

## Assessment Cycle 2023-2024

### Accountability & Student Conduct

**Division:** Student Experience

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**Northwestern State Mission.** Northwestern State University is a responsive, student oriented institution committed to acquiring, creating, and disseminating knowledge through innovative teaching, research, and service. With its certificate, undergraduate, and graduate programs, Northwestern State University prepares its increasingly diverse student population to contribute to an inclusive global community with a steadfast dedication to improving our region, state, and nation.

**The Student Experience Mission Statement.** The Student Experience provides the University community with programs and services to support the academic mission of creating, disseminating, and acquiring knowledge through teaching, research and service while empowering a diverse student population to achieve their highest educational potential. The Student Experience creates a stimulating and inclusive educational environment that is conducive to holistic personal growth. The commitment to students initiates prior to entrance, sustains throughout the college experience, and continues beyond graduation. Enrollment Services provide equal access for education to potential students throughout the state and region and promote economic stability and financial access to citizens. Student Affairs enhances student development and broadens intellectual, social, cultural, ethical, and occupational growth. The Student Experience works closely with faculty, staff, students, and the community to ensure graduates have the capability to promote economic development and improvements in the region.

**Student Affairs Mission.** The Division of Student Affairs prepares students to be productive members of society and to improve the quality of life of students. Student Affairs provides support services in career development and placement, advocacy and accountability, academic support, mental and physical health, disability accommodations, student activities and organizations, student union life, and opportunities in leadership, community service, and programs for new students. Through hands-on involvement in programs and services, Student Affairs promotes personal development in a student-centered environment, which delivers innovative practices in an environment of respect. Student Affairs encourages integrity, diversity, and collaboration with all members of the university community.

The Mission of **Accountability & Student Conduct** is a responsive, student-oriented office that encourages integrity, diversity, and collaboration with all members of the University community. The office models social responsibility and community leadership through education and mentoring designed to empower students. We emphasize student rights and responsibilities to promote student retention and holistic personal

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development, to broaden the intellectual, social, cultural, ethical, and professional growth of NSU students. The office ensures compliance with laws and policies related to access to education and services.

**Methodology:** The assessment process includes:

- (1) Data from assessment tools (both direct-indirect, quantitative, and qualitative) are collected and returned to the dean of students. [Student Conduct Assessment Form and Follow-Up for written complaints]
- (2) The Director of Accountability and Student Conduct will analyze the data to determine whether the applicable outcomes are met.
- (3) Results from the assessment will be discussed with the appropriate staff.
- (4) Individual meetings will be held with staff as required (show cause); and
- (5) In consultation with the staff and senior leadership, will determine to propose changes to measurable outcomes, assessment tools for the next assessment period and, where needed, service changes.

### Service Outcomes (SO):

**Service Outcome 1.** The Office of Accountability & Student Conduct assures that students receive quality accountability services that teach respect for others and foster awareness of rights and responsibilities.

**Measure 1.1** As a result of the student conduct disciplinary conference, responding students will be able to articulate the impact of their behavior, be it academic or social/behavioral, on themselves and other members of their communities. Measure 80% of the counseled by implementing a survey to reflect students Acts of *Responsibilities*: (a) I admit knowingly and willingly to the allegation(s) in writing and waive all further hearings and right to appeal; (b) I admit knowingly and willingly to the allegation(s) and request an administrative hearing; (c) I deny the allegation(s) in writing and agree to accept the Student Conduct Officer's disposition of the matter without the benefit of an administrative hearing or right to appeal; and (d) I deny the allegation(s) and request an administrative hearing.

**Finding.** Target was met.

**Analysis.** In AC 2022-2023 the target was met.

Based on the AC 2022-2023 results analysis, the conduct behavior software platform requires students to articulate their acts of responsibility after each disciplinary conference. The response focused on assuming responsibility and taking action to repair harm. Focus on problem-solving, liabilities/obligations, and the future (what should be done).

As a result of these changes, in 2023-2024, findings show that the office achieved a measure of 80% resolution of complaints. The target was attained, as our mission is to resolve every complaint satisfactorily by promoting and encouraging a favorable climate

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centered around dialogue. Assessing the needs of each learner; and creating learning goals based on the interests and needs.

**Decision.** In AC 2023-2024, the target was met. Based on the analysis results, in each disciplinary conference in AC 2024-2025, the conduct officer or designated representative will measure an individual's level of ownership for the charged infraction(s) resulting in violating the student code of conduct. The Acts of Responsibilities Instrument will improve student learning outcomes and due process. Review each activity/sanction and make modifications where necessary while evaluating the next steps for learning. Additionally, provide strategies, resources, and methods for restorative justice to push the improvement cycle forward.

**Measure 1.2.** As a result of the Disciplinary Conference with the student conduct officer, students show an 80% satisfaction rate of their conduct experience, as measured on a Likert scale of 1-5 (e.g., 5=Strongly Agree, 4=Agree, 3=Undecided, 2=Disagree, and 1=Strongly Disagree) measuring the following statements:

- (1) I was able to make an appointment with the Student Conduct officer in a reasonable amount of time.
- (2) The student conduct officer explained the violations and processes.
- (3) I was treated with respect and felt that my opinions were valued.
- (4) The student conduct officer listened to my side of the conflict.
- (5) I left the meeting with an understanding of my role in the conflict.
- (6) The student conduct officer helped me understand the impact of my behavior with others.
- (7) The student conduct officer helped me understand the campus code.
- (8) The conduct officer helped me think about alternate ways to handle future conflict.
- (9) Rate your overall experience with Student Conduct.

**Finding:** Target was met.

**Analysis.** In AC 2022-2023 the target was met.

Based on the analysis of the 2022-2023 results the Director of Accountability & Student Conduct made the following changes in AC 2023-2024 to drive the cycle of improvement.

Students with infractions were encouraged to rate their experience with the Student Conduct Officer after their Disciplinary Conference. A total of 43 students responded to the survey and the target rate of 80% increased by 20%.

As a result of these changes, in AC 2023-2024 the target was met. The results indicated based on the nine statements (e.g., named in Measure 1.2), Strongly Agree = 97%, Agree = 2%, and Undecided = 0.02%, with an overall 100% satisfied with their experience. These changes had a direct impact on the student's due process.

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**Decision.** In AC 2023-2024 the target was met.

Based on the analysis of the AC 2023-2024 results the faculty will implement the following changes in 2024-2025 to drive the cycle of improvement by increasing the awareness of the student code of conduct in University Experience 1000, NSU Mobile App and continue to provide a digital Student Handbook for students to access. These ongoing supports and changes will improve the student's ability to gain awareness of the student code of conduct thereby continuing to push the cycle of improvement forward.

**Measure 1.3** As a result of their resolution meeting with a Student Conduct Officer, students will have greater knowledge and awareness of the Student Conduct Code, the student conduct process, and potential consequence for further violations. The target is to reduce repeat code of conduct violations as measured by census data collected per student on file each semester. The target goal is to reduce recidivism by 50% as measured by our census.

**Finding:** Target was met.

**Analysis.** In AC 2022-2023 the target was met.

Less than 50% of the Disciplinary Conferences were repeat offenders. Through the Maxient software, digital conduct records are now flagged as priors when students have future infractions. The method allows the conduct officer to track repeat offenders accurately. Based on the analysis of the AC 2022-2023 results the Director of Accountability & Student Conduct disciplinary records continues to provide digital files to drive the cycle of improvement.

**As a result of these changes, in 2023-2024, there were no reports of repeat offenders violating the student code of conduct. Addressing potential outcomes/repercussions of recidivism constantly improved civil behavior.**

**Decision.** In AC 2023-2024 the target was met.

Based on the analysis of the AC 2023-2024 results the student conduct staff will move forward with digital enhancements in 2024-2025 to drive the cycle of improvement. Maxient will manage student's Disciplinary files/record effectively. With the student behavior platform in place, allows a centralized reporting and recordkeeping to prevent inadequate counting of students addressed with multiple infractions. The program supports the student conduct staff's ability to detect coded reoffenders as "priors" to undergo tailored educational sanctioning to reduce recidivism. Disciplinary files will automatically be kept in Maxient for recordkeeping and to build centralized reporting.

Also, Student Conduct will develop a partnership with internal departments to assist and coordinate Disciplinary Workshops (Academic, Financial, Health and Safety,

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Informational, Organizational, Personal Conduct, Unlawful Acts and Policy, Property, Substance, and Other Infractions) to reduce recidivism. The staff will be responsible for Assessment Cycle 2023-2024 conducting lessons with students who are sanctioned to such sessions according to the severity of their infraction(s). Workshops will be designed to measure and bring awareness to student’s inappropriate conduct and to assist them in the learner process and ownership of their behavior while they are encouraged to planning productive outcomes, thereby continuing to push the cycle of improvement forward.

**Comprehensive summary of key evidence of improvements based on analysis of results:** The following reflects all the changes implemented to drive the continuous process of seeking improvement in AC 2023-2024. These changes are based on the knowledge gained through the AC 2022-2023 results analysis.

SO	Measure	Key Evidence
1	1.2	Surveyed students’ conduct experience after their disciplinary conference, to assess the effectiveness, alertness, fairness, and the sympathy and insight; evidence indicated continuous improvement.
1	1.2	Ensured instructors educated University Experience 1000 students of the Student Code of Conduct and bring awareness of their behavior and responsibility.
1	1.2	Developed and merged University Police and Student Conduct banned student’s notifications and letters into a digital app accessibility.
1	1.3	Met with the Residential Community to bring awareness of students' rights and responsibilities by introducing the Student Code of Conduct, compliance with housing regulations, and on-campus residency requirements.

**Plan of action moving forward:**

SO	Measure	Key Evidence
1	1.1	Undergo MaxFest 2024 to gain additional knowledge and train all essential university areas to utilize Maxient software.
1	1.1	Renew training certifications and development to align with guidelines and regulations, expand the knowledge and skills, and enhance professional credibility.

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1	1.1	Evaluate and revise the Student Code of Conduct to fit the ever-shifting needs of the school community, and promote an educational culture focused on respect and safety, decrease variability in how consequences are issued by providing a progressive discipline model for university students and provide clarity and consistency when addressing violations campus wide.
1	1.2	Provide to the NSU Community digital access to the Student Code of Conduct utilizing the "NSU Mobil" app.
1	1.3	Offer an educational approach that involves stringent alternatives for "Disciplinary Probation," such as service learning, to assist agencies that exist to effect positive change in the NSU Community.
1	1.3	Create character workshops for a nominal fee, and partnering with Student Affairs Departments (Counseling, Health Services, Career, TRiO, Psychology, University Police, Title IX, and Student Conduct) to assist students identify responsible choices and avoid negative consequences of their behavior.