Funding Request Form FY2024

Department should complete one form for each individual request

Department:
Aggie Honor System Office

Program, Service or Operation Requested:
Funding for Professional Development

General Description:
We are projected to hire 3 new full-time staff by October 17, 2022. In anticipation of knowledgeable professionals filling those positions, it is likely that those employees may come from other arenas besides student conduct. Educators, HR professionals, higher-education professionals, as well as entry-level employees are just some of the previous fields tapped into to fill these positions in the past. It is likely these professionals would need further training through the Association of Student Conduct Administrators (ASCA) or the opportunity to travel to nationally recognized conferences like West Point or the Naval Academy conferences to take a deeper dive into conduct and professionally prepare for the job we do.

Request Type:

☐ Full ☒ Increase ☐ One-Time ☐ Partial/Matching

Type of Funds Requested:

☒ UAF ☐ Other

General Questions

How does this address an important need and/or positively impact students?
Funding for professional development for our office would give employees the opportunity to stay on top of national trends and best-practices with academic integrity and overall student conduct. Confidence plays a major role in whether or not an employee is ready to help a student engage the Honor Council Processes. Many times the conversations our office has with students surround broader, deeper issues than cheating on an exam, or providing a fabricated doctor's note to a faculty member. Being able to act on your feet, and provide adequate resources through the knowledge and understanding of our practices, but also the University expectations, sets the student and staff member up for success during the entire interaction. Also, because of the nature of what we do with Honor Council, we send students yearly to conferences and give them opportunities to share the impact Honor Council experiences have made on them. This funding would allow for us to take students to these conferences so they can gain experiences that enhance the University Core Values of Respect, Selfless-Service, and Integrity.

What department/Division strategic plan item does this support?
This position primarily speaks to Enhancing Staff Development Opportunities and also Enriching the Student Learning Experience.

Please provide data, evidence, and/or input (student faculty, staff, other) you gathered to help you determine the need for additional resources.
With our office fully staffed with perhaps new-to-conduct individuals, they will need to hone their skills as well as network with other professionals in the field and gain necessary experiences to utilize when engaging students and faculty. Ways to do this include adequate training, a measure of experience, and a bit of time; another pillar that will set our office up for success includes adequate professional development offered through ACIA, ASCA, Programs provided by the Naval Academy, as well as yearly conferences offered by Virginia Military Institute. All of these associations, and Universities provide networking opportunities to hear from some of the best and brightest in our field, as well as conferences on ethics and integrity.

What actions have you implemented or discontinued internally to address the identified need?
This is a projected problem. We are able to provide a small amount of professional development to employees at this time. We have also been able to provide professional development over a longer period and in shorter doses….we are anticipating needing training for at least 3 new employees in the coming year as they get onboarded and settled in. While we will be able to offer smaller opportunities with the small amount of money we have set aside, this larger amount would cover travel costs associated with larger programs like Ghering Academy (a week-long academy-track experience provided by the Association of Student Conduct Administrators) as well as Naval Academy Leadership Conference (typically attended by a few staff members and mostly students).

If funding is granted, what metrics will you use to evaluate success of this program/service/operation?

The metrics to evaluate the success of this request would be primarily qualitative in nature. At our end-of-year celebration for Honor Council Members, students give presentations if they attended a leadership conference. Other evaluations of success would be through 1:1 meetings with staff members to discuss areas they found interesting and opportunities for them to share with staff and Honor Council Members.

Have other sources of funding (fundraising, sponsorship, reserves, etc.) been considered? Please explain.
Not at this time.

Total Estimated Cost

Funding Description	Amount
Funding for Professional Development	13,500

Less Estimated Partial/Matching Funds (if Applicable)	
TOTAL INCREASE REQUESTED	13,500