

JUDICIAL AFFAIRS 2017 – 2018 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	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)
C	Web page	Update all webpages for consistency with departmental changes and new UT Tyler website.
D	Educational materials – faculty	Create and implement educational materials, outreach, and programs specific to faculty (e.g. adjudicating academic integrity, classroom disruption)
E	Assessment	Implement solid, measurable assessment for Judicial Learning Outcomes

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JUDICIAL AFFAIRS 2017 – 2018 ANNUAL REPORT

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
8/4/17	12:20 PM	UC Theater	Transfer Student Orientation Conduct Session	New Student Programs	Train new students on conduct process	~150 – 200	New students	Email invite to mandatory orientation	
8/4/17	1:00 PM	UC 1 st floor	Transfer 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	
8/14/17	1:30 PM	HEC	Faculty meeting – Dr. Andres Garcia	Engineering	Reviewed academic misconduct process with him	1		Email	Dr. Garcia had questions about a specific case and I went over the standard of proof, sanctions, and process.
8/14/17	3:50 PM	HEC	New Student Orientation Conduct Session	New Student Programs	Train new students on conduct process	49	New students	Email invite to mandatory orientation	They were attentive, but I think it was a long day for them. There were no questions.
8/17/17	2:00 PM	UC Theater	Fall RA training	Residence Life	Train RAs on conduct process and IRs.	40	Resident Assistants	Mandatory training	
8/18/17	11:30 AM	Ballroom	Athlete Orientation	Athletics	Review conduct process and outcome with them	~80	Fall athletes	Mandatory meeting	The group paid attention and was alert through the presentation

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8/21/17	9:15 AM	Ballroom	New Faculty Orientation	Center for Teaching Excellence	Review Academic misconduct , Title IX, and BIT with them	~25	New faculty	Email invitations	They were engaged and asked good questions on Title IX resources and options and plagiarism resources.
8/22/17	8:00 AM	HPC 2255	Meeting with spirit squad	Athletics	Review conflict mgmt., and some Title IX info.	27	Cheer and dance team members	Mandatory meeting	They were engaged and asked good questions about the presentation and what my office offers.
8/25/17	10 AM	BUS 158	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 – faculty meeting	The group was very attentive and asked questions.
8/25/17	11:20 AM	BRB 1030	Academic misconduct review and BIT/Classroom disruptions	College of Nursing and Health Sciences	Explain how to report and document academic misconduct and disruption and BIT issues	~100	Nursing and Health Sciences Faculty	Email notice – faculty meeting	The group was very attentive and had some questions on classroom mgmt.
8/27/17	1:30 PM	UC Theater	Athlete Orientation	Athletics	Review conduct process	~200	Spring athletes	Mandatory meeting	

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					and outcome with them				
8/28/17	2:45 PM	HPR 0262	Present to Dr. Nelson Fumo's MENG 3310 class	Mechanical Engineering	Review academic misconduct with class	~40	MENG 3310 students	n/a – regular class, 1 st day of class	The class was very attentive and asked lots of questions.
9/5/17	11:15 AM	ADM 301	Academic Integrity with Tricia Gallant	Center for Teaching Excellence	Discuss academic misconduct policy and issues with faculty	10	Faculty	Email	The group asked questions on our process and policies, as well as how to incorporate the honor code into the process.
9/8/17	9 AM	BEP 218	School of Education staff mtg	Education and Psychology	Discuss academic misconduct, BIT, and classroom mgmt. with the faculty.	15	Faculty	Regular meeting	The group asked questions about BIT, Title IX, and campus resources.
9/15/17	9:45 AM	BRB 1145	School of Nursing faculty mtg	College of Nursing and Health Sciences	Discuss academic misconduct – focus on plagiarism	18 + 13 on Zoom	Faculty	Email invite	The group was very responsive and attentive, though there were no questions.
11/16/17	12:30 PM	Alumni House	Faculty Senate mtg	Faculty Senate	Review conduct numbers and office functions with Faculty Senate	52	Faculty	Email invite	Good feedback and emails from members.
11/18/17	9 AM	UC Ballroom	Preview Day	Admissions	Explain office	~20	Prospective		Good 1 on 1 interactions

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JUDICIAL AFFAIRS 2017 – 2018 ANNUAL REPORT

					functions and conduct process to prospective students		students and families		
12/13/17	9 AM	Pharmacy admin conf. room	College of Pharmacy Exec Board Meeting	College of Pharmacy	Go over office functions and classroom mgmt. issues with them in prep for faculty meeting	7	College of Pharmacy Exec board	Standing meeting	Good interaction on classroom management and academic misconduct.
1/10/18	1 PM	UC Theater	RA Spring Training	Residence Life	Go over RA conduct functions and IR writing	40	Resident Assistants	Mandatory training	Some questions on how to document. I still question what is the best method to train the staff, so that they will engage with and retain the information we are presenting.
1/12/18	1:30 PM	UC Theater	Orientation Conduct Session	New Student Programs	Train new students on conduct process	~30 or so	New students	Email invite to mandatory orientation	The students seemed to be engaged and paying attention. There were no questions.
2./12/18	8 PM	BUS 158	SAE Business Meeting	Title IX	Explain our role and	~30	Officers and members	Standing meeting	We spoke for about an hour and there were several very good

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					function on campus.		of SAE fraternity		questions about our roles and processes
3/8/18	12:30 PM	WTB 133	College of Pharmacy Faculty Meeting	College of Pharmacy	Explain our role on campus and go over classroom management and BIT	~30	Pharmacy faculty	Standing meeting	We spoke for about 30 minutes or so. The group was very attentive and asked several questions.
12/13/2017	11 AM	UC 3322	Maxient Training for Title IX	Title IX	Provide training to Title IX staff on how Maxient can help and the process	3	Title IX Staff	Email to department	Should conduct follow up training for Maxient's analytic features
2/1/2018	10 AM	HR Conference Room	Maxient Training for HR	Human Resources	Created an IR for HR complaints and provided them with training on how to use Maxient, hear cases, and close them out	4	HR staff	Email to department	Should conduct follow up training for Maxient's analytic features
6/7/18	8:30 AM	UC Food Court	New Student Orientation Showcase	New Student Programs	Meet and interact with new	12 or so at our table	New students	Email invite to mandatory orientation	Good conversations with the people who came by.

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					students and their families				
6/7/18	11:30 AM	UC Theater	New Student Orientation Conduct Session	New Student Programs	Train new students and families on conduct process	~200	New students	Email invite to mandatory orientation	Group was attentive but I only recall 1 question.
6/14/18	8:30 AM	UC Food Court	New Student Orientation Showcase	New Student Programs	Meet and interact with new students and their families	8 or so at our table	New students	Email invite to mandatory orientation	Good conversations with the people who came by, but not as many as with first session.
6/14/18	11:30 AM	UC Theater	New Student Orientation Conduct Session	New Student Programs	Train new students and families on conduct process	~200	New students	Email invite to mandatory orientation	Very attentive group – probably 6 or so questions.

Electronic Communication, Marketing & Engagement

Type/Format	Date	# reached (if known)	URL	Topic(s) covered/description
Email holiday card	12.11.17	All faculty and staff	See sample below	Basic summary of number of cases and types of cases
Judicial Experience Survey	17-18 Academic Year	128 emailed	https://uttyler.az1.qualtrics.com/SE/?SID=SV_507YyJ2kdNaoJrn&Q_JFE=0	Survey set to students who have gone through the conduct process to inquire about services we provide

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

Award Title	Awarding organization	Recipient(s)	Date	Location	Description
Outstanding Leadership	College of Business and Technology	Morgan Leever	4/27/2018	Business Building	In recognition of outstanding leadership on two HR Management Client Consulting Projects

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	17-18 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
Morgan Leever	Mar. 6 – Mar. 10, 2018	Salt Lake City, UT	Qualtrics	Annual Qualtrics Summit	Enhance the surveys we create and send to students; and contribute to assessment skills
Morgan Leever	Jan. 4 – Jan. 7, 2018	Orlando, FL	HR Florida	Case Competition and HR conference for Graduate Students and HR Professionals	Enhanced understanding of HR processes, and contributed to graduate school program for the College of Business
Morgan Leever	Jan. 20, 2018	Smith County	Smith County Elections Office	Deputy Voter Registrar for Smith County	Provide students with access to voter registrars

Professional Certifications (include all courses and recertifying classes required)

Staff Member(s)/Department	Effective Dates	Event Date	Location	Certifying Agency	Description
David Hill	17 – 18 academic year	7/17/17 – 7/20/17	Indianapolis, IN	Association of Student Conduct Administrators	Sexual Misconduct Institute
Ona Tolliver	17 – 18 academic year	7/17/17 – 7/20/17	Indianapolis, IN	Association of Student Conduct Administrators	Sexual Misconduct Institute

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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	New hearing officer recruited; 4 hearing officers currently available.
B	Customer Service Survey	Creating a monthly customer satisfaction survey for students who meet with our office.
C	Update Assessment methods	Updated reflective paper

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.)

Email Holiday Card

On December 12, 2017, we sent the following Christmas Card by email to all campus faculty and staff. We also included a brief update of our conduct numbers and the most common policy violations.



We thought you might be interested in what the elves who work in student conduct have been up to since August 1. Since the start of the fall semester, here's how many students have made our list (which we have checked far more than twice!):

Academic cases: 10 academic misconduct cases have been referred to our office

Behavior Intervention cases: 57 student have been referred to the Behavior Intervention Team

Conduct: 206 students have been charged with policy violations

The 3 Most Common Policy Violations:

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1. Alcohol: possession of alcohol on campus
2. Drugs: possession of illegal drugs on campus
3. Residence Life Alcohol Policy – Parties: Hosting or allowing a party in one’s on campus apartment or residence hall room

From all of us here in Judicial Affairs, Happy Holidays, and we look forward to working with you next semester!

380 incident reports were generated this year (increase of 17, or 4.68% from this time last year). Our office processed 203 conduct cases (up 21, or 11.53% from this time last year) involving 566 people (up 49 or 9.48% from this time last year). The comparison of 16 – 17’s turnaround numbers shows at least an average increase of 2.62 days (127.18% increase) in the time from the incident to the report. However, there was a 69.55% reduction in time getting the summons out (19.73 days to 8.64). The time from the report submission to case creation is down 85.23% (26.27 days to 3.88 days), and the time from the report to the adjudication is down 68.18% (33.75 days to 10.74 days)

17 - 18 Turnaround (Maxient report)	16 - 17 Turnaround (Maxient report)			
			Change	% Change
Days - Incident to Report	4.68	2.06	2.62	127.18%
Days - Incident to Case Creation	8.64	28.37	-19.73	-69.55%
Days - Incident to Adjudication	14.11	34.77	-20.66	-59.42%
Days - Incident to Closed	56.11	68.69	-12.58	-18.31%
Days - Report to Case Creation	3.88	26.27	-22.39	-85.23%
Days - Report to Adjudication	10.74	33.75	-23.01	-68.18%
Days - Report to Closed	50.05	66.8	-16.75	-25.07%
Days - Case Creation to Adjudication	7.05	7.36	-0.31	-4.21%
Days - Case Creation to Closed	45.92	62.46	-16.54	-26.48%
Days - Adjudication to Closed	37.47	55.1	-17.63	-32.00%

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