

2020 Annual Program Review

Program Name: Student Judicial Affairs

Program Review Author: Lina Ladyzhenskaya

I. PROGRAM DESCRIPTION: In one or two paragraphs, provide a description of the primary goals of your program or service area. Attach an appendix to describe your program or service area in more detail, if needed.

Note: If no changes have occurred, feel free to copy and paste from your last review. If it exists, feel free to copy the brief description of your program from the college catalog: <http://www.smc.edu/CollegeCatalog/Pages/default.aspx>

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The mission of Office of Student Judicial Affairs (SJA) is to work collaboratively with the campus community to uphold the Rules for Student Conduct Code, the Code of Academic Conduct and the Honor Code in order to promote a safe learning environment for students, staff, and faculty. SJA has primary responsibility for the coordination and administration of college policies and procedures concerning student conduct and student academic integrity violations. Our charge is guided by the College's Rules for Student Conduct (AR4410), Code of Academic Conduct (AR4411), and Honor Council/Honor Code (AR4412).

Student Judicial Affairs receives incident referrals from faculty, staff, administrators, campus police and students throughout the year related to both academic integrity and behavioral conduct violations. These referrals trigger our adjudication processes, which include contacting the individual named in the incident report, conducting investigations and interviews, meeting with students, consulting with faculty, issuing a decision letter denoting disciplinary sanctions, if warranted, and facilitating the discipline appeals process when necessary.

Additionally, SJA provides regular consultation, workshops, trainings and outreach to the campus community in order to provide education regarding classroom management, adjudication processes, behavior management, collegiate communication and conduct, conflict resolution and mediation.

The Office of Student Judicial prioritizes an educational approach to the adjudication process whenever possible by providing educational sanctioning, alternative dispute resolutions, and opportunities for reflection in order to foster student's intellectual and personal integrity. It is the hope of SJA to cultivate students who possess the moral fabric to be upstanding members of our campus community and beyond, who understand how their actions affect others and take responsibility for those actions. We also subscribe to the Honor Code's principles of Honesty, Integrity, Social Responsibility and Respect and Civility. We firmly believe that in adhering to these principles, students and faculty alike will create and support an environment conducive to learning and student development. In this way, Student Judicial Affairs supports Santa Monica College's mission to "to provide a safe, inclusive, and dynamic learning environment that encourages personal and intellectual exploration – one that challenges and supports students in achieving their educational goals. Students learn to contribute to the local and global community as they develop an understanding of their relationship to diverse social, cultural, political, economic, technological, and natural environments. One of the goals at SMC are that students acquire the self-confidence and self-discipline to pursue their intellectual curiosities with integrity in both their personal and professional lives."

II. PROGRESS SINCE LAST REVIEW (LAST YEAR'S OBJECTIVES)

Identify the original objectives from your last review, as well as any objectives that emerged during the year (if applicable). For each objective, determine status and explanation for status.

Objective	Status (Check one)	Status Explanation
Restorative Justice Practices: SJA is exploring restorative practices and alternate dispute resolution techniques and hopes to explore creating new AR's to establish and formalize these practices.	<input type="checkbox"/> Not Completed <input checked="" type="checkbox"/> In Progress <input type="checkbox"/> Completed	Restorative practices allow for students to participate in recognizing and repairing harm and reintegrating back into the community. This process allows for students to reflect upon how their behavior impacts not only themselves but the community at large. Restorative practices have been incorporated into the practice of SJA in appropriate cases. This includes restorative circles, shuttle diplomacy, restitution, and educational sanctioning. An SJA Advisory committee has been established to explore all things related to SJA, including formalizing RJ practices into AR's.
Educational sanctions such as online modules, workshops, apology letters, reflection assignments, etc.. will be utilized to encourage learning and self-reflection.	<input type="checkbox"/> Not Completed <input type="checkbox"/> In Progress <input checked="" type="checkbox"/> Completed	Every reported student receives an appropriate educational sanction related to their case to facilitate learning.
Rebranding SJA and creating training/marketing materials	<input type="checkbox"/> Not Completed <input checked="" type="checkbox"/> In Progress <input type="checkbox"/> Completed	An SJA advisory committee has been established to explore rebranding, process/procedures, marketing, aligning with equity goals, etc... this work was cut short as a result of the campus shutdown and will resume again in the fall.
	<input type="checkbox"/> Not Completed <input type="checkbox"/> In Progress <input type="checkbox"/> Completed	Click or tap here to enter text.
Click or tap here to enter text.	<input type="checkbox"/> Not Completed <input type="checkbox"/> In Progress <input type="checkbox"/> Completed	Click or tap here to enter text.

III. ACHIEVEMENTS

(Optional) List any notable achievements your program accomplished in the last year.

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IV. CURRENT PLANNING AND RESOURCE NEEDS

Part 1: Narrative

Broadly discuss issues or needs impacting program effectiveness for which institutional support or resources will be needed for the next academic/fiscal year.

The needs of the Office of Student Judicial Affairs have changed dramatically over the years, however the staffing capacity has not changed. Currently, the Office of Student Judicial Affairs is comprised of one full-time administrator, one full-time administrative assistant (II) and a part-time counselor assigned 10 hour per week/fall

and spring only, with no hours assigned for Winter/Summer. Our office has seen an increase in the number and severity of student cases and now requires additional support by the addition of more hours for the counselor and other support staff. Each program review period has included advocacy for additional hours or a full time dedicated counselor for SJA, however this need has not been addressed. This year, however, the AAI participated in a desk audit for reclassification and it was determined that a new class needs to be established, that of Student Services Specialist. This new position would be able to serve as a hearing officer for academic integrity cases and therefore provide relief to the office. The position has been approved by senior staff and will be on the September board agenda for establishment.

Additionally, SJA does not currently have a budget for programing, printing materials, conducting trainings and attending professional development opportunities. Establishing a separate SJA budget for these activities would allow for a more robust presence and professionally developed office.

Part 2: List of Resources Needed

Itemize the specific resources you will need to improve the effectiveness of your program, including resources and support you will need to accomplish your objectives for next year.

While this information will be reviewed and considered in institutional planning, the information does not supplant the need to request support or resources through established channels and processes.

Resource Category	Resource Description/Item	Rationale for Resource Need (Including Link to Objective)
Human Resources	Additional Staff/hours for part time counselor	The volume and complexity/scope of the work has increased drastically throughout the years and the office requires additional staff support (see narrative above). A new classification of Student Judicial Affairs Specialist has been created through the personal commission
Facilities <i>(info inputted here will be given to DPAC Facilitates Comm.)</i>	Click or tap here to enter text.	Click or tap here to enter text.
Equipment, Technology, Supplies <i>(tech inputted here will be given to Technology Planning Committee)</i>	Click or tap here to enter text.	Click or tap here to enter text.
Professional Development	Budget for SJA office	The office does not currently have a budget for professional development and training in new practices for the field of conduct administration. To align office with equity practices requires retraining staff and continued PD.

V. CHALLENGES RELATED TO SPRING 2020 COVID-19 CRISIS AND RESPONSE:

List significant challenges your program faced in Spring 2020 due to COVID-19. Please also Include your responses and solutions to this crisis.

Our difficulty throughout this period has primarily been the volume of incoming cases given the remote environment and the consultation with faculty and staff. It has additionally been a challenge to adjudicate conduct cases remotely, specifically conduct cases involving cases with mental health underpinnings. We have also held an appeal hearing during this period and this proved to be most difficult to coordinate. We have worked through the challenges in consultation with campus partners including IT, CPT and CWW.

VI. THE NEXT SECTION IS FOR CTE PROGRAMS ONLY

PARTNERSHIPS:

Part 1: Industry advisory meeting dates and attendance for 2019-2020.

Date of Meeting	# of SMC Attendees	# of Non-SMC Attendees
Click or tap to enter a date.	Click or tap here to enter text.	Click or tap here to enter text.
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Part 2: Employer partnerships/collaborations for 2019-2020. Identify the most salient partnerships or collaborations.

Employer Name	Type of partnership or Collaboration <ul style="list-style-type: none"> • Advisory attendance • Internship site • Donations • Job placement • Other 	Optional: Additional information about partnership or collaboration
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CONGRATULATIONS – that’s it! Please save your document with your program’s name and forward it to your area Vice President for review.

The following section will be completed by your program’s area VP

Vice Presidents:

First, please let us know who you are by checking your name:

Christopher Bonvenuto, Vice President, Business and Administration

- Don Girard, Senior Director, Government Relations & Institutional Communications
- Sherri Lee-Lewis, Vice President, Human Resources
- Jennifer Merlic, Vice President, Academic Affairs
- Teresita Rodriguez, Vice President, Enrollment Development
- Michael Tuitasi, Vice President, Student Affairs

Next, please check this box to indicate that you have reviewed the program’s annual report Provide any feedback and comments for the program here:

Click or tap here to enter text; the box will expand when you enter text.

Finally, please **save the document** and email it to both Stephanie Amerian (amerian_stephanie@smc.edu) and Erica LeBlanc (leblanc_eric@smc.edu). If you have any questions, please contact us!

Thank you for your input!