

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: 2018-19

GOAL 2: Implement education and intervention efforts that increase awareness of the Student Code of Conduct and promote responsible decision making

Objective 1:	Provide outreach and education to inform students about University policies and procedures regarding Community Standards
Action Items	<ol style="list-style-type: none"> 1. Update Student Handbook to enhance readability and organization and distribute electronically to students at the start of each term 2. Update Student Handbook website with quick policy overviews 3. Train student leaders/staff regarding role of Community Standards, focusing on resident assistants and peer mentors, but also including other student leader staff 4. Collaborate with University Housing to implement at least 1 program per semester about rights and responsibilities in Prairie Place 5. Work with Housing to provide education around guest policy during first weeks of semester 6. Include Know the Code Campaign information in student newspaper, email blasts, welcome events, etc. 7. Implement Rights and Responsibilities programming for students 8. Table at Student Org fair to share info about code, use Know the Code Crossword
Indicators and Data Needed (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 Data on fall 2018 conduct to inform spring 2019 programming
Responsible Person and/or Unit (Data collection, analysis reporting)	N. Witt Penwell
Milestones (Identify Timelines)	Handbook – 8/2018, 1/2019 Housing programs – semester basis Tabling in Fall/Spring welcome weeks
Desired Outcomes and Achievements (Identify results expected)	Increased awareness of Student Code of Conduct; reduction in conduct violations, especially guest policy violations in housing; increased sense of community at GSU
Achieved Outcomes and Results	<ol style="list-style-type: none"> 1. Student Handbook was updated to include key student resources, enhance readability and organization, and updated online quick policy information for student reference.

	<ol style="list-style-type: none"> 2. Participated in University Housing programming efforts around Student Rights and Responsibilities Policy Education in fall and spring semesters. 3. Connections with students and student leaders <ol style="list-style-type: none"> a. Conducted trainings on Student Code of Conduct with student paraprofessional staff. b. Trained RAs and Peer Mentors on conduct process and reporting responsibilities c. Presented to student athletes regarding code of conduct and sexual misconduct policies d. Served as a program site for Community Health Course project involving a needs assessment and gained student insight on student perspective 4. Outreach initiatives included print, email, and events: <ol style="list-style-type: none"> a. Distributed Student Handbook via email in Fall and Spring semesters b. Posted Know the Code flyers on campus bulletin boards c. Tabled at Student Organization Fair
<p>Analysis of Results (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). Rights & Responsibilities Week was cancelled in spring 2019 due to the departure of the Director. Revisiting the focus and scope of this event is a priority moving forward as it may be more effective and sustainable to host events as part of existing programming initiatives (welcome weeks, orientation messaging, etc.)</p> <p>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>

Objective 2:	Inform faculty and staff about the university conduct process and procedures
Action Items	<ol style="list-style-type: none"> 1. Electronic distribution of Student Handbook to faculty and staff at the beginning of each semester 2. Attend academic college/department meetings to share information about Student Handbook, conduct process, and consultation services in Dean of Students office 3. Enhance online resources for faculty/staff about reporting options and addressing disruptive student behavior 4. Work with Provost Office to include Student Handbook and related resources into faculty orientation and resources guides
<p>Indicators and Data Needed (Measures that will appraise progress towards the strategic objective)</p>	<p>Increase in academic misconduct and nonacademic misconduct reports from faculty and non-housing staff members</p> <p>Informal assessment through conversation with SA&EM staff regarding awareness of Community Standards Process</p>
<p>Responsible Person and/or Unit (Data collection, analysis reporting)</p>	N. Witt Penwell
<p>Milestones (Identify Timelines)</p>	<p>Handbook distribution – 8/2018 & 1/2019</p> <p>Resources for disruptive students – Fall 2018</p> <p>Faculty orientation and resources guides – Spring 2019</p>

Desired Outcomes and Achievements (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
Achieved Outcomes and Results	<ol style="list-style-type: none"> 1. Engaged with Institutional Policy Committee about academic misconduct process and updates to policies 4 and 24 2. Presented to various academic departments regarding conduct reporting options and assistance provided by ODOS 3. Handbook distribution to faculty and staff occurred at the beginning of each semester.
Analysis of Results (Where outcomes met? Exceeded? Progress towards goal. Implications for AY18 Objectives.)	<p>In 2018-19, work continued with the Institutional Policy Committee to develop academic and non-academic conduct policies. Multiple draft versions were submitted but were ultimately not approved as additional clarification was needed regarding academic misconduct procedures.</p> <p>The presentations to academic division and department chairs have been an important way to share information about ODOS services and as a result, there were increased reports from faculty regarding classroom conduct and requests for consultation. Moving forward, creating online resources in collaboration with the Counseling Center for supporting distressed and disruptive students is a priority.</p>

Objective 3:	Implement educational sanctions that promote student learning about university policies responsible decision making, expectations for future behavior, and impact of behavior on self and others.
Action Items	<ol style="list-style-type: none"> 1. Update sanction resource guide to include all violations and recommended sanction guidelines 2. Review vendors for online educational modules and assess cost feasibility for implementation with University Housing 3. Increase sanction completion by establishing documentation detailing sanction follow-up process 4. Further incorporate sanction conversation and consequence of noncompliance into conduct meeting to help students plan for possible sanctions 5. Discuss options for decision making, conflict resolution, and alcohol/drug education workshops with counseling center
Indicators and Data Needed (Measures that will appraise progress towards the strategic objective)	Sanction completion data from Maxient Sanction feedback form Reduce recidivism Budget information and vendor cost
Responsible Person and/or Unit (Data collection, analysis reporting)	N. Witt Penwell
Milestones (Identify Timelines)	End of Fall 2018, assess sanction completion compared to previous fall term Jan 2019 – complete sanction guideline document May 2019 – review vendors for online modules

Desired Outcomes and Achievements (Identify results expected)	Improved sanction completion rate, increased educational relevance of sanction for students, reduce recidivism for violations
Achieved Outcomes and Results	Several of the goals regarding sanctions were not met in the 2018-19 academic year due to increased conduct workload in the fall and staffing transition in the early spring. Documentation regarding sanction follow-up procedures was created by the graduate assistant and increase usage of the text notification feature within Maxient helped ensure students were receiving information. However, there was not an opportunity to review vendors for online sanction modules or create sanction workshops with the counseling center.
Analysis of Results (Where outcomes met? Exceeded? Progress towards goal. Implications for AY18 Objectives.)	Refocusing on these goals for the upcoming academic year will be an important task to ensure the sanctions assigned to students are appropriate and consistent. With changes in Illinois legislation regarding marijuana, it will be important to revisit sanctions for controlled substance violations.