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Student Affairs Fee  
Advisory Board  
DIVISION OF STUDENT AFFAIRS

**Funding Request Form FY2023**

*Department should complete one form for each individual request*

**Department:**

Vice President for Student Affairs

**Program, Service or Operation Requested:**

Student Conduct Office – Student Development Specialist II

**General Description:**

Student Development Specialist II – devoted to working with the student organization accountability process and outreach and prevention education programming.

**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?***

In fall 2020, the Student Conduct Office (SCO), which was still located within the Offices of the Dean of Student Life (ODSL), was to have taken on the responsibility for administering the Texas A&M University Student Rules relating to student organizational misconduct. ODSL had requested a position in fall 2019 which was recommended for funding but later fell victim to budget cuts in spring 2020 as a result of the pandemic. Subsequently, the responsibility for student organization conduct processes remained where it originated, within the Department of Student Activities. SCO staff will continue to work closely with Student Activities staff this academic year in hopes of fully transitioning this responsibility to SCO as originally planned. Having all student conduct processes—for individuals and for student organizations—under one office will reduce confusion for students and gain efficiencies effective for all involved.

***What department/Division strategic plan item does this support?***

- Division of Student Affairs’ strategic plan
- Strategic Goal #1: Enrich Student Experience
- Strategic Goal #2: Contribute to Student Success
- Strategic Goal #3: Develop Global Leaders
- Strategic Goal #4: Support Student Wellbeing

***Please provide data, evidence, and/or input (student faculty, staff, other) you gathered to help you determine the need for additional resources.***

To date, with the office's current responsibilities, staff easily work the standard 40 hours/week and may find themselves working beyond that depending on any number of factors impacting students having to participate in a student conduct process during the year. For example, SCO staff remain busy this semester with new reports stemming from COVID-19 policy violations as well as on and off campus behaviors related to alcohol. And, we continue to see similar numbers of cases related to other behaviors such as hazing. Despite shifts in responsibilities with the creation of the University's Department of Civil Rights and Equity Investigations (CREI) three years ago, which assumed responsibility for Title IX cases, the SCO staff continue to address a significant number of cases of student misconduct (approximately 800 cases/year). Feedback from campus partners and stakeholders additionally indicates a strong need for bolstering outreach and prevention education, which will continue to be a focus, especially for student organizations (e.g., hazing education). Furthermore, student organizational misconduct composes the majority of investigations initiated.

***What actions have you implemented or discontinued internally to address the identified need?***

There are no current changes as this is a future need.

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

Survey of student organization memberships.  
Survey of campus partners and stakeholders.  
Number of student organization conduct investigations/cases; number of students involved.  
Types of behaviors at center of organizational conduct investigations/cases.  
Annual performance appraisals of staff members.

***Have other sources of funding (fundraising, sponsorship, reserves, etc.) been considered? Please explain.***

No. given the immense growth of student organizations at Texas A&M University, the Department of Student Activities shared the responsibilities of student organizational conduct processes among several of its staff members. They will continue to collaborate with SCO in addressing student organizational behaviors.

**Total Estimated Cost**

<b>Funding Description</b>	<b>Amount</b>
SDS II Salary and Benefits	\$53,250
<i>Less Estimated Partial/Matching Funds (if Applicable)</i>	
<b>TOTAL INCREASE REQUESTED</b>	\$53,250