

JUDICIAL AFFAIRS 2016-2017 ANNUAL REPORT

Office Mission Statement: UT Tyler Student Conduct's mission is to promote student responsibility and academic integrity. We will fulfill this mission by: Educating students regarding their rights and obligations as members of the UT Tyler community, developing and disseminating the code of conduct so that it is clear and accessible, administering the conduct process fairly and professionally, and providing resources to faculty, staff and students regarding conduct.

Learning/Service Outcomes (from TracDat)

	Outcome Name & Category (learning/service)	Description
1	Safe Campus Environment (Service)	Ensure a safe and positive campus environment that promotes student learning and development.
2	Academic Integrity (Service)	Serve as a resource for academic integrity issues across campus and actively promote academic integrity awareness for faculty and students.
3	Learning coping skills and implications (Learning)	Students will be able to show an increase in their awareness of the outcomes of their actions, and will show a lower incidence of recidivism.
4	Proficiency in communication skills (Learning)	Students will be able to write papers or projects that have fewer than 5 grammar or spelling errors, and follow a reasonable train of thought
5	Honesty and integrity (Learning)	Students will be able to articulate why academic integrity is important, and will be able to articulate the potential impact of academic misconduct on themselves, on others, and the community.

Goals or Objectives (from annual reviews or as discussed with supervisor)

	Goal or Objective Name	Description
A	Recruit and train hearing officers	Creating electronic training program of 6 units (video, pre- and post-test).
B	Web page	Update all webpages for consistency with departmental changes and new UT Tyler website.
C	Educational materials – faculty	Create and implement educational materials, outreach, and programs specific to faculty (e.g. adjudicating academic integrity, classroom disruption)
D	Assessment	Implement solid, measurable assessment for Judicial Learning Outcomes
E	Educational materials	Created and implement proactive education materials and programs for students regarding student conduct and civility (e.g.: sexual harassment, academic integrity, anti-bullying)

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Programs & Collaborations (on-campus & off-campus; include both other organizations or department events you supported and orgs/departments that supported your programs)

Date	Time	Location	Program Title & description	Collaborating departments or orgs. (if applicable)	Outcome goal or objective	Attendance	Target Audience	Marketing	Feedback/Evaluation
8/2/16	1:30 PM	ADM 325	Academic Misconduct Review at Council of Academic Deans	Academic Affairs	Review academic misconduct numbers from year, plan for addressing	10	Academic Deans	Email notice	General review of process and numbers.
8/16/16	10:30 AM	UC Theater	RA Training: Policy review, Incident Report training	Residence Life	Explain the conduct process, review conduct policies	~35	RA Staff	Mandatory attendance for RA staff	Primary focus on policy review.
8/22/16	10 AM	Brathwaite Recital Hall	Academic misconduct review and BIT/Classroom disruptions	Ctr for Excellence in Teaching/Academic Affairs	Explain how to report and document academic misconduct and disruptive	30	New faculty members	Email notice/Invite	This group asked few questions but they did not appear distracted.

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					n and BIT issues				
8/26/16	10 AM	Bus Bldg Aud	Academic misconduct review and BIT/Classroom disruptions	College of Arts and Sciences	Explain how to report and document academic misconduct and disruption and BIT issues	~100	Arts and Sciences Faculty	Email notice	Good responses from faculty – they asked multiple questions on academic misconduct, BIT, and general misconduct. Group was engaged throughout presentation.
9/7/16	12:30 PM	HEC Campus, Houston	New Student Orientation	Engineering, New Student Programs	Go over conduct process and academic misconduct policies.	5	New students		Only 5 students were there. They were attentive but had few questions.
9/7/16	4:30 PM	HEC Campus, Houston	Academic misconduct review and BIT/Classroom disruptions	Engineering	Explain how to report and document academic misconduct and disruption and BIT issues	~10	Houston campus faculty	Email notice/invite	Good participation and questions from the faculty. They were engaged and involved throughout my presentation.

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9/14/16	5:15 PM	BRB 1025	SGA General Assembly	SL&L/SGA	Review conduct numbers and future plans. Review office functions and how we can help students.	~30	SGA students	Standing meeting	Very attentive. Most questions were about the proposed parental notification policy.
9/14/16	5:30 PM	UC Ballroom	Greek Life 101	SL&L/Greek Life	Review conduct policies and hazing with Greek Community	~65	Greek community, especially new members	Mandatory mtg	No questions but they were very attentive the entire time.
9/16/16	2 PM	ADM 301	Faculty Senate	Academic Affairs, Faculty Senate	Review conduct numbers and future plans. Review office functions and how we can	40	Faculty Senate, Faculty	Standing meeting	Several good questions on Title IX, classroom mgmt, behavior intervention and the conduct numbers.

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					help faculty.				
10/3/16	10 AM	PHAR 120	Meeting with Kathleen Snella, Brittany Parmentier, Leanne Coyne	College of Pharmacy	Review academic misconduct and how the conduct process will work with their professional standards process	3	College of Pharmacy Student Affairs administrators.	Email invite	We will follow up to flesh more of it out, but good response so far.
10/5/16	8 PM	HPC 3010	Sensitivity Training – Victim Impact	Title IX, Greek Life	Interview a sexual assault victim to explore the impact of the case on her	20	Greek students, with an eye to presenting to other groups on campus.	Mandatory meeting	They didn't ask any questions of her, but I stayed after a bit to go over a few things and they did have some questions for me. They were very attentive throughout the presentation. Overall, it went very well.
10/19/16	2 PM	ADM 301	University Staff Advisory Council	USAC	Review conduct process and numbers with USAC reps	~20	USAC reps, staff	Regularly scheduled USAC meeting	Good response and questions, one volunteered to be a hearing officer!

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11/3/16	12:30 PM	WTB 234	Pharmacy Faculty Mtg	College of Pharmacy	Review BIT and classroom management process and procedures with them.	22	College of Pharmacy Faculty	Regular faculty meeting	Good response with lots of follow up questions!
11/5/17	11:30 AM	HPC	Fall Preview Day Showcase	Admissions	Meet and interact with prospective students	~20 at our table	Prospective students and families	Marketing through Admissions	Good response and conversations with prospective students and their families. The dice game does a great job at getting attention and allowing us to have good conversations.
1/11/17	3 PM	UC Theater	Spring RA Training	Residence Life	Review IR writing and conduct process	~35	RA Staff	Mandatory meeting	Good response, we need to keep using different activities in our training with the RAs.
3/4/17	11:45 AM	UC Ballroom	Spring Preview Day Showcase	Admissions	Meet and interact with prospective students	~20 at our table	Prospective students and families	Marketing through Admissions	Good response and conversations with prospective students and their families.
4/4/17	3 PM	UC 3320	Hearing Officer Training	n/a	Run a mock hearing	3	Hearing officers	Email invite	Not sure we'll need to do this every year, but

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					to show hearing officers what to expect				all new hearing officers need to see this.
4/8/17	10:15 AM	UC Ballroom	Presidential Preview Showcase	Admissions; President's office	Meet and interact with prospective students	~12 at our table	Prospective students and families	Marketing through Admissions and the President's Office.	We did not have many students come by our table, but we did have good discussions with those who came by.
4/27/17	2 PM	RBS 3004	Consult on conduct issue	Chemistry	Review options in cheating issue	3	Chem lab faculty	Email invite	We had a productive discussion on how to address an academic misconduct issue.
5/19/17	12:20 PM	UC Theater	New Student Orientation Conduct Session	New Student Programs	Train new students on conduct process	~150-200	New students	Email invite to mandatory orientation	
5/19/17	1 PM	UC 2 nd floor	New Student Orientation Showcase	New Student Programs	Meet and interact with new students	~20 students at our table	New students and their families	Email invite to mandatory orientation	
6/8/17	5:30 PM	UC 1 st floor	New Student Orientation Showcase	New Student Programs	Meet and interact with new students	~20 students at our table	New students and their families	Email invite to mandatory orientation	

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6/9/17	10:00 AM	UC Theater	New Student Orientation Conduct Session	New Student Programs	Train new students on conduct process	~150 – 200	New students	Email invite to mandatory orientation	
6/15/17	5:30 PM	UC 1 st floor	New Student Orientation Showcase	New Student Programs	Meet and interact with new students	~20 students at our table	New students and their families	Email invite to mandatory orientation	
6/16/17	9:30 AM	UC Theater	New Student Orientation Conduct Session	New Student Programs	Train new students on conduct process	~150 – 200	New students	Email invite to mandatory orientation	
6/22/17	5:30 PM	UC 1 st floor	New Student Orientation Showcase	New Student Programs	Meet and interact with new students	~20 students at our table	New students and their families	Email invite to mandatory orientation	
6/23/17	9:30 AM	UC Theater	New Student Orientation Conduct Session	New Student Programs	Train new students on conduct process	~150 – 200	New students	Email invite to mandatory orientation	
7/6/17	5:30 PM	UC 1 st floor	New Student Orientation Showcase	New Student Programs	Meet and interact with new students	~20 students at our table	New students and their families	Email invite to mandatory orientation	

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7/7/17	9:30 AM	UC Theater	New Student Orientation Conduct Session	New Student Programs	Train new students on conduct process	~150 – 200	New students	Email invite to mandatory orientation	We answered 2 questions about our Title IX numbers
7/10/17	10 AM	UC 2160	ISSFS Advisor Meeting	International Students	Go over BIT and student conduct with ISSFS advisors	4	International advisors	Email invite to standing meeting	We had a 40 minute discussion of how conduct impacts international students, and how BIT can work with their office and vice versa.
7/12/17	10 AM	BEP 223	College of Education Leadership Team Mtg	College of Education	Go over BIT, classroom mgmt and academic misconduct with chairs	7	College of Education chairs	Email invite to standing meeting	We had a 20 minute discussion of how we process academic misconduct, BIT and classroom mgmt., and how my office can aid their department.
7/13/17	5:30 PM	UC 1 st floor	New Student Orientation Showcase	New Student Programs	Meet and interact with new students	~20 students at our table	New students and their families	Email invite to mandatory orientation	
7/14/17	9:30 AM	UC Theater	New Student Orientation Conduct Session	New Student Programs	Train new students on conduct process	~150 – 200	New students	Email invite to mandatory orientation	

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7/21/17	5:30 PM	UC 1 st floor	New Student Orientation Showcase	New Student Programs	Meet and interact with new students	~20 students at our table	New students and their families	Email invite to mandatory orientation	
7/22/17	9:30 AM	UC Theater	New Student Orientation Conduct Session	New Student Programs	Train new students on conduct process	~150 – 200	New students	Email invite to mandatory orientation	

Electronic Communication, Marketing & Engagement

Type/Format	Date	# reached (if known)	URL	Topic(s) covered/description
Electronic survey	3.29.17	All faculty	https://uttyler.az1.qualtrics.com/ControlPanel/?LoginAction=SelectSharedSurvey&SID=SV_bjsH0WwCG8XAZuZ&Section=EditSection	A survey to see what faculty know about us and their perceptions of our services.

Awards/Recognitions (received by individual staff members, department, office or given by department, office)

Award Title	Awarding organization	Recipient(s)	Date	Location	Description

Professional Development & Memberships (include individual & institutional memberships, continuing ed. classes, webinars, seminars, conferences, etc.)

Staff Member(s)/Department	Effective Dates or Event Date	Location	Sponsor	Description	Benefits to University
ASCA	16-17 academic year	n/a	Association of Student Conduct Administrators	Annual membership in the national professional association of student conduct administrators	Access to resources, access to ASCA listserv, lower rate for ASCA training/events

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Ona Tolliver, David Hill, Jessi Reel, Toby Wilkerson	8.10.16	UC 3322	PaperClip Publications	Webinar on Greek Organizations and conduct process	Improved effectiveness in working with this population during the conduct process
David Hill	2.1 – 2.5.17	Jacksonville, Florida	Association of Student Conduct Administrators	Annual conference	Access to other schools' programs and processes, networking, updates and training on legal issues impacting student conduct.
Blake Bumbard, David Hill, Elizabeth McMinn, Howard Patterson, Ona Tolliver, Toby Wilkerson	5.8 – 5.9.17	Austin	Consortium for Title IX and Equality in Higher Ed	Conference with training on Title IX and dating/domestic abuse	Increased effectiveness in a form of Title IX violation that we are more likely than many campuses to encounter.

Professional Certifications (include all courses and recertifying classes required)

Staff Member(s)/Department	Effective Dates	Event Date	Location	Certifying Agency	Description
David Hill	16 -17 academic year	6/13 – 16/2016	Berkeley, CA	Association of Student Conduct Administrators	Trauma Informed Investigation and Adjudication
Toby Wilkerson	16 -17 academic year	6/13 – 16/2016	Berkeley, CA	ASCA	Advanced/Director Conduct Track
David Hill	16 -17 academic year	7/12 – 14/2016	Arlington, TX	National Association of Clergy Compliance Officers and Professionals	Training on Title IX requirements, sexual misconduct administration, and adjudication. Sponsored by UT System
Morgan Leever, Katy Cline	16 -17 academic year	6/26 – 29/2016	Las Vegas, NV	Maxient LLC	Advanced training with Maxient database

For 2017-2018 (briefly detail any NEW goals, objectives, programs, outcomes or plans for the 2015-2016 academic year)

	Goal or Objective Name	Description
A	Recruit and train hearing officers	In progress: Online hearing officer training implemented, mock hearing held, 2 – 3 new hearing officers recruited
B	Customer Service Survey	Creating a monthly customer satisfaction survey for students who meet with our office.
C	Faculty Survey	Created and implemented faculty survey on perceptions and experiences with our office and services offered.
D	Update Assessment methods	Updated reflective paper
E	Vision Plan	Prepare vision plan for department with vision at 1, 3, and 5 years out.

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F	Educational materials	Create and implement proactive education materials and programs for students regarding student conduct and civility (e.g.: sexual harassment, academic integrity, anti-bullying)
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Custom Section (add below any custom information to further detail your year. This may include satisfaction survey results, number of appointments or consultations, departmental or office goals, community outreach projects, etc.)

Over 330 incident reports were generated this year. Our office processed 182 incidents involving 517 conduct cases (individual people). As of this report, there are 216 conduct cases available to review the turnaround (this is comparable with the previous year – cases with no hearing date are not counted by Maxient for the turnaround analysis, so witness cases, cases where no charges were filed, most BIT cases, and some academic cases where faculty members did not note the date of their meeting with the student are not included). The comparison with 15 – 16’s numbers shows the incident to case creation time dropped from over 40 days to 3.79, though this is due to several academic cases last year that were delayed in reporting. Incident to report showed a 51.53% reduction (3.59 days to 1.74 days). Report to case creation showed a drop of 96.01% (from 5.31 days to 1.85 days). Report to adjudication is one we’re most interested in, as that’s the length of time from us getting the report to our meeting with the student. That dropped 40.7%, from 20.87 days to 8.64 days.

2016 – 17 Turnaround

Date Range	Number of Considered Cases	Average Number of Days	Difference from AY 15 – 16
Incident to Report	215	1.74	-1.85
Incident to Case Creation	216	3.79	-46.05
Incident to Adjudication	211	10.09	-7.68
Incident to Closed	162	41.59	-48.42
Report to Case Creation	215	1.85	-44.57
Report to Adjudication	205	8.64	-5.93
Report to Closed	161	39.89	-47.29
Case Creation to Adjudication	203	6.97	-7.75
Case Creation to Closed	162	37.65	0.65
Adjudication to Closed	158	32.34	-41.87

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