinue, etc. Operational Processes, Request for Additional Financial or Human Resources</p>

Other

<p>36. Please indicate (if appropriate) any local, state, or national initiatives (academic or otherwise) that are influential in the operations, or goals, and objectives of your unit. (Complete College Georgia, USG High Impact Practice Initiative, LEAP, USG Momentum Year, Low-Cost No-Cost Books, etc)</p>	
<p>38. Mindset Update (Academic Deans ONLY) Please provide an update on the implementation of your school based mindset plan/strategy. Include any adjustments to metrics for the AY20/21 as well as outcomes associated with your appraisal of your schools activities.</p>	