MISSION STATEMENT

The Office of Student Accountability and Advocacy is charged by the Chancellor to make certain that the University meets its legal right and moral obligation to establish reasonable rules for academic and personal conduct and to deny admission to applicants or continued enrollment to students who do not meet or maintain these standards. The Office of Student Accountability and Advocacy philosophy is one of education; it is grounded in the University Student Code of Conduct. Student growth and development is encouraged through self-discipline, and the Office is committed to protecting the individual’s rights.

Approved by: ____________________________
Amy King
Associate Dean, Student Affairs
Student Accountability and Advocacy

Approved by: ____________________________
Janice G. Lyn
Dean of Student Affairs

Approved by: ____________________________
Dr. Joe King, Provost and
Vice Chancellor for Academic and Student Affairs
Goal 1. The Student Accountability and Advocacy office will provide students the opportunity to present their position in a hearing for misconduct cases, including academic dishonesty.

Objective 1.1. The Student Accountability and Advocacy office will improve existing database to store policy information during 2010-2011.

Strategy 1.1.1. Research nationally various universities student conduct policies.

Strategy 1.1.2. Generate a database of collected policy information.

Objective 1.2. The Student Accountability and Advocacy office will record the various misconduct cases during 2010-2011.

Strategy 1.2.1. Accurately document cases adjudicated, consistency of sanctions for similar behavior, and cases referred to a committee

Strategy 1.2.2. Research available judicial software to improve upon data-base collection and tracking in the office.

Strategy 1.2.3. Office generated spreadsheet of numbers and descriptive information of referred cases; and, the Annual Student Affairs Report.

Assessment Tool(s): Collection of policies from other universities.
The number of students referred to Student Accountability and Advocacy.
The number of adjudicated cases.
The number of cases referred to a full committee.

Goal 2. The Student Accountability and Advocacy Office will revise and improve policies and procedures for documenting cases and student hearings.

Objective 2.1. The Student Accountability and Advocacy office will compare policies with at least four other universities in order to encourage the ongoing improvement of student policies that are consistent with institutions of higher education nationally during 2010-2011.

Strategy 2.1.1. Keep Student Accountability and Advocacy Office current in higher education and the law by attending seminars and conferences

Strategy 2.1.2. Improve database to store policy information.

Strategy 2.1.3. Improve database for tracking cases and sanction follow through.
Assessment Tool(s): Collect and compare policies from other universities as a benchmarking method. Update and improve the Student Policy Manual. Update the Academic Integrity Policy.

**Goal 3.** The Student Accountability and Advocacy Office will adjudicate cases ensuring efficiency and timeliness.

Objective 3.1. The Student Accountability and Advocacy office will record the various misconduct cases during 2010-2011.

Strategy 3.1.1. Improve database to track the adjudication process.

Strategy 3.1.2. Improve judicial database for tracking cases

Assessment Tool(s): Numbers of students referred to Student Accountability and Advocacy. Number of adjudicated cases. Number of cases referred to a full committee. Collected policies and procedures of other universities.

**Goal 4.** The Student Accountability and Advocacy Office will promote awareness to all faculty and staff of existing Student Accountability and Advocacy mission, policies, and procedures.

Objective 4.1. The Student Accountability and Advocacy office will educate and advise faculty and staff about their rights and responsibilities during 2010-2011.

Strategy 4.1.1. Provide educational sessions, materials, and training opportunities for the University Community on a case by case basis.

Strategy 4.1.2. Student Accountability and Advocacy will present information about policies and procedures regarding accommodating students with disabilities annually to new faculty at new faculty orientation.

Strategy 4.1.3. Student Accountability and Advocacy will update the information on the web page

Assessment Tool(s): Annual report of types presentations given to faculty and staff. Collected Roster of Attendees Collected hand-outs and materials given.

**Goal 5.** The Student Accountability and Advocacy Office will implement the University’s institutional effectiveness Customer Service Plan under the supervisory leadership of the Dean of Student Affairs.


Strategy 5.1.1. Conduct a Training Curriculum Seminar for office personnel,
including student workers, and work-study students.
Strategy 5.1.2. Assist the Division in establishing additional subcommittees that will identify further customer-services issues and resolutions.
Strategy 5.1.3. Create a goal-oriented, academic year Customer Service Timeline of quantifiably accomplishable training seminars for each subcommittee.

Assessment Tool(s): Number of committed staff attending each Customer Service training seminar and their observed accomplishments. Observed and documented decreasing number of customer service complaints.

Goal 6. Student Accountability and Advocacy, under the supervision of the Dean of Student Affairs, will assist in coordinating restructuring the internal relationship among all units and departments in order to build a greater divisional context within which students will be offered increased opportunities to develop and to accomplish stronger leadership experiences.

Objective 6.1 Establish a greater uniformity of purpose among all units and departments of the Division of Student Affairs during 2010-2011.

Strategy 6.1.1 Coordinate creating a Student Development Campus & Community Leadership Experience through the coordination of the Associate Dean of Judicial Affairs.

Strategy 6.1.2 Assist the Division in creating annual seminars or workshops for emerging student leaders, student organization leaders, and rising graduating leaders.

Strategy 6.1.3 Create an annual, quantifiably accomplishable Campus & Community Leadership Experience for undergraduate and graduate students.

Assessment Tool(s): Number of student organizations and associations participating. Number of leadership seminars, forums, and workshops generated.