

**SUNY Potsdam  
Administrative Unit  
Assessment Plan**

Administrative Unit: Student Conduct and Community Standards    Unit Contact Name: Patrick Meldrim    Date: December 15, 2022

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Assessment Cycle: 2022-2026

**PURPOSE**

Administrative Assessment is an ongoing process that allows a unit to evaluate and – where necessary – improve its programs, services and operations. Assessment is a systematic approach to demonstrate continuous improvement in programs, services and operations. This template is to be used when creating your assessment plan. Assessment plans should be measurable, meaningful and manageable.

**UNIT MISSION STATEMENT**

The Office of Student Conduct and Community Standards works closely with students, faculty, staff and the local community on concerns related to conflict resolution, appropriate citizenship, academic integrity and other quality of life issues. It is the goal of the office, through coordination of the judicial system, to help students learn to think proactively concerning their behavior and its effect on others. The desired result being that students will accept both the responsibility and consequences for their behavior and will strive to make appropriate choices.

**GOAL #1**

Reminder: Generally speaking, goals should be grounded in the mission of the unit, be broad, and linked to the overall institutional priorities and goals. They should focus on strengthening and improving critical functions, services and processes and reflect the most important/urgent priorities of the unit.

***Students who have been through the student conduct process will be positively influenced and will not repeat prior poor choices.***

**GOAL #1 - WHAT INSTITUTIONAL PRIORITY AREA(S) DOES THIS GOAL LINK TO?**

(Select all that apply)

- ☒ Retention and Enrollment
- ☐ Financial Stability and Analysis
- ☐ Academic Programs and Planning
- ☐ Strengthening Community Connections
- ☐ Diversity, Equity, Inclusion, & Belonging

**Briefly describe the link between goal #1 and the institutional priority area(s) selected.**

The student conduct process is designed to be educational, allowing students to learn from their prior poor choices. During the administrative hearing process students are given information about how their choices have impacted themselves and their community. Sanctions are assigned to further provide students an opportunity to understand the campus' behavioral expectations. When there are students who repeatedly violate the student code of conduct it has a negative impact on the community. By holding students accountable we are able to develop a better community and one that will retain students.

### GOAL #1 – DESIRED OUTCOMES AND OBJECTIVES

Tip: Outcomes and objectives should be SMART... Specific, Measurable, Achievable, Relevant, Time-bound

1a. The number of students who are found responsible for a repeat violation of the code of conduct for drug offenses will remain low (less than 10%).

1b. The number of students who are found responsible for a repeat violation of the code of conduct for alcohol offenses will remain low (less than 10%).

Prior data indicates past low repeat violations: In 2021-22, 1 out of 16 (6.25%) students were found responsible for a repeat violation of the drug policy and 3 out of 31 (9.68%) were found responsible for a repeat violation of the alcohol policy. In 2020-21, 1 out of 15 (6.67%) students were found responsible for a repeat violation of the drug policy and 3 out of 55 (5.45%) were found responsible for a repeat violation of the alcohol policy.

### GOAL #1 – ASSESSMENT METHODS, MEASURES, AND TARGETS

Reminder: These should be aligned with the objectives being assessed. Also, consider using a combination of direct and indirect measures. Be sure to include specific targets.

1a and 1b: Using the student conduct database, this repeat offender data will be reviewed at the end of each semester to ensure that it remains low (less than 10%) and consistent with previous years (see examples above).

1a and 1b: The end of term student conduct survey\* analysis will support that students indicated that they will change their behavior – Q14 asks if the student has changed their behavior in three important ways. (75% of respondents will choose the positive change responses.)

\*Each semester, the student conduct office sends out a survey to students who have been involved with the conduct system to gather information about their experience in the process.

### GOAL #2

**The campus culture related to the prevention of sexual violence will be changed for the better.**

#### GOAL #2 - WHAT INSTITUTIONAL PRIORITY AREA(S) DOES THIS GOAL LINK TO?

(Select all that apply)

- ☒ Retention and Enrollment
- ☐ Financial Stability and Analysis
- ☐ Academic Programs and Planning
- ☐ Strengthening Community Connections
- ☐ Diversity, Equity, Inclusion, and Belonging

#### Briefly describe the link between goal #2 and institutional priority area(s) selected.

In Spring 2020, the student body raised concerns about the way Title IX and sexual misconduct cases were handled by campus administration. Work has begun to review campus policies and procedures through a NASPA program called Culture of Respect. This work is lead by a campus leadership team of faculty, staff and students and in the spring of 2023, this leadership team will begin to implement changes it has identified as necessary. Changes in how the student body feels that the administration responds to sexual misconduct will create a more positive community and increase retention.

**GOAL #2 – DESIRED OUTCOMES AND OBJECTIVES**

Tip: Outcomes and objectives should be SMART... Specific, Measurable, Achievable, Relevant, Time-bound

2a. The Conduct Office will facilitate, in collaboration with the Title IX Coordinator, active participation in the Culture of Respect Program measured by meeting 100% of the program's goals and deadlines.

2b. Students will become more satisfied with the sexual violence education and prevention work done on campus.

**GOAL #2 – ASSESSMENT METHODS, MEASURES, AND TARGETS**

Reminder: These should be aligned with the objectives being assessed. Also, consider using a combination of direct and indirect measures. Be sure to include specific targets.

2a. 100% of the goals/objectives identified through the Culture of Respect program will be met by the end of the fall 2023 semester and the NASPA program reviewers will approve the reports submitted documenting the campus work on this initiative.

2b1. The number of students indicating that they are "satisfied" or "very satisfied" with the sexual assault prevention programs/activities in the campus-wide Student Satisfaction Survey will increase from 17.2% in 2021 to 50% in the next iteration of the survey (2024).

2b2. Sexual Assault/Title IX will no longer appear as one of the three things that students like least about Potsdam in the next iteration of the campus Student Satisfaction Survey (2024).

**GOAL #3**

Students will be encouraged to become active citizens by participating in local, state and national elections.

<p><b>GOAL #3 - WHAT INSTITUTIONAL PRIORITY AREA(S) DOES THIS GOAL LINK TO?</b> (Select all that apply)</p> <p> <input type="checkbox"/> Retention and Enrollment  <input type="checkbox"/> Financial Stability and Analysis  <input type="checkbox"/> Academic Programs and Planning  <input checked="" type="checkbox"/> Strengthening Community Connections  <input type="checkbox"/> Diversity, Equity, Inclusion, &amp; Belonging         </p>	<p><b>Briefly describe the link between goal #3 and institutional priority area(s) selected.</b></p> <p>The 2018 NY State Election Law requires that each state agency, including SUNY campuses, develop programs to distribute voter registration materials. The Office of Student Conduct and Community Standards took over the role as the Campus Voter Registration Officer in 2021 (in partnership with the Office of Accommodative Services). Encouraging students to understand their rights and responsibilities as a citizen and how their voice can impact the communities in which they live is important.</p>
<p><b>GOAL #3 – DESIRED OUTCOMES AND OBJECTIVES</b> Tip: Outcomes and objectives should be SMART... <u>S</u>pecific, <u>M</u>easurable, <u>A</u>chievable, <u>R</u>elevant, <u>T</u>ime-bound</p> <p>3a. The campus will encourage participation in the election process through providing opportunities for students to register to vote and participate in the election process prior to the 2024 Presidential Election, including providing information online and in person at a minimum of two voter registration events each fall semester and in the spring semester before a presidential election</p> <p>3b. The Office of Student Conduct will collaborate with at least one other office/organization to host information tables about the election process. (Examples include the League of Women Voters, the Office of Accommodative Services and student groups).</p> <p>3c. SUNY Potsdam will be in compliance with all components of the NYS Election Law</p>	
<p><b>GOAL #3 – ASSESSMENT METHODS, MEASURES, AND TARGETS</b> Reminder: These should be aligned with the objectives being assessed. Also, consider using a combination of direct and indirect measures. Be sure to include specific targets.</p> <p>3a1. At least two Voter Registration and Absentee Ballot Drives will occur each fall semester and in the spring semester prior to a presidential election (Spring 2024). The Office of Student Conduct will keep a count of the number of drives that occurred, how many students engaged through completing paperwork, and what groups sponsored the events.</p> <p>3a2. Voter Registration and Absentee Ballot forms will be readily available on the College Website and in prominent locations across campus. Each August the website will be reviewed to ensure that the links are live, and the information is accurate.</p> <p>3a3. A campus-wide email with links to the voter registration webpage and voter applications will be sent to each student each semester that voter registration drives occur. The Office of Student Conduct will keep track of when these emails are sent</p> <p>3a4. In fall 2021, 10 students completed voter registration or absentee ballots. In fall 2022, this number rose to 46 (29 absentee ballots and 17 voter registration forms. By fall 2024, the number of students completing these forms through campus drives will rise to 75 students.</p> <p>3b. At least one co-sponsored voting information event will occur each fall semester. The Office of Student Conduct will work with Campus Life’s Get Involved platform to count the number of events and their hosts.</p>	

3c. SUNY System Admin requires each SUNY campus to file a report each summer outlining their efforts supporting voter registration on campus. This report will inform the assessment of goal #3 and includes a review of the voter registration drives, the number of click throughs on the voter registration links, and reports about how the campus will improve its voter outreach efforts.