

University of Colorado Denver

Office of Student Conduct and Community Standards

Annual Report 2015-2016

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**Letter from the Director**

August 20, 2016

Dear CU Denver Community Members,

Supporting the University of Colorado Denver’s mission and focused on student success, the Office of Student Conduct and Community Standards (SCCS) provides leadership for the student conduct process through the roles of coordinating, training, and advising. SCCS works to provide a thorough, transparent, and fair student conduct process which promotes learning and growth while holding students accountable for their actions on and off campus.

This annual report provides information as to the depth and breadth of SCCS efforts. To be effective, a student conduct office must be involved in a wide range of activities touching many portions of the campus. These activities range from resolving student conduct cases, assisting with students of concern, and serving on committees which provide valuable support to the campus. Far from being the “rules enforcer”, SCCS is a central part of the overall campus safety network as well as the student success efforts at CU Denver.

An important purpose of this report is to tell the story of the student conduct process. The statistical and assessment summaries provide detailed narratives about the impact our process has on CU Denver students. The story goes beyond statistics and numbers. Any discussion of the work we do must mention the people at the focus of our efforts, the conduct educator. I am blessed to be afforded the opportunity to associate with such hard-working, student-focused individuals. They are the core to our success.

As you read this report please note we are planning a major undertaking this next school year to create and implement a holistic program evaluation system, based on our new student learning objectives. In this manner we can more accurately monitor the effectiveness of our efforts with our students, develop a stronger student conduct process, and most importantly, provide more timely and effective services to our campus community.

I would like to thank you for taking the time to read this report. The Student Conduct and Community Standards office looks forward to another great academic year.

Sincerely,

David Steward

Director of Student Conduct and Community Standards

**Mission, Goals, Learning Objectives, and Staff**

Office Mission Statement

The Office of Student Conduct & Community Standards serves as a resource to the entire University community through its efforts to meet the developmental and educational needs of students related to community expectations, civility and respect for self and others.  We function to support community members with conflict management and resolution, and responding to inappropriate and threatening behaviors.  We provide student-centered educational services, which promote personal development and individual responsibility. We strive to create a dynamic, open and just environment where civility, cultural competence, and learning are expected and celebrated.

Overall Office Goals

* To develop, disseminate, interpret campus policies and procedures related to community standards and expectations.
* Protect the rights of students in the administration of the student conduct program.
* Respond to student behavioral concerns in a fair, reasonable and efficient manner.
* To promote a campus environment that encourages dialogue, mutual respect, and cultural sensitivity.
* Initiate and encourage educational activities that serve to reduce violation of campus regulations and increase the health and wellness of the campus community.
* To foster collaborative partnerships that allow for a holistic approach to supporting and developing healthy, engaged and productive students and citizens.

**Learning Objectives**

Increase Knowledge

* Increase student’s understanding of how their behavior affects/impacts others.
* Evaluate the level of administrator/ community concern as a result of student behavior.
* Understand the expectations for student behavior as a member of the CU Denver community as described in the student code of conduct.
* Engage with the institutional perspective by student participation in the process and asking questions.

Personal Responsibility

* Students accept personal responsibility for their behavior.
* Students acknowledge their responsibility to the CU Denver community.
* Students articulate their personal integrity/values.

Consider Consequences

* Students understand how their behavior could impact their academic career.
* Students understand how their behavior could impact their emotional state.
* Students understand the legal implications of their behavior.
* Students understand how their behavior can impact their physical safety as well as that of the community.

Future behavior

* Students use their personal integrity/values in their decision-making before engaging in future behavior.
* Students learn or more fully develop one or more skills which could help them avoid being involved in similar behavior in the future.
* Students identify ways to move forward after the incident.

**Staff**

Professional Staff

* David Steward, Director of Student Conduct & Community Standards.

Conduct Educators

* Toni Qualantone, Student Conduct GA.
* Tina Correll, Assistant Director of Residence Life Campus Village Apartments.
* Russell Slendebroek, Resident Director Campus Village Apartments.
* Meskerem Wollebo, resident Director Campus Village Apartments.

Student Staff

* Two student associates.

**Trainings, Outreach, and Education**

* Campus Village Apartment RA Training – August 5, 2015. Confronting with CARE.
* New Faculty Orientation – August 10, 2015. Provided information at a table while new faculty walked by.
* Conduct Educator Training – August 26, 2015. Student Conduct Principles and Philosophy.
* Conduct Educator Training – September 26, 2015. Principles and Philosophy of Student Conduct.
* Fall Fest – September 16 & 17, 2015.
* Conduct Educator Training – October 22, 2015. FERPA.
* Meet with School of Education and Human Development Honor Code Committee – November 2, 2015. Discuss and clarify procedures for academic misconduct issues.
* Conduct Educator Training – November 19, 2015. Sanctioning.
* Conduct 101 with Case Management – December 4, 2015.
* Conduct Educator Training – December 9, 2015. Analytics and Observations.
* Campus Village RA Training – January 12, 2016. Report Writing.
* Graduate Conduct Educator Training – January 14, 2016 and January 25, 2016. Maxient.
* CPAC Conference – Non-Traditional Student Affairs Administrators Panel.
* Conduct Educator Training – February 25, 2016, March 31, 2016, and April 28, 2016. Peer Observation.
* Colorado Association of Student Loan Officers and Accounts Receivable – April 22, 2016. Working with the Angry, Emotional, and Defiant Student.
* CU Denver Student Affairs Conference – June 23, 2016. Working with the Angry, Emotional, and Defiant Student.

**Campus Involvement and Professional Development**

CU Denver Committee Involvement

* CARE Team – David Steward Co-chair and member.
* Undergraduate Working Group – David Steward Member.
* Special Admissions Committee – David Steward Member and Toni Qualantone Member.
* CART – David Steward Member
* EPARC – David Steward Member
* Bias Response Team – David Steward – Consultant
* Title IX Sanctioning Panel
* Be Well Committee Toni Qualantone Member.

Other Campus Involvement

* New/Transfer Student Orientation.
* Academic Misconduct Task Force.
* Counseling Center Crisis Coordinator Search Committee.
* Counseling Center Counselor Search Committee.
* Biennial Alcohol Review Task Force
* Provided Guidance for Peer Educators (Fall)
* CU Denver Counseling Center Accreditation Panel

Professional Development

* Character and Competency Leadership Development Workshops – Monthly Training.
* Management Competency Training Workshops – Monthly Training.
* Webinar: Addressing the Stigma: AAs and NHPIs and Mental Health – August 20, 2015.
* Early Alert Training – September 11, 2015.
* Webinar: Race and Privilege: Communicating for Understanding and Compassion – October 1, 2015.
* Undergraduate Experiences Symposium – October 2, 2015.
* Webinar: Threat Assessment Teams on Campus: Preventing vs. Reacting – October 27, 2015.
* Webinar: Common Challenges in Clery Compliance – December 10, 2015.
* Title IX Board Training – January 27, 2016.
* Everything You Wanted to Know About Sex Offenders: But Were Afraid to Ask – February 26, 2016
* Open Source Material and Social Medial Training – April 7, 2016.
* IHE Summer Safety Symposium – June 9, 2016.
* Student Affairs Conference: Expanding Your Professional Toolbox – June 23, 2016.
* CARE 2016 Summer Retreat – July 27, 2016.
* Colorado ASCA Drive-In Conference – July 28, 2016.

**Policy Development & Project Completion**

Student Code of Conduct Revision

The Office of Student Conduct and Community Standards proposed and implemented a revised CU Denver Student Code of Conduct effective in November 2015.

Key changes included:

* Separating out the Title IX violations addressed by specific CU Denver policy.
* Modified the language around the student conduct process.
* Revised the title of Conduct Officer to Conduct Educator to more accurately reflect the philosophy of the office.

The full summary of approved revisions is available on the Office of Student Conduct website.

Honor Code Development

* Constructed an Honor Code to accompany the Academic Misconduct Policy currently being vetted.

Team Building Activities

* + Coordinated quarterly team building exercises for Dean of Students Office Staff.

Learning Objectives

* Developed and implemented the CU Denver Student Conduct Learning Objectives which identify expectations for students to know and be able to do, because of their interaction with the conduct office.
* These Learning Objectives are the foundation to build the program assessment work for this next academic year.

Procedures and Protocols

* Records Expungement.
* Decision in Absence Protocol.
* Suspension and Expulsion Checklists.
* No Show Procedure

**Statistical Summary**

Conduct Data

Academic Year = 2015-2016 (August through July)

|  |  |
| --- | --- |
| Total Cases = 232* Campus Village = 166 (Represents a 46.3 % decrease)
* Non Campus Village = 116 (Represents a 17.8% decrease)
* On Campus =
* Off Campus =
* Director of Student Conduct and Community Standards (David S) = 36
* Director of Experiential Learning (Tony S) = 2
* Director of Housing (Tina C) = 1
* Residence Director (Russell S) = 48
* Residence Director 1 (Meskerim W) = 64
* Student Conduct GA (Toni Q) = 81
 |  |
| Case Turn-around (SCCS and CV Combined)* Incident to Report = 2.84 Days
* Incident to Adjudication = 28.00 Days
* Case Creation to Adjudication = 14.77 Days
 |  |
| Case Turn-Around (SCCS)* Incident to Adjudication = 25.66 Days
* Case Creation to Adjudication = 16.87 Days
* Decision in Absence Rate = 14.2%
 |  |
| Case Turn-Around (CV)* Incident to Adjudication = 30.71 Days
* Case Creation to Adjudication = 12.32 Days
* Decision in Absence Rate = 52.7%
 |  |

|  |  |
| --- | --- |
| Cases by Gender* No Gender Identified – 16
* Female – 69
* Male – 135
 |  |
| Recidivism Rates by Charge (those charges not listed the rate was 0%)* Drugs or paraphernalia – 30.0%
* Presence of drugs – 14.3%
* Alcohol – 21.1%
* Presence of alcohol – 4.8%
* Campus Village Handbook Violation – 22.2%
* Disruptive Behavior – 20.0%
* Noise – 5.9%
 |  |
|  |  |
| **Sanctioning Numbers** |
| Disciplinary Expulsion – 4Disciplinary Suspension – 3Auraria Campus Ban – 4Forensic Threat Assessment - 1Disciplinary Probation w/ loss of standing – 3Disciplinary Probation – 14Psychiatric Evaluation - 3Substance Abuse Evaluation – 2Counseling Referral – 3No Contact Order – 2Follow-Up Meeting - 3Alcohol eCheck-Up to Go – 22Marijuana eCheck-Up to Go – 13 | Parent Notification – 17ISAE One-Day Alcohol Class – 2Alcohol Reflection Paper – 4Behavioral Reflection Paper – 4Marijuana Reflection Paper – 4Room Responsibility Reflection – 11Smart Decision Reflection – 7CVA Alcohol Paper – 4CVA Fine – 15CVA Judicial Educator – 18CVA Warning – 88Warning – 57Additional Sanctions - 20 |

**Student Conduct Process Assessment Summary**

Noteworthy Data from the Statistics Applied to Strategic Planning Efforts

* The total number of Cases for Campus Village dropped by 49% from 428 cases.
	+ A number of environmental conditions have been proposed as a cause.
	+ A number of operational issues have been proposed as a cause.
* Limited access to additional conduct staff and use of a Graduate Assistant.
	+ A full time conduct educator with Case Management experience housed at Campus Village is needed.
		- Some light case management duties would be helpful as well.
* Length of time for conduct process is longer than best practices suggest. Each case takes approximately two weeks to move from incident report to case creation and then two additional weeks to adjudication (Approximately 28 days for the entire process). Efforts are being made to reduce each part of the process to under 10 business days.
	+ Addressing the no-show rate for the initial meeting.
	+ Commit to creating a case within 3 days of receiving the initial incident report.
* Reduce the Campus Village “decision in absence” rate from 52.7% to 25% for Fall 2016.
	+ Potential factors/ideas:
		- Incidents are mostly policy violations.
		- There is a culture of “no show” for a meetings.
		- Potentially mandating a meeting.

Planned Projects

* Disruptive Student Policy – Policy to guide faculty, staff, and students around behaviors which impact the classroom learning environment.
* Student Conduct and Community Standards Brochure – Simple and informative handout for faculty, staff, and students regarding the work of the conduct office.
* Letter Editing – Edit conduct letters to align with the current edition of the student code of conduct.
* Sanctioning Allocation – Participating in a critical review of the conduct sanctions as measured against the Multi-tiered System of Support Framework to identify and fill sanctioning gaps.