

De Anza College

Program Review – Annual Update Form

1. Briefly describe how your area has used the feedback from the Comprehensive Program Review provided by RAPP members.

We have used the feedback from our program review to revise our program mission statement to reflect the multi-faceted nature of the work of this department represents. The new mission reads:

The mission of the Office of Student Judicial Affairs is to contribute to the educational mission of the College and to support a safe environment conducive to academic excellence. Consistent with this mission, the staff members in the Office of Student Judicial Affairs, in conjunction with the deans and faculty of the discipline hearing boards, are committed to the following:

- Holding students and student groups accountable and challenging them to accept responsibility for their inappropriate behavior through a developmentally based process of conduct review and resolution*
- Educating the community by publishing, distributing, and reviewing the Student Code of Conduct and by presenting information on the Judicial Affairs system to members of this community*
- Providing an opportunity for students to develop leadership and critical thinking skills in the context of a peer review process*
- Protecting the interests and rights of students and the De Anza College community by conducting all business in the Judicial Affairs system in accordance with appropriate state and federal laws, as well as requirements for due process protections*

2. Describe any changes or updates that have occurred since you last submitted program review.

The Student Judicial Affairs (Student Conduct Programs) has undergone a reorganization with the addition of an Associate Dean of Student Affairs position. This position will provide oversight of the Office of College Life Staff, student conduct cases, student grievances and student disciplinary hearings.

3. Provide a summary of the progress you have made on the goals identified in your last program review.

To review progress for Objectives and Key Results (OKRs) from Student Judicial Affairs/Student Conduct Programs, please see attached OKR update form.

4. **If your goals are changing, use this space to provide rationale, or background information, for any new goals and resource requests that you'll be submitting that were not included in your last program review.**

There were no major changes to the goals except for the timelines for completion.

5. **Describe the impact to date of previously requested resources (personnel and instructional equipment) including both resource requests that were approved and were not approved. What impact have these resources had on your program/department/office and measures of student success or client satisfaction? What have you been unable to accomplish due to resource requests that were not approved?**

Having a newly hired Associate Dean of Student Affairs has greatly impacted the Office of Student Judicial Affairs. It has enabled the office's ability to train more hearing board members, investigate and adjudicate more student conduct cases, and more promptly address student and employee concerns. Moreover, it has provided more administrative oversight for the Office of College Life operations and staff.

6. **How have these resources (or lack of resources) specifically affected disproportionately impacted students/clients?**

Previously when reports were received in Maxient that indicated that students were struggling or had a concerns, there was often a backlog of reports that caused a delayed response. The Associate Dean of Student Affairs has made it possible for SJA to provide support and guidance to marginalized and disproportionately impacted students who have needs and concerns and don't know where to go on campus for assistance.

7. **Refer back to your Comprehensive Program Review under the section titled Assessment Cycle as well as the SLO website (<https://www.deanza.edu/slo/>). In the table below provide a brief summary of one learning outcome, the method of assessment used to assess the outcome, a summary of the assessment results, a reflection on the assessment results, and strategies your area has or plans to implement to improve student success and equity.**

Table 1. Reflection on Learning Outcomes

Learning Outcome	Students will understand how to avoid plagiarism and engage in their studies with honesty and integrity.
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Student Conduct Programs

Method of Assessment (please elaborate)	Students who commit academic integrity violations are required to review a video (Information Literacy Part 6: Academic Honesty) and complete a 12-item quiz.
Summary of Assessment Results	Students scored an average of 98.79% on the quiz
Reflection on Results	The video and quiz are an effective way to promote and measure student's understanding of academic integrity principles and practices. The high scores demonstrate that the students learn from this intervention.
Strategies (aka: Enhancements) Implemented or Plan to be Implemented	The only enhancement may be to have a follow up assignment for the few students who commit an academic integrity violation for a second time. We are continuously searching for up-to-date materials for our sanctions.

SCP/SJA Objective Key Results Update

	Key Results	Activities	Progress on Key Results & Activities	Follow-up Action Plan (If Applicable)
<p>SECTION 1: Mission</p> <p><u>Objective:</u> Ensure the campus community is familiar with the mission, purpose and goals of the SCP</p>	<p>1. Promote the mission statement</p>	<ul style="list-style-type: none"> • Develop new, colorful brochures • Include brochures in orientations • Ensure program mission is on program webpages • Include mission in presentations and department reports and documents. 	<p>Updated mission statement has been added to webpages and department documents</p>	<p>SCP/SJA team will develop new brochures and include mission statement.</p>
<p>SECTIONS 2 & 9:</p> <p><u>Objective:</u> Renew and revise Student Affairs AP/BPs.</p>	<p>Key Results</p> <p>1. Submit for approval revision of AP 5500, 5510, 5520 and 5530.</p>	<p>Activities</p> <ul style="list-style-type: none"> • Assemble AP/BP policy work group • Discuss proposed revisions to policies • Revise policy documents • The SCP, in conduction with the district and Foothill college, must review relevant polices biennially to ensure they are in line with current state and federal policies and regulations. 	<p>Completed all revisions of policies in Winter of 2024</p>	<p>Review legislative changes that require additional board policy updates (e.g. AB 1575: Katie Meyer's Law)</p>

<p>SECTION 2 & 11</p> <p><u>Objective:</u> Ensure that SCP policies and procedures are clearly outlined, established and followed.</p>	<p>Key Results</p> <p>1. Work on developing and solidifying our program structure and framework.</p>	<p>Activities</p> <ul style="list-style-type: none"> Develop a document that includes the operational and functional aspects of implementing AP policies. 	<p>Progress on Key Results & Activities</p> <p>In progress</p>	<p>Follow-up Action Plan (If Applicable)</p> <p>The SJA team will hold a retreat in Winter/Spring 2025 to develop this document</p>
	<p>Key Results</p> <p>2. Develop a training plan for SCP that includes operational documents to reinforce program standards</p>	<p>Activities</p> <ul style="list-style-type: none"> Determine areas where training is needed. Develop training materials for the appropriate constituencies. Ensure SCP staff have access to ongoing training on the use of Maxient and any new feature or updates to the system. 	<p>Progress on Key Results & Activities</p> <p>In progress</p>	<p>Follow-up Action Plan (If Applicable)</p> <p>The SJA team will hold a retreat in Winter/Spring 2025 to develop a plan for this objective.</p>
<p>SECTION 3</p> <p><u>Objective:</u> Enhance SLOs for SCP/SJA</p>	<p>Key Results</p> <p>1. Create updated Student Learning Outcomes.</p>	<p>Activities</p> <ul style="list-style-type: none"> Determine appropriate ICCs. Write updated SLO statements. 	<p>Progress on Key Results & Activities</p> <p>Complete. One SLO was developed and is being assessed via student surveys.</p>	<p>Follow-up Action Plan (If Applicable)</p> <p>SJA will continue to monitor student progress and seek new materials for student learning as needed.</p>

	<p>Key Results</p> <p>2. Develop strategies for student learning development and success.</p>	<p>Activities</p> <ul style="list-style-type: none"> • Develop activities to facilitate student learning and development • Continue to develop our Canvas page and add more quizzes, learning modules, etc. • Develop survey by Summer 2023 to be implemented in Fall 2023 to assess students' learning impact of our program. • Surveys will be sent to students who went through the conduct hearing process to evaluate and assess program impact and receive feedback on judicial procedures and process. 	<p>Progress on Key Results & Activities</p> <p>In Progress: Developing activities to facilitate student learning and development and the enhancement of our Canvas page.</p>	<p>Follow-up Action Plan (If Applicable)</p> <p>SJA plans to implement the survey by Spring 2025.</p>
<p>SECTION 4</p> <p><u>Objective:</u> Develop SCP Assessment Plan</p>	<p>Key Results</p> <p>1. Review and identify goals, outcomes, and objectives for assessment process.</p>	<p>Activities</p> <ul style="list-style-type: none"> • Develop SCP assessment goals • Determine Assessment methods • Establish metrics to measure progress on goals 	<p>In Progress</p>	<p>SJA will finalize updated goals, assessment methods and metrics by the end of Spring 2025</p>
	<p>Key Results</p> <p>2. Identify assessment methods and metrics for assessment plan.</p>	<p>Activities</p> <ul style="list-style-type: none"> • Establish assessment priorities • Establish processes for gathering, interpreting and evaluating data 	<p>Progress on Key Results & Activities</p> <p>In Progress</p>	<p>Follow-up Action Plan (If Applicable)</p> <p>SJA will finalize updated assessment priorities, processes for data gathering and evaluation by the end of Spring 2025.</p>

<p>SECTION 4</p> <p><u>Objective:</u> The SCP needs to develop an overall assessment plan for program evaluation and improvement.</p>	<p>Key Results</p> <p>1. Utilize assessment data for program improvement.</p>	<p>Activities</p> <ul style="list-style-type: none"> • Process data • Interpret and review findings • Determine areas of strength and weaknesses 	No started yet.	Will complete this phase after developing assessment plan.
	<p>Key Results</p> <p>2. Report results and implement improvement.</p>	<p>Activities</p> <ul style="list-style-type: none"> • Create reporting mechanism • Create program improvement plan • Determine strategies to strengthen areas of development and maintain areas of strength 	Not started yet.	Will complete this phase after developing assessment plan.
<p>SECTION 5: Access, Equity, Diversity and Inclusion</p> <p><u>Objective:</u> Promote equity in all phases and operational areas of SCP</p>	<p>Key Results</p> <p>1. Ensure that SJA/SCP reflects and promotes diversity, equity and inclusion in hiring, training, and the implementation of all program services and activities</p>	<p>Activities</p> <ul style="list-style-type: none"> • Ongoing training on various aspects of equity, diversity and inclusion would be beneficial to remain current in this area. • Ensure all hiring processes promote equity, diversity, and inclusion in the selection of new employees 	Currently, the SJA operations include employees and hearing board members from diverse backgrounds and equity and inclusion are imbedded in the hiring and training of all parties participating.	SJA will continue to participate in professional development opportunities to learn more in these areas.

<p>SECTIONS: 6, 7 & 8</p> <p><u>Objective:</u> Expand SCP program Team</p>	<p>Key Results</p> <p>1. Develop organization chart and plan for additional staffing.</p>	<p>Activities</p> <ul style="list-style-type: none"> • Develop Job descriptions and position justifications. • Hire a full-time Judicial Affairs Officer/Department Manager to allow SCP more opportunities to hold trainings and workshops for faculty and staff across the campus. 	<p>Progress on Key Results & Activities</p> <p>Complete: New Associate Dean position fill in summer 2024.</p>	<p>Follow-up Action Plan (If Applicable)</p> <p>New Dean of Student Affairs has created more opportunities to hold trainings and workshops for faculty and staff across the campus.</p>
<p>SECTION 10</p> <p><u>Objective:</u> Obtain institutional funding for an increased ongoing departmental budget.</p>	<p>Key Results:</p> <p>1. Develop an itemized budget plan to identify and detail program funding needs</p>	<p>Activities</p> <ul style="list-style-type: none"> • Determine program components that require additional or new funding. • Forecast salaries, benefits and discretionary costs. • Write up budget justifications with appropriate data and detailed information 	<p>In progress.</p>	<p>Budget development is contingent on overall budget of the college.</p>
	<p>2. Receive budget allocations for program services and activities</p>	<ul style="list-style-type: none"> • Submit the budget plan and request to the Program Allocation Committee (PAC) • Develop spending plan 	<p>Not started</p>	<p>N/A</p>

SECTION 12	Key Results	Activities	Progress on Key Results & Activities	Follow-up Action Plan (If Applicable)
<p><u>Objective:</u> Obtain appropriate and adequate SCP office space to support program operations</p>	<p>1. Finalize the floorplan for the Office of Student Development in the new Student Services building scheduled to be completed by mid-2025</p>	<ul style="list-style-type: none"> • Provide input and feedback on department plans • Inform architects of the program needs 	<p>Not started</p>	<p>This goal is contingent on Measure G funding availability for a new Student Services building</p>