

# 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: 2017-18**

**GOAL 2: Design, implement, and assess educational programming that promotes an increasing awareness of the Student Code of Conduct, inspires a culture of respect and sense of responsibility for oneself as well as for others, further reduces the frequency of conduct violations, and reflects the values of Governors State University.**

<b>Objective 1:</b>	<b>Provide outreach and education to inform students about University policies and procedures regarding Community Standards</b>
<b>Action Items</b>	<ol style="list-style-type: none"> <li>1. Update Student Handbook to enhance readability and organization</li> <li>2. Train student leaders/staff regarding role of Community Standards</li> <li>3. Collaborate with University Housing to implement at least 1 program per semester about community standards in Prairie Place</li> <li>4. Outreach to student leaders to seek recommendations on how to best share information about Student Code of Conduct</li> <li>5. Review and update Community Standards content in Mastering College syllabi, train instructors on key learning outcomes for session</li> <li>6. Include Know the Code Campaign information in student newspaper, email blasts, welcome events, etc.</li> </ol>
<b>Indicators and Data Needed</b> (Measures that will appraise progress towards the strategic objective)	Group evaluation and recommendations from stakeholders re: handbook and outreach Increase in awareness and prevention research and discussions Feedback from Mastering College Instructors and Peer Mentors re: Community Standards
<b>Responsible Person and/or Unit</b> (Data collection, analysis reporting)	N. Witt Penwell
<b>Milestones</b> (Identify Timelines)	Handbook – 8/2017 Mastering College Update – 8/2017 Housing programs – semester basis
<b>Desired Outcomes and Achievements</b> (Identify results expected)	Increased awareness of Student Code of Conduct; reduction in conduct violations; increased sense of community at GSU; shift messaging of conduct re: discipline to student responsibility in Mastering College lecture.

<b>Achieved Outcomes and Results</b>	1. Overhaul of Student Handbook was completed in Summer 2017 and implemented online quick policy information for student reference.
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	<ol style="list-style-type: none"> <li>2. Participated in University Housing programming efforts around Student Rights and Responsibilities Policy Education in fall and spring semesters.</li> <li>3. Connections with students and student leaders <ol style="list-style-type: none"> <li>a. Conducted trainings on Student Code of Conduct with student para-professional staff.</li> <li>b. Trained RAs and Peer Mentors on conduct process and reporting responsibilities</li> <li>c. Served as a program site for Community Health Course project involving a needs assessment and gained student insight on student perspective</li> </ol> </li> <li>4. Outreach initiatives included print, email, and events: <ol style="list-style-type: none"> <li>a. Hosted Rights &amp; Responsibility Week in February 2018, collaborative events with multiple campus departments. Launched Know the Code crossword contest to enhance awareness of conduct policies and student handbook.</li> <li>b. Distributed Student Handbook via email in Fall and Spring semesters</li> <li>c. Posted Know the Code flyers on campus bulletin boards</li> </ol> </li> </ol>
<p><b>Analysis of Results</b> (Where outcomes met? Exceeded? Progress towards goal. Implications for AY18 Objectives.)</p>	<p>Community Standards achieved the goal to provide education and outreach about policies and procedures to target audiences (housing residents, peer leaders, athletes). The implementation of Rights and Responsibility Week programming efforts by Community Standards needs better publicity and advance planning will help increase attendance and engagement for future events.</p> <p>In 2018-19, Community Standards aims to continue the educational efforts for key audiences and also share information across campus through outreach and collaboration. More focus should be given to proactive education in the beginning of each semester, especially within Prairie Place.</p>

<p><b>Objective 2:</b></p>	<p><b>Increase timely completion of educational sanctions</b></p>
<p><b>Action Items</b></p>	<ol style="list-style-type: none"> <li>1. Update sanction resource guide to include all violations and recommended sanctions</li> <li>2. Increase sanction completion by establishing documentation detailing sanction follow-up process</li> <li>3. Further incorporate sanction conversation and consequence of noncompliance into conduct meeting to help students plan for possible sanctions</li> </ol>
<p><b>Indicators and Data Needed</b> (Measures that will appraise progress towards the strategic objective)</p>	<p>Sanction completion data from Maxient Link to personal responsibility literature</p>
<p><b>Responsible Person and/or Unit</b> (Data collection, analysis reporting)</p>	<p>N. Witt Penwell</p>
<p><b>Milestones</b> (Identify Timelines)</p>	<p>2018</p>
<p><b>Desired Outcomes and Achievements</b></p>	<p>Improved sanction completion rate, increased educational relevance of sanction for students, clear protocol on sanction follow-up for graduate assistant.</p>

(Identify results expected)	
<b>Achieved Outcomes and Results</b>	<ol style="list-style-type: none"> <li>1. Updated sanction resource guide to include detailed overview of currently used sanctions to inform sanction assignment.</li> <li>2. Creation of administrative guide included detailed sanction follow up process to be managed by graduate assistant. Utilization of task feature in Maxient streamlined workflow for inter-office communication about student account holds and sanction review.</li> <li>3. Sanction completion was a focus and staff provided regular email and phone outreach regarding overdue sanctions and holds. The utilization of the text messaging feature increased the number of students who completed sanctions by their due date.</li> <li>4. Hearing officers were instructed to engage in more detailed conversation about sanctions during conduct meetings and detailed consequences for failure to comply.</li> </ol>
<b>Analysis of Results</b> (Where outcomes met? Exceeded? Progress towards goal. Implications for AY18 Objectives.)	<p>Sanctioning outcomes were only partially met in AY 2016-17. Sanction options were streamlined to improve consistency and reporting, but we can focus attention on timely completion. Specifically, sanctions exploring decision making, conflict resolution, and guest privileges warrant further discussion. A plagiarism tool was also implemented for checking sanction papers.</p> <p>The Student Conduct Committee received training on sanctioning hearings for sexual misconduct trainings using best practice guides from the Association for Title IX Administrators (ATIXA). However, exploring the opportunities and challenges of using the committee versus hearing officer model should be conducted in AY 18-19.</p> <p>In AY 18-19, Community Standards strives to increase on-time sanction completion. Additionally, CS will need to continue improve the process for notification to Student Life and Athletics regarding student leader and athlete misconduct.</p>

<b>Objective 3:</b>	<b>Ensure resolution for sexual misconduct cases is completed in a timely manner consistent with best practices</b>
<b>Action Items</b>	<ol style="list-style-type: none"> <li>1. Attend workshops/trainings regarding sexual misconduct adjudication</li> <li>2. Update Title IX policy and procedures to reflect current community standards process</li> </ol>
<b>Indicators and Data Needed</b> (Measures that will appraise progress towards the strategic objective)	Data regarding length of time between complaint, conclusion of Title IX investigation, and adjudication of case (if needed) Research Title IX policy and procedures at peer institutions
<b>Responsible Person and/or Unit</b> (Data collection, analysis reporting)	N. Witt Penwell
<b>Milestones</b> (Identify Timelines)	June 2018
<b>Desired Outcomes and Achievements</b> (Identify results expected)	Case resolution process is consistent with policy Policy is clear to student and reflects due process for complainants and responding students

<b>Achieved Outcomes and Results</b>	<ol style="list-style-type: none"> <li>1. Student Conduct Committee was trained in Spring 2018 regarding sanctioning hearings for sexual misconduct cases</li> <li>2. Monthly case consultation meeting with Title IX Coordinator regarding case timeline.</li> <li>3. Coordinator of Community Standards attended training at national conference about adjudication of sexual misconduct cases and consulted with peer colleagues at other Illinois public institutions regarding their policy and procedures.</li> <li>4. In Spring 2018, Title IX Policy re-write committee initiated with General Counsel and Title IX Coordinator.</li> </ol>
<b>Analysis of Results</b> (Where outcomes met? Exceeded? Progress towards goal. Implications for AY18 Objectives.)	<p>These goals were partially met in AY17-18 in collaboration with the Title IX Coordinator to ensure timely case processing for sexual misconduct cases. In Spring 2018, a committee was convened to review the Title IX policy with General Counsel and the Title IX Coordinator to update the existing policy to ensure compliance with federal and state law.</p> <p>The goal for AY 18-19 is to have the updated policy approved by the Institutional Policy Committee and published update procedures.</p> <p>Implementing a standing monthly meeting with the core Title IX team will enhance the sharing of information with key stakeholders.</p>

<b>Objective 4:</b>	<b>Provide outreach and education to educate faculty and staff about University policies and procedures regarding Community Standards</b>
<b>Action Items</b>	<ol style="list-style-type: none"> <li>1. Distribute Student Handbook to faculty and staff in advance of academic year</li> <li>2. Enhance online resources for faculty/staff about reporting options and addressing disruptive student behavior</li> <li>3. Update and distribute guide for addressing academic misconduct</li> </ol>
<b>Indicators and Data Needed</b> (Measures that will appraise progress towards the strategic objective)	Increase in academic misconduct reports Informal assessment through conversation with SA&EM staff regarding awareness of Community Standards Process
<b>Responsible Person and/or Unit</b> (Data collection, analysis reporting)	N. Witt Penwell
<b>Milestones</b> (Identify Timelines)	Handbook distribution – 8/2017 & 1/2018 Resources for disruptive students – June 2018
<b>Desired Outcomes and Achievements</b> (Identify results expected)	Increased awareness of Student Code of Conduct; increase reporting of academic misconduct; consistent messaging about community standards process; reduction in student concern reports re: low level disruptive classroom behavior

<p><b>Achieved Outcomes and Results</b></p>	<ol style="list-style-type: none"> <li>1. Engaged with Institutional Policy Committee about academic misconduct process and updates to policies 4 and 24</li> <li>2. Presented to various academic departments regarding conduct reporting options and assistance provided by ODOS. Guide for addressing academic misconduct was updated.</li> <li>3. Conducted training with New Student Programs Peer Mentors about conduct process and policies</li> <li>4. Handbook distribution to faculty and staff occurred at the beginning of each semester.</li> </ol>
<p><b>Analysis of Results</b> (Where outcomes met? Exceeded? Progress towards goal. Implications for AY18 Objectives.)</p>	<p>In AY 17-18, there was significant conversation with the Institutional Policy Committee regarding the potential separation of non-academic and academic conduct in Policy 4. The goal of this separation is to enhance reporting of academic misconduct and shift the responsibility for addressing academic misconduct to the academic colleges. No final policy update was approved, so this work will continue into AY18-19. In addition, Community Standards will develop additional resources for faculty and staff about addressing classroom disruptions and reporting non-academic misconduct.</p>