

**SUNY Potsdam
Administrative Unit
Assessment Summary Form**

Administrative Unit: *Conduct and Community Standards* **Unit Contact Name:** *Patrick Meldrim* **Date:** *August 1, 2023*

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PURPOSE

This annual assessment summary form provides the opportunity for units to follow-up on their assessment plans, track progress toward goals, and to highlight actions taken to improve processes and/or efficiencies in functioning that lead to outcomes that benefits students, staff, or the college. These could be process changes or improvements in efficiency, skill level of staff, opportunities for the college, or other aspects over which the unit has a certain amount of control.

SECTION 1: ASSESSMENT PLAN FOLLOW-UP

A key component of the continuous improvement assessment process is regularly following up on [your assessment plan](#). Please review your plan and select one-third of your unit goals, along with related desired outcomes and objectives to report on the progress made.

Selected Goal

Copy/Paste or enter the goal(s) from your unit plan that you wish to highlight and summarize.

Goal #1 *Students who have been through the student conduct process will be positively influenced and will not repeat prior poor choices.*

Desired Outcomes/Objectives

Copy/Paste or enter the desired outcomes and objectives connected to your selected goal that you will be reporting on.

- 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%).

Related Targets/Measures

Copy/Paste or enter the target desired outcomes and objectives connected to your selected goal that you will be reporting on.

- 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.)

Describe the progress made toward the selected goal and the related desired outcomes and objectives. Be sure to include steps taken and any information/data collected and results.

Percentage of students who were found responsible for a second violation of the same policy.

| | 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 |
|----------------|---------|---------|---------|---------|---------|
| Drugs | 21.95% | 11.67% | 6.67% | 6.25% | 3.85% |
| Alcohol | 17.05% | 6.15% | 5.45% | 9.68% | none |

Both the percentage of students found responsible for a repeat offense for the alcohol policy and for the drug policy was less than 10% in the last academic year (2022-23). These percentages have seen a downward trend for the most part over the last five years.

Few students responded to the end of term survey (only 13 students). So, it is hard to draw conclusions from the responses. However, seven of eleven students (64%) who responded to the question about how their behavior has changed as a result of the conduct process, indicated one or more of the positive responses.

Based on the assessment data and information shared above, what planned actions were or will be taken as a result?

- Hearing officers will continue to spend time at conduct meetings discussing with students the details of the alcohol and drug policies and how the student's behavior and choices can impact the student and the community with the goal of helping students learn from their meetings and reduce the probability of a repeat complaint. These conversations will include discussion of the Potsdam Pledge and the commitment community members have to strive to achieve the ideals identified in the Pledge.
- The conduct office will examine ways to increase the number of survey responses so that the responses will be more meaningful.
- The goal of less than 10% of students found responsible for a repeat offense will be reduced to 7.5%.
- The sanctions for students found responsible for a first-time offense will be modified/reduced for the 2023-24 academic year. Currently students are asked to pay \$35 to take an online course. This online course will still be used, but will become a second time sanction. We will utilize the campus health educator who students can meet with for free for first time sanctions. This will be reviewed again at the end of the year to determine if the change in sanctioning had any impact.

SECTION 2: ADDITIONAL ASSESSMENT ACTIVITY

Please use this space to share an example from this past year when you used assessment and data to plan and/or take action. Be sure to include any available information relating to the results and impact. Your example for this section does not need to be directly tied to your previously submitted administrative unit assessment plan.

Anecdotal evidence pointed out that students were confused about the conduct process (students seemed to not understand the purpose of the “charge letter” or the importance of being able to share their perspectives of the incident before the hearing officer made a determination). Therefore, the conduct process was reviewed, including the language used in the Code and on the website to describe the conduct process. The process remains the same, but a new resource (both hard copy and web-based) was developed to better explain the process to students ([Process Overview | SUNY Potsdam](#)). This resource was shared widely with professional staff on campus to receive feedback and was launched for August 2023. At the end of the academic year, the effectiveness of this resource will be reviewed through discussions with staff and students and the annual survey responses.