

## DIVISION OF STUDENT AFFAIRS STUDENT JUDICIAL AFFAIRS

SJA Goals 2005-06	Relationship to Division Goals
1. Meet with deans and department chairs regarding changes in the revisions of <i>Student Grievance Procedures</i> . (Division goals 2, 3 and 5)	1. Colleges and departments need to have their procedures in order and up to date in order to be in compliance with Title V and EO 628. The grievance procedures are an important component to student life for both ongoing students and new students.
2. Revise the <i>Code of Student Rights and Responsibilities</i> so that it is in accordance with Chancellor's Office policies. (Division goals 2, 3, 4, and 5)	2. The <i>Code of Student Rights and Responsibilities</i> spells out for students what is expected behavior and what the repercussions are for students that violate the code.
3. Develop procedures for dealing with the new responsibilities that will be a result of the revisions of Title V. (Division goals 3, 4, and 5)	3. Proposed revisions of Title V include adjudication of behavior of students and groups at off-campus locations.
4. Work with Student Activities Office to review and update student organization policy and procedures for dealing with groups in the conduct process. (Division goals 3, 4, and 5)	4. This is an important step that will address the behavior of student groups re alcohol, hazing, etc.
5. Update and finalize the handbook for SJA. (Division goal 2 and 5)	5. This will be a valuable information piece for new students.
6. Identify and purchase database for use by both SJA and Housing. (Division goals 3, 4, and 5)	6. A comprehensive database used by both SJA and Housing and possibly UPD will allow us to better track students and to identify trends.
7. Work with Intercollegiate Athletic and Recreational Sports to develop and implement a series of workshops for coaches and athletes regarding student discipline policies and procedures. (Division goals 3 and 4)	7. This is a way to ensure that student athletes are receiving information about expected behavior and consequences for student code violations.
8. Find and train two new hearing officers. (Division goals 3, 4, and 5)	8. The hearing option is an important part of the student discipline procedure. Competent, available officers to preside over student hearings are an asset to the student body.
9. Begin to track the number of hours staff spend on each case to be able to evaluate staff time and effectiveness. (Division goals 3, 4, and 5)	9. This tracking should help to develop a more time-effective way of dealing with cases.

10. Work with Intercollegiate Athletics and Recreational Sports to develop a mechanism to notify Rec. Sports of students in the conduct process. (Division goals 3, 4, and 5)

10. This will ensure that students on sanctions will not be representing the University.

### Ongoing

1. Develop a "Plain English Version" of the *Code of Student Rights and Responsibilities* for the Web using student input and including respect for diversity and civility. (Division goals 2 and 5)

1. The plain version will help first year students and non native-English speaking students understand the policies and processes of student discipline and grievances.

2. SJA is working with the RCCs to confront alcohol incidents in the residence halls and develop an early referral system to CADEC. (Division goals 4 and 5)

2. Early identification of alcohol abuse is key to helping students change destructive behavior.

## Global Goals 2004-2005

1. To ensure that the governing documents *Code of Student Rights and Responsibilities* and *Student Grievance Procedures* are continually updated to reflect changes in legislation and/or directives from the Chancellor's Office, to keep abreast of legislative changes, and to maintain compliance with state and federal regulations, and address campus needs.
2. To assist in effecting institutional change by implementing risk management for the University by drafting and reviewing letters, policies, and procedures related to students.
3. To educate members of the University community on standards of conduct for students and student rights, and to ensure that students are equitably and fairly treated.
4. To ensure that staff operate within the framework of professional standards and code of ethics.

## Goals and Accomplishments 2004-2005

1. Develop a "Plain English" version of the *Code of Student Rights and Responsibilities* by using student input and including respect for diversity and civility. The desired outcome is a Web-based, readable, less-officious document that will be accessible to all students. (Global Goals 1, 3)

**This is in progress. Last fall the *Code of Student Rights* was given to a UNIV. 101 class for input. The project was put on hold during the spring semester in order to address more pressing concerns. It will be a priority for 2005-2006.**

2. Present to all University 101 classes, Getting Connected, and International Student Orientation information on Student Judicial Affairs and Title V violations. All students referred to the office for Title V violations will indicate whether or not they have attended a UNIV. 101 class. This number will be compared to the number of students who have not taken UNIV. 101. This number will become the benchmark for measurement in the coming academic years. (Global goal 3)

**Student Judicial Affairs presented to new international students during International Student Orientation in the fall of 2004. Also, in fall 2004, Student Judicial Affairs presented to the majority of sections of UNIV. 101. This year we will send out a reminder to all faculty that teach the course that Student Judicial Affairs is available to speak to their classes. During summer 2005, Student Judicial Affairs presented information via workshops for parents of new and transfer students during Summer Orientation.**

**When Student Judicial Affairs does the 2004-05 statistics we will run a list of freshmen and check their records to see if they were enrolled in UNIV. 101. For the fall of 2005 we will check the transcripts of all students referred to the office to see if they have ever taken the course.**

3. To address the problem of recidivism regarding alcohol and drug violations in the residence halls, Student Judicial Affairs will work with the Resident Community Coordinators (RCCs) to confront alcohol incidents involving residence hall first-year students and develop a system that will result in early referral to Campus Alcohol and Drug Education Center (CADEC). The percentage of recidivism will be measured against the previous year.

**As of July 1 there will be a Student Judicial Affairs officer full-time in Housing. Part of the duties of the position will be to work with the RCCs regarding early identification of students who need to be referred to CADEC. This position will also work on training and workshops for students that address substance abuse. Starting in fall 2005 the residence halls will institute a new no-tolerance policy that will result in the removal from the halls of all students who violate the no-drug rule. For those students who violate the alcohol policy, a second violation will result in removal from the halls. It is expected that the recidivism rate will drop dramatically.**

4. Work with the Academic Integrity Council (AIC) to educate students and faculty and develop a Student Judicial Affairs agenda for working with AIC. Student Judicial Affairs will monitor the academic dishonesty referrals by asking faculty and staff or students if they have attended a presentation to ascertain the success of the education efforts.

**In fall 2004 Student Judicial Affairs met one-on-one with three of the new faculty members. In spring 2005 Student Judicial Affairs gave a workshop for faculty that drew about fifteen faculty and staff participants. We are in the process of developing more information for faculty that will be on the Web and linked to both Student Judicial Affairs and the AIC homepage. It is hoped that we will be able to reach more faculty this way.**

**AIC was very active this year. Student Judicial Affairs was part of the spring workshop series and is part of the planning for a fall 2005 event that features a nationally known speaker on the topic of academic dishonesty. Student Judicial Affairs participated in authoring a CELT grant to assist with the funding for that event, and also to assist the student group affiliated with AIC in their programming efforts.**

**Workshops are being planned by Student Judicial Affairs for new faculty, parents, and students. So far, Student Judicial Affairs has not tracked attendance by faculty, staff, or students involved in academic dishonesty situations to see if they have attended a workshop. We will be discussing this fall how to implement this tracking.**

5. Obtain a hearing officer specifically for academic dishonesty cases. (Global Goal 4)

**In progress (no academic dishonesty cases went to a hearing in 2004-05).**

6. Reduce grievance cases through education of faculty and outreach efforts to departments. Grievance case numbers will be monitored by asking the faculty and/or staff member involved if they have attended an SJA presentation to determine the effectiveness of outreach/education efforts. (Global Goal 3)

**An informal orientation was available to new faculty in fall 2004. In spring 2005 a workshop targeted at faculty was given as part of the CELT series. More workshops are planned for fall 2005. So far, Student Judicial Affairs has not tracked attendance by faculty, staff, or students involved in academic dishonesty situations to see if they have attended a workshop. We will be discussing this fall how to implement this tracking.**

7. The number of cases with some amount of parent involvement seems to be rising. Student Judicial Affairs will track those cases for a benchmark number. That number will be compared to each following year to see if the parent involvement trend continues. Student Judicial Affairs will develop a presentation for parents attending Summer Orientation.

**Parent involvement continued to be high in 2004-05. The benchmark numbers for incident, grievance and discipline cases are still being determined. Fall 2005 staff will be discussing an effective way to track the number of hours**

**spent on each case and compare cases with parent involvement to those without. It has been the experience of staff that cases with parent involvement take an inordinate amount of staff time.**

### **Other Accomplishments**

Many of the plans Student Judicial Affairs developed for 2004-05 were put on the back burner due to an extraordinarily hectic spring. Several tragic events evolved into complex cases that coincided time-wise. This resulted in much staff time being absorbed in dealing with these events and their aftermath. Still, strides were made in outreach efforts and database management. Academic year 2005-06 begins with a slightly different structure in Student Judicial Affairs which should streamline some functions and free up staff time for presentations, research, and data gathering and analysis. Investigation has been ongoing into a new web-based database that would interface with PeopleSoft and allow for timely and accurate statistics and reports. Staff has been trained in PeopleSoft, anticipating the shift from SIS+ in late fall. The Student Grievance procedures were revised and approved by the academic senate. The last time it was revised was in 1994.