Office of Community Standards and Student Conduct Assessment Report
2012-2013 Academic Year

Mission Statement:

The mission of the Office of Community Standards and Student Conduct is to educate students regarding the community core values of the University and to investigate allegations of the Student Code of Conduct through due process procedures established by the University.

Vision Statement:

The Office of Community Standards and Student Conduct envisions a student body that is respectful of the regulations as outlined in the Student Code of Conduct handbook and to that end sees as its first obligation strong educational programs as a preventive measure to violations of the Code.

Goals and Objectives:

Goal 1: To educate the Kean University community about the Code of Conduct through educational outreach. University Mission Objectives: 1, 2, 3 Strategic Planning Goals: 1, 2, 4, 5, 9		
Objective	**Data Results**	**Actions Taken Based on Data Collected**
1.1: Increase the number of code of conduct presentations offered in T2K classes in 2012-2013 academic years from 36 to 50 by May 2013.	We presented at 36 T2K presentations for the 2012-2013 academic year.	We are continuing to look at increasing the number of times we present at T2K classes. We are presenting at the T2K instructor training on Friday, June 7 and are working to create a flyer that will be sent out to the T2K instructors in the Fall reminding them of the presentation. We also are assigning learning outcomes to the presentation and the post presentation activity to assess learning.

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Goal 1 (Continued): To educate the Kean University community about the Code of Conduct through educational outreach. *University Mission Objectives: 1, 2, 3* *Strategic Planning Goals: 1, 2, 4, 5, 9*		
Objective	**Data Results**	**Actions Taken Based on Data Collected**
1.2: Establish a baseline for first year students violating the code of conduct for the 2012-2013 academic year.	The breakdown of violations by first year students are as follows: | E.5. Alcohol (RSS and Conduct)	48
E.6. Drugs, drug paraphernalia, and other controlled substances (RSS and Conduct)	24
D.14. Violation of University Policies	7
C.1.a. Unauthorized or attempted entry	4
D.10. Inappropriate conduct	4
D.2. Intimidation or coercion	4
A.1.a. Furnishing False Information	3
B.3.f. Failure to comply with the sanction(s) imposed by the campus conduct system.	3
C.3.a. Unruly classroom behavior.	2
D.8.c. Sexual misconduct: non-consensual sexual intercourse	2
A.5. Intentionally and unauthorized taking of the property of the University or personal property of	1
A.5.a. Knowingly possessing stolen property.	1
D.1. Bullying	1
E. 11 Any allegation of violation of federal, state, or local laws.	1
E.10. Any allegation of violation of federal, state, or local laws.	1
E.3. Action or inaction by a student which fails to discourage a known and obvious violation	1		Now that we have established a baseline for the behavior in first year students we have identified topics to focus our passive and active programming on for the 2013-2014 academic year. We will look to partner with Residential Student Services to create passive programming for the residence halls for opening. We will also partner with additional on campus offices (The Kean University Counseling, Greek Life, and Student Activities) for active programming on both alcohol and drug abuse. We will look to decrease the number of alcohol and drug violations for second year students for the upcoming academic year. We will also focus on the ATOD and peer educations to increase the active programming on campus. We will increase the number of peer presentations made both in classrooms and the residence halls.

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Objective	**Data Results**	**Actions Taken Based on Data Collected**
1.3: Establish a baseline for student knowledge of the Kean University Code of Conduct for the Fall 2012 semester.	75.65% respondents stated they were aware that Kean University had a Student Code of Conduct. 24.34% of respondents were unaware that Kean University had a Student Code of Conduct 46.95% of respondents identified that they knew where to find a copy of the Student Code of Conduct 44.34% of respondents identified that they were unaware of where to find a copy of the student code of conduct. 62.58% of respondents were able to identify specific charges in the Student Code of Conduct. 37.40% of respondents were unable to identify specific charges in the Student Code of Conduct	After reviewing the data it is clear that not only do we have to continue our focus on awareness of the Code, but also awareness of its location and content. Our big push next fall will be a Code of Conduct Week, weeklong programming on the Code and Community Standards. Each day will focus on a specific value and the charges underneath. We will also work to advertise the Code of Conduct in the Residence Halls and work in conjunction with the Library to get information out. We will also work with RSS and get presentations in the Residence Halls as well.
1.4: Establish a baseline for presenting once to each academic department by the end of the Spring 2013 semester.	This semester we presented at three academic departments on the topic of disruptive student behavior.	We will continue to reach out to academic departments and faculty to continue the discussion on how to address and report disruptive student behavior. We are currently working with Center for Professional Development to have a presentation in August and October on disruptive student behavior as well as creating an online module for faculty to take on the topic.
1.5: Add resources to office website for faculty and staff, students, and parents increasing passive resources offered to population to 15 by the start of Spring 2013.	We were unable to complete this objective during the Spring 2013 semester.	We are continuing to work with Scott Snowden – Director of the Center for Leadership and Service – to create and add resources to our website this summer. Topics include: • FERPA Primer • Extended FAQs section broken down by Student, Parent/Guardian, and Faculty Staff • Values in the Code of Conduct • Faculty addressing disruptive student behavior

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Goal 2: To provide an educational and developmental experience to students who go through the Conduct Process University Mission Objectives: 1, 2, 3 Strategic Planning Goals: 1, 2, 4, 9		
Objective	**Data Results**	**Actions Taken Based on Data Collected**
2.1: Conduct post hearing surveys with students who participate in the conduct system with a return rate of 25% by the end of the Spring 2013 semester.	Our post hearing surveys had a return rate of 23.3%. From those survey's we gathered the following information: 72.72% of respondents had the process fully explained to them in their conduct hearing 72.73% of respondents understood the information in their charge letter 50% of all respondents attended a presentation on the code of conduct before their violation. 60% of respondents stated that the meeting helped he/she to understand how his/her choices and actions related to my values, beliefs, and/or goals and helped take ownership and responsibility for his/her choices and actions. 70% of respondents stated that the meeting increased his/her understanding of how his/her choices and actions affect others. 70% of respondents stated the meeting increases his/her knowledge of the code of conduct. 70% of respondents stated that the meeting helped his/her identify and connect to other campus and community resources. 70% of respondents stated that the meeting increased his/her understanding of how to evaluate consequences before making decisions. 80% or respondents stated that the meeting will positively influence future choices he/she makes regarding his/her behavior as a student.	We will look to increase the response rate for the upcoming year as well as look to increase our percentages in: • Having the process explained to the respondent • Having the respondent understand the information in his/her charge letter • Having the respondent understand how choices and actions affect the community • Having the respondent take ownership over his/her actions. • Having the respondent increase his/her knowledge of the code of conduct. • Having the respondent increase his/her knowledge and connection to campus and community resources • Having the respondent increase his/her understanding of how to evaluate consequences before decision making and positively influence future decision making. We will look to do this by creating a talking points list, derived from the Code of Conduct, through which we will ensure that all the above topics are addressed with the students in the meeting. Also, as we review our educational sanctions this summer (see objective below) we will also ensure that the above bulleted topics above are part of the foundation of the assignments and learning outcomes.

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University Mission Objectives: 1, 2, 3
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Objective	Data Results	Actions Taken Based on Data Collected
2.2: Resolve 80% of educational sanctions within the first follow up meeting by the end of the Spring 2013 semester.	95% of educational sanctions were resolved within the first follow up meeting.	Now that we have sanctions being completed in a timely manner we will begin to focus on what the student is learning by completing these sanctions. Our plan is to have a rubric created to assess all written assignments as well as learning outcomes for each educational sanction assigned. In follow up meetings we will engage in motivational interviewing with the student to see if the student has achieved the outcomes we set. We will also utilize the information in the satisfaction survey.

Goal 3: To provide training opportunities to all hearing officers related to Conduct processes and Maxient Software.
University Mission Objectives: 1, 2, 3
Strategic Planning Goals: 2, 4, 8, 9

Objective	Data Results	Actions Taken Based on Data Collected
3.1: Conduct one audit per month of the Maxient Conduct database increasing the number of audits to 12 in the 2012-2013 academic year.	There were 6 audits of the Maxient system that focused on cases charged through the Code of Conduct.	It was determined that having used Maxient for a full academic year representatives from CSSC and RSS will be getting together to discuss how best to utilize the system and create protocols related to system use. This will provide guidelines for audits and strengthen their impact.
3.2: Increase the number of Maxient trainings for conduct officers per year to two from zero by the end of June 2013	This year we had one scheduled Maxient training with the Hearing Officers in Residential Student Services.	Once protocols are created for use we will have the foundation we need to present to all individuals who hear cases and/or enter information into the system. We will work this summer to schedule the trainings to ensure that these do occur for the 2013-2014 academic year.

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Goal 3 (Continued): To provide training opportunities to all hearing officers related to Conduct processes and Maxient Software. *University Mission Objectives: 1, 2, 3* *Strategic Planning Goals: 2, 4, 8, 9*		
Objective	**Data Results**	**Actions Taken Based on Data Collected**
3.3: Create educational resources for faculty and staff educating them how to submit a report on student behavior to increase reports received online to 25% by June 2013.	86.17% of incidents of students' behavior were submitted online through the Maxient Conduct Database. 0% if the incidents from Kean Ocean were submitted through Maxient. In the past academic year (August 1, 2012 to May 22, 2013) there were 1403 cases created in Maxient that addressed student behavior (employment and student death notification cases excluded). For the same period of time there were 1209 incident reports submitted concerning student behavior (employment excluded).	We will continue our efforts in educating the Kean Community on how to submit incidents through the online reporting form. We will focus a portion of this effort on the Kean Ocean campus for the 2013-2014 academic year. We are partnering with administrators at OCC to create a letter that will be sent to both Kean Ocean and OCC faculty and staff informing them of how to report information. We are also creating a passive resource for all Kean Ocean Faculty informing them or how to report student behavior.