



# Journey to Success: Strengthening Values and Practices through a Comprehensive Office Transition

Student Conduct & Integrity

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## Purpose

In June 2015, Student Conduct & Integrity (SCI) initiated a comprehensive office transition involving a name change, location change, and evaluation of values and practices. The transition was motivated by the following objectives:

- To strengthen the educational focus.
- To realign with our Executive Orders and Professional Associations.
- To promote values of integrity, ethical development, and sustainability.

There were four phases of this transition:

1. Managing and updating systems to reflect changes.
2. Implementing outreach to campus partners and stakeholders.
3. Attending trainings and conferences to manage shared responsibilities.
4. Developing and applying procedural and system improvements.

## Methodology

SCI utilized the following methods to collect and measure qualitative data about the success of our transition:

- Verbal and written responses from stakeholders, including students, staff, and faculty.
- Learning objectives from operational trainings and weekly meetings with a budget consultant.
- Regular and ongoing internal assessment of purpose, objectives, and goals through trainings and staff meetings.
- Review of systems, procedures, and data to improve accuracy, efficiency, and sustainability.

## Conclusion

Based on the findings, SCI successfully navigated a comprehensive office transition by reviewing and improving our practices, implementing efficient and sustainable procedures, and advancing the educational purpose of our office. SCI has identified areas of continued improvement in collecting and tracking data to support outreach to at-risk groups, developing and measuring student learning outcomes for educational assignments, and confidence in the electronic management of student conduct cases.

## Findings

SCI received positive reactions to the office transition, and showed growth and accomplishment in the following areas:

- Tracking and monitoring a newly created departmental budget.
- Coordinating hiring, training, scheduling, timekeeping, payroll, and travel.
- Implementing an electronic tool for submission of sanction materials.
- Electronically managing case deadlines, appointments, correspondence, holds, updates, and status.
- Implementing sustainable practices to reduce the amount of paper records.
- Improving accessibility and accuracy of data, including demographic information, Clery reports, case trends, and disciplinary history.