

DEAN OF STUDENTS - SFAC HIGHLIGHT SUMMARY - FY24

1. Did you receive any new funding for this year? If so, how is it being used? Present your budget worksheet.

No new funding for FY24.

2. Summarize the usage of your services. What areas/programs saw increases or decreases?

- **DOS/OSA Office Contacts** - Contact by students is recorded despite the nature of the request. For FY23, both DOS and OSA contacts were collected via the same form. However, it is unclear if all DOS contacts were documented. With the realignment of OSA to that of CSAC, the request form has been updated to only collect requests related to the DOS Office. Furthermore, the DOS inbox will now be specific to DOS issues lending itself to more accurate reporting.
 - o 532 contact assistance request form submittals
 - o 48 DOS office visits

- **Academic Honesty**

	2015- 2016	2016- 2017	2017- 2018	2018- 2019	2019- 2020	COVID 2020- 2021	COVID 2021- 2022	2022- 2023
COB	17	9	7	15	8	14	7	6
COE	1	2	2	2	1	1		0
HSH	23	8	18	24	5	8	18	17
CSE	12	34	16	11	46	20	8	2
TOTAL	53	53	43	52	60	43	33	25
	2015- 2016	2016- 2017	2017- 2018	2018- 2019	2019- 2020	2020- 2021	2021- 2022	2022- 2023

*HSH continues to submit the most honesty violations. This could be due to the nature of their work such as the amount of writing involved in those majors, lending itself to more opportunities for plagiarism (#1 violation). Historical note, CSE used to have the most cases reported; this alters from year to year, but the DOS attempts to be very clear and succinct when speaking with International Students (heavy CSC student population) about academic honesty.

- **Conduct- FY23 numbers are being reported differently though the total number of reports are treated the same. Now that we have new office structure (CARE, Conduct) we will use FY24 to determine with the team how to best capture what is important and in what format.**

REPORTED CASE TYPES

	FY17	FY18	FY19	FY20	FY21	FY22	FY23
CARE Cases	10	33	37	52	52	56	55
Conduct/Incidents	11	21	16	15	11	12	99
Complaint/Om buds		1	2	20	0	1	na
Info Only		3	6	7	16	14	na
SHRL	0	0	0	26	37	37	na
Title IX							
TOTAL	21	58	61	120	116	120	154

*CARE cases remain consistent as compared to the last 3 years. Incident Reporting (Conduct/Incidents) has significantly increased. Note that Title IX for the first time in reporting is not included in the total. Thus the significance of the overall increase. More people are making more reports. Could be because of the increased awareness of the office due to outreach initiatives; could be because of the news societal sensitivities to other's behavior since COVID, mental health illness increases, and various societal social justice concerns.

PROCEEDING TYPES

	FY17	FY18	FY19	FY20	FY21	FY22	FY23
Hearings	0	0	0	0	0	0	0
Disciplinary Conferences	4	10	6	2	3	1	13
Non Adjudicated	7	11	10	13	8	11	0
Total	11	21	16	15	11	12	13

*Total adjudicated conduct cases continues to be consistent with past years. This could be because of our approach to be developmental in responses before implementing a conduct process. Also, we continue to have respondents choose an individual disciplinary conference rather than a paneled hearing.

3. Describe the student satisfaction with your services.

Satisfaction with the Dean of Students Office is a hard outcome to measure being that many of the issues are a result of not so positive interactions or decisions. However, anecdotally students often report feeling supported by our office regardless of the outcome.

DOS is implementing a pilot survey to ascertain overall satisfaction with overall services. This pilot will involve data collection from the end of Summer 2023 as well as the end of Fall 2023:

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- **Program Outcome #1:** Determine the students' experience with theDOS Office during-all interactions/services.

Method: Implement an electronic survey to measure students' satisfaction with their interactions with our staff and office. Survey will be administered at the end of each semester, focusing on the student experience with all interactions with the office (academic honesty, complaints, CARE issues, conduct issues, emergency resources).

Questions Include:

Classification(student/employee/etc.)

Please select the purpose for your interaction with the Dean of Students office. (Select all that apply) (guidance, academic honesty, conduct, emergency grant, other) (If - Or prompt)

- Are you the originator of the violation/conduct report? (If- Or prompt)
Were you the student allegedly involved with the violation? (yes/no)
Please select "Agree" or "Disagree" for each of the following statements based on your recent interaction with the Dean of Students office. (respected, listened to, timely manner, explanations clear, perceive office as a resource)
Thank you for your feedback. We sincerely hope you have had a positive interaction with our Dean of Students office. Go Hawks!

Criteria for Success: 75% of responders will indicate a satisfactory experience despite the purpose/ outcome of the interaction.

**4. What has your department done to increase or improve services?
Specifically, what did you learn in your assessment that is impacting your services now?**

- **Social Media** - Effort made to increase a social media presence in order to bring more awareness to the DOS Office. To be greatly expanded for FY24. See Marketing Impact section.
 - o Instagram - 21 posts and 344 followers
 - o Facebook - 23 posts and 477 followers
 - o Twitter - 8 posts and 227 followers
- **Outreach** - Over the summer, DOS planned a series of outreach programs to be implemented in FY24. These include faculty and student workshops, social media blasts (fun and academic), window marketing, and increased participation in university/student tabling events.

5. Describe any new initiatives for the current year.

Goal/Initiative #1: Assess options for vacant ADOS position; determine if office structure can be modified to focus the conduct and CARE branches of its operations.

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Action Item 1: DOS and VPSA to research models regarding ADOS.

Action Item 2: Determine if a combined position is appropriate.

Action Item 3: Post and hire.

Timeline: Goal to complete prior to end of Spring 2023

Status: Complete: Confirmed a combined position with Housing is a practice across the profession particularly based on the fact that housing conduct issues are significant.

Summary of Results/Use of Results: Position created and filled. ADOS has developed conduct hearing officer roles in Housing; thus cases are being completed fully and in a timely fashion. Note: Due to SBI 7, this goal was expanded upon; see Goal/Initiative #2.

Goal/Initiative #2: In response to the need to restructure both the OSA and SDEI Offices due to SBI 7, determine the need to realign various OSA/DOS functions to that of the newly created diversity office.

Action Item 1: Assess and develop plan to (1) create a clear distinction between the CARE/Wellbeing and Conduct activities of the office, with the goal to support the advocacy/community building functions of the newly created office.

Timeline: Goal to complete prior to end of Summer 2023.

Status: Complete: Plans were solidified by end of July; transition to be complete by September 1. Two coordinator positions created w/in DOS {Coordinator for Student Conduct; Coordinator for Student Concerns (title?) to support the Assistant Dean and Associate Dean, respectively.)

Summary of Results/Use of Results: New structure more clearly defines the kinds of activities DOS is involved in, and creates a more efficient approach to each.

Goal/Initiative #3: Search and hire Coordinator for Student Conduct

Action Item 1: Develop JAQ

Action Item 2: Initiate search process.

Timeline: Goal to complete prior to end of Summer 2023

Status: In progress; position will not be filled until sometime during Fall 2023.

Summary of Results/Use of Results: New position will allow DOS to case manage conduct cases and ensure that all cases are completed fully and timely.

6. Did you have funds swept at the end of FY23? If so, how much and why?

Yes. See Budget Sheet - \$53,835 was returned to SFAC/VPSA

- \$35,347 (65%) of that was lapse salary/benefits due to the resignation of the then Associate Dean.
- \$18,487 (34%) was general funds. Mostly due to professional development/travel funds not being spent due to the open positions. Furthermore, some offices expenses were shared by OSA which no longer exists. Thus DOS will be fully funding expenses, in addition to the increased cost of two new coordinator positions (conduct and CARE).

7. What challenges or opportunities do you foresee for the current year and next year?

- Goal #1 - New Office Structure - DOS spent much of FY23 realigning the overall structure of the office after the departure of the then Associate Dean of Students (1. Melendez). Concurrently, the Texas Legislature implemented new DEI rules/expectations, necessitating still more analysis and planning. With the reassignment of the food pantry to the new CSAC office, we were able to formalize concentration of the two main functions of the DOS: (1) Conduct, and (2) CARE/student wellbeing. Thus, both the Associate and Assistant Dean positions were more specifically defined. FY24 will be the first opportunity to put his new model into action and assess it's success.
- Goal #2 - Assessment - Due to the inconsistent nature of the DOS work, often being in a reactive operational mode, assessment has never been a focus. Furthermore, the very nature of many of the DOS functions are not positive experiences for students. However, Summer 2023 was spent crafting a simple survey to measure the overall experience a student has with the office regardless of the nature of that contact. Fall 2023 will be the first opportunity to implement this survey. It is assumed that the survey will need to be tweaked based on overall survey weaknesses that will become apparent.
- Goal #3 - Outreach/Public Awareness - Efforts began to expand DOS marketing through both social media outlets and window messaging. The goal is to bring both awareness to the office and to create a welcoming environment for one that often is perceived to be punitive in nature.

8. Are you requesting new funding? One-time or Base? Present your budget request for next year and rationale.

No new funds being requested.

