

**Student Conduct Programs
CAS Action Plan
May-15**

Part 1: MISSION				
Standard Number	Action Description	Position Responsible	Target Completion	Date Completed
1.2.1	Incorporate new mission into Student Code of Conduct and publicize via the website	Associate Dean of Students and Student Conduct Officer	6.1.16	
1.2.2	Review and revise mission as appropriate	Associate Dean of Students	4.1.15	
1.3.3	Revise the mission to be inclusive of all student populations including, but not limited to distance education.	Associate Dean of Students	4.1.15	

Part 2: PROGRAM				
2.1.2	Investigate a collaboration with Career Services and/or CASA to provide programing efforts in this arena	Associate Dean of Students and Student Conduct Officer	1.1.16	
2.1.3	Investigate a collaboration with Career Services and/or CASA to provide programing efforts in this arena	Associate Dean of Students and Student Conduct Officer	1.1.16	
2.3.4	Revise website to articulate the contributions provided by the department.	Associate Dean of Students and Student Conduct Officer	6.1.15	
2.4.2	Write a statement regarding what guides our practice, including professional standards and development theories. Include the statement in the office manual and on the website	Associate Dean of Students and Student Conduct Officer	6.1.15	
2.4.4	Write a statement for the website discussing the intentionality of the department in ensuring hearing panels are demographically reflective of the student population	Associate Dean of Students and Student Conduct Officer	6.1.15	
2.4.5	Explore options for interpreters for non-native English speaking students. Revise charge letters and the Student Code of Conduct to make clear that accommodations are available for students registered with disability services.	Associate Dean of Students and Student Conduct Officer	6.1.15	
2.4.6	Write a statement for use in the Student Code of Conduct, in written communications to students and on the website stating the method of delivery of services for distance education students.	Associate Dean of Students and Student Conduct Officer	6.1.15	
2.18	Work with academic affairs to establish standard training practices required of all academic integrity hearing panel members prior to sitting for a hearing.	Associate Dean of Students	7.1.15	

Part 3: ORGANIZATION AND LEADERSHIP				
3.3.4	Develop an in person training for each semester containing a summary of cases heard, strengths of the boards along with areas for improvement and resources to obtain that growth. Opportunities are also given at this training for individuals to give feedback.	Student Conduct Officer	8.1.16	

Part 4: HUMAN RESOURCES				
4.1	Seek and obtain funding to hire at least 1 additional employee for the Office of Judicial Affairs.	Associate Dean of Students	12.31.16	
4.3.2	Promote vacancies in under-represented publications and at professional organizations for under-represented populations.	Associate Dean of Students	12.31.16	
4.3.5	Seek and obtain funding to hire additional student workers to assist in staffing the new Office of Judicial Affairs. Seek and obtain funding for a graduate student position or intern to assist with educational programming initiatives	Associate Dean of Students	12.31.16	
4.8.4	Incorporate the Student Engagement and Success student employee office manual into the Office of Judicial Affairs manual and develop other emergency response protocols as needed.	Associate Dean of Students	8.1.15	

Part 5: ETHICS				
5.2	Write a statement for the department manual and office website stating that we adhere to both Association for Student Conduct Administrators standard of ethical practice and The AM system policies and procedures along with TAMUCC policies and procedures	Associate Dean of Students	8.1.15	
5.4.1	Write a statement describing protocols and training already in place, including train track, Association for Student Conduct Administrators, FERPA - this will be placed on the website and in the manual	Student Conduct Officer	6.1.15	
5.4.2	Write a statement describing protocols and training already in place, including train track, Association for Student Conduct Administrators, FERPA - this will be placed on the website, in the manual and in the Student Code of Conduct	Student Conduct Officer	6.1.15	
5.4.3	Develop a statement for publication regarding the Office of Judicial Affairs commitment to adhere to all University policies.	Associate Dean of Student and the Student Conduct Officer	8.1.15	
5.4.4	Write a statement for the department manual and office website stating that we adhere to both Association for Student Conduct Administrators standard of ethical practice and The AM system policies and procedures along with TAMUCC policies and procedures	Associate Dean of Students	8.1.15	
5.4.5	Develop a statement for the departmental manual of conduct explaining how the department is funded.	Associate Dean of Students	6.1.15	
5.4.6	Develop a statement for publication regarding the Office of Judicial Affairs commitment to adhere to all University policies.	Associate Dean of Student and the Student Conduct Officer	8.1.15	
5.4.7	Write a statement for the department manual and office website stating that we adhere to both Association for Student Conduct Administrators standard of ethical practice and The AM system policies and procedures along with TAMUCC policies and procedures	Associate Dean of Students	8.1.15	
5.4.8	Develop a statement for publication regarding the Office of Judicial Affairs commitment to adhere to all University policies.	Associate Dean of Student and the Student Conduct Officer	8.1.15	

Part 6: Law, Policy, and Governance				
6.1.3	Document the existing protocols for contacting system counsel and add those to the departmental manual	Student Conduct Officer	8.1.15	
6.1.5	Develop a statement for publication regarding the Office of Judicial Affairs commitment to adhere to all University policies.	Associate Dean of Student and the Student Conduct Officer	8.1.15	

Part 7: DIVERSITY, EQUITY and ACCESS				
7.3.1	Publicize the current statement regarding social justice concerns across the website and department manual	Student Conduct Officer	8.1.15	
7.3.2	Develop a statement for publication regarding the Office of Judicial Affairs commitment to adhere to all University and system policies.	Associate Dean of Student and the Student Conduct Officer	8.1.15	
7.3.3	Develop these initiatives into the new strategic plan	Associate Dean of Students	4.1.15	
7.3.4	Provide training in this area for the Conduct Board members and area staff	Associate Dean of Students	6.1.16	
7.3.5	Develop statement for the website and departmental manual in regarding to respecting differences. Provide training to Conduct Board members and to area staff.	Associate Dean of Students and Student Conduct Officer	6.1.16	
7.3.6	Create active partnerships with campus departments to address these needs and keep proper documentation of interactions and accommodations provided	Associate Dean of Students	8.1.17	
7.3.7	Research and assign when available, opportunities for low cost training for staff members	Associate Dean of Students	6.1.16	

Part 8: INSTITUTIONAL AND EXTERNAL RELATIONS				
8.2.4	Research available grants which apply to our area and work with the research office on campus to provide training on grant writing	Associate Dean of Students	8.1.18	

Part 9: FINANCIAL RESOURCES				
9.1	Continue to request additional funding during budget proposal opportunities	Associate Dean of Students and Student Conduct Officer	2.1.16	

Part 10: TECHNOLOGY				
10.6.3	Develop a plan regarding technology needs and add this protocol to the department manual	Associate Dean of Students and Student Conduct Officer	8.1.15	

Part 12: ASSESSMENT and EVALUATION				
12.2.2	Continue to request additional funding during budget proposal opportunities for a new employee	Associate Dean of Students and Student Conduct Officer	2.1.14	2.1.14
12.6.5	Publicize assessment results on website and to relevant departments which may benefit students in their efforts to be successful	Associate Dean of Students and Student Conduct Officer	6.1.16	