Strategic Planning and Budget Advisory Committee (SPBAC)
FY20 Budget Increment Request Form

PURPOSE: Use this form to propose new UAS operating fund increments or initiatives (e.g. legislative requests for programs or positions) which require either NEW resources or a major internal REALLOCATION of existing funding. Individuals preparing proposals should consult with their dean or director prior to submitting to SPBAC.

For more routine and/or modest proposals affecting existing department or program budgets, please consult UAS Personnel Budget Procedures & Practices (http://uas.alaska.edu/budget/docs/budget/uas-personnel-budget-procedures-practices.pdf).

<table>
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<tr>
<th>Increment Title:</th>
<th>Title IX Prevention, Student Integrity, &amp; Student Wellbeing</th>
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<tbody>
<tr>
<td>Campus/Department or Program:</td>
<td>UAS Dean of Students Office</td>
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<tr>
<td>Submitted by:</td>
<td>Eric Scott</td>
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<tr>
<td>Date:</td>
<td>7/27/18</td>
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A. Program/Position Description (Provide a description of the request and of its overall purpose)

The UAS Dean of Students Office is responsible for the administration, interpretation, and adjudication of the UAS Student Code of Conduct. In a broader sense, the office also fulfills the role of disseminating information, promoting healthy lifestyles, encouraging civil and ethical behavior, and providing resolution for student to student disputes. A key component of this work is prevention programming surrounding Title IX. Currently this program and role is under resourced to serve Juneau, Sitka, and Ketchikan. Notably, there is no budget for student conduct/student integrity at UAS at this time. Resources are needed to establish or enhance the following initiatives:

1. A Coordinator Title IX Prevention, Student Integrity, & Wellbeing to provide holistic prevention activities throughout the academic year, including but not limited to Title IX prevention, substance use/abuse prevention and suicide prevention as well as assist with the investigation and adjudication of allegations of student misconduct and enhance the ethical, moral, and interpersonal development of the UAS community.

2. Promotion of Student Rights and Responsibilities to all UAS students in a variety of formats

3. Prevention programming around academic integrity, interpersonal civility, drug and alcohol use, and other violations of the student code of conduct.

4. Purchase of online modules for sanctioning including Alcohol Edu and Marijuana 101.

5. Obtaining plagiarism check software to properly investigate allegations of academic dishonesty.

6. Travel (UAS Dean of Students or designee) once per year to Sitka and Ketchikan for proper training of Student Services Managers (or equivalent) on serving as a hearing officer, required documentation, due process, and reporting.

7. Professional development to include annual training in Title IX and/or Student Conduct for the Coordinator and/or Dean of Students.

ver. 7, revised 7/25/2018
B. Need & Justification for Program/Position (Explain why the request is needed, including enhancement of existing programs, response to market demand, taking advantage of new opportunities. If applicable, include the number of students affected and specific employer demand met.)

The University of Alaska Southeast is bound by the University of Alaska Board of Regents Policy to establish and uphold a UAS Student Code of Conduct and Student Rights and Responsibilities. Currently, the ability to reach and develop all UAS students on this topic is limited by a deficit both fiscally and in personnel. A fair, just, and clear process for resolution of student conduct allegations is crucial to upholding University standards and creating an environment where student learning and development can flourish. UAS is experiencing an uptick in behavior rising to the level of student conduct adjudication as well as lower level behavioral issues requiring faculty or staff intervention but not rising to the level of a student conduct investigation. It is important that we properly resource this department to respond adequately. In The Other Curriculum: Out-of-Class Experiences Associated with Student Learning and Personal Development, George Kuh (1995) established the importance of campus environment on the success, development, and overall retention of college students. With the University of Alaska’s commitment a culture shift in behavior, it is incumbent upon UAS to formally establish and resource an Office of Student Integrity to respond to the higher demands and expectations placed on UAS by trends in student behavior. Further, a formal drug and alcohol prevention program as required by federal programs such as the Drug Free Schools and Communities Act a Title IX behavioral development program, expanded to include overall student welfare and health by addressing topics such as healthy relationships, domestic violence, suicide, and civility would have a positive impact on the community and gradually reduce the frequency and severity of student conduct violations and other CARE Team issues.

C. UAS Mission & Core Themes (Identify which aspects of the UAS Mission and Core Themes this request supports and explain how it advances the mission and themes.)

This initiative directly addresses the primary mission of Student Learning and the core theme of Student Success by encouraging behaviors and an environment conducive to student development, growth, and achievement. Further, by developing students into engaged citizens, an Office of Student Integrity would directly connect to the Community Engagement Core Theme. *Please see the enclosure to review the proposed Mission and Vision for the Office of Student Integrity.

D. UA Statewide Strategic Investments (Identify UA Goal, Measure, and strategies aligned with this request. What would be the anticipated impact on the measure?)

This initiative contributes to Goal #4 by directly addressing campus environment as a factor in student enrollment and retention. The Office of Student Integrity and the functions outlined within it will have direct impact on the real experiences of UAS students and the reputation of UAS as a safe, inclusive, and supportive learning environment. The proposed position is modeled on a combination of two positions at UAA, the Alcohol, Drug & Wellness Educator and the Student Conduct & Ethical Development Coordinator.

E. How does the increment promote academic excellence, optimize existing capacity, and/or create efficiencies or cost savings?

This initiative promotes academic excellence by promoting academic integrity, developing students on topics including consent and bystander intervention and other positive behaviors, while holding students accountable and providing
developmental interventions when the standard for behavior is not met. This aligns with an overarching campus and institutional goal of accountability and culture change.

F. **Budget** *(Explain the amount of funds requested for non-personal services expenses such as salary and benefits, travel, contractual, commodities, and capital expenditures. Provide a brief description of the expenditures.)*

FTE: ___________ 1 _______ positions of _______ staff _______ type

*(Provide the number/fraction of full-time equivalent positions requested and type, e.g. faculty or staff.)*

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
<th>Description</th>
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<tbody>
<tr>
<td>Salary and Benefits</td>
<td>110k</td>
<td>1 FTE Conduct &amp; Prevention Coordinator reporting to the Dean of Students Office</td>
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<tr>
<td>Travel</td>
<td>4k</td>
<td>Annual travel to Sitka &amp; Ketchikan, travel once per year to professional development by the Association for Student Conduct Administration and/or ATIXA</td>
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<tr>
<td>Contractual</td>
<td>1.5k</td>
<td>Annual subscription to plagiarism tool, annual purchase of Alcohol Edu and Marijuana 101 as sanctions.</td>
</tr>
<tr>
<td>Commodities</td>
<td>2.5k</td>
<td>Printing and distribution of student integrity materials to all students and faculty including Sitka, Ketchikan, Juneau and online. Prevention programming in collaboration with appropriate offices including Title IX, Counseling, Student Activities, NRSC, etc. Office equipment for new FTE.</td>
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<tr>
<td>Capital Expenditures</td>
<td>N/A</td>
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<td><strong>Total Requested:</strong></td>
<td><strong>117K</strong></td>
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G. **Facilities or other resources** *(Explain what facilities needs might be associated with this request—e.g. office space, lab, shop, IT infrastructure, larger equipment)*

An office space for the new position would be required. Ideally, an office suite for the Dean of Students, this FTE, and relevant administrative staff could be identified on the main campus in time.

H. **Review by Dean/Director**

[Signature]

Dean/Director signature reflecting consultation about proposed increment/initiative

**SPBAC Recommendation to Executive Cabinet:**
<table>
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<tr>
<th>Pursue funding through:</th>
<th>☐ Legislative Request</th>
<th>☐ Institutional reallocation</th>
<th>☐ School reallocation</th>
<th>☐ Other</th>
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<tbody>
<tr>
<td></td>
<td>☐ Do not pursue funding at this time</td>
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**SPBAC comments to Executive Cabinet:**

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UAS Mission
The mission of the University of Alaska Southeast is student learning enhanced by faculty scholarship, undergraduate research and creative activities, community engagement, and the cultures and environment of Southeast Alaska.

Core Themes
Student Success – provide the academic support and student services that facilitate student access and completion of educational goals

Teaching and Learning – provide a broad range of programs and services resulting in student engagement and empowerment for academic excellence

Community Engagement – provide programs and services that connect with local, state, national, and international entities on programs, events, services, and research that respond to the economic, environmental, social, and cultural needs and resources of Southeast Alaska

Research and Creative Expression – provide programs and services that support research, scholarship, and creative expression by faculty and students

UA Statewide Strategic Investments

Goals & Measures
Goal #1: Contribute to Alaska’s Economic Development
  Measure a. Increase STEM graduates
  Measure b. Increase number of innovation disclosures

Goal #2: Provide Alaska’s Skilled Workforce
  Measure a. Increase percentage of educators hired
  Measure b. Double number of health program completions

Goal #3: Grow Our World Class Research
  Measure a. Lead the world in Arctic related research
  Measure b. Increase research expenditures

Goal #4: Increase Degree Attainment
  Measure a. Increase enrollment
  Measure b. Increase completions

Strategy Suggestions
• Partnerships with K-12
• Building Competitive Capacity
• Marketing & Recruiting
• Partnerships with Industry
• Innovative Program Delivery
• Faculty & Staff Development
• Student Advising & Support
• Financial Aid
POSITION DESCRIPTION INFORMATION

PROPOSED NEW POSITION: Coordinator for Title IX Prevention, Student Integrity, & Wellbeing

POSITION DETAILS

Position Number: Student Services Professional 3
New Position

Working Title: Prevention & Conduct Coordinator
Position Type: Staff Full-time (11 month contract)

This position would be a peer position to the First Year Experience Coordinator and the Student Activities Coordinator. This position may have supervisory duties over student staff only. Proposing Grade 78, reporting directory to the Dean of Students and Campus Life.

POSITION DUTIES

70% Prevention & Wellness

- Collaborate with various offices on campus (e.g., Residence Life, Health and Counseling, Title IX) to coordinate educational programming, messaging and support for student success.
- In conjunction with student services departments, develop long and short term plans, set goals and assess services regularly.
- Develop programs/events/services that address substance use and abuse. Collaborate with the Student Activities office, Residence Life and First Year Experience to implement alcohol alternative programs.
- Develop programs/events/services that address healthy relationships and sexual harassment/violence prevention. Collaborate with Title IX to implement bystander engagement programming and other violence prevention programs.
- Develop programs/events/services that address suicide prevention. Collaborate with Health and Counseling and other community partners to expand suicide prevention efforts at UAS.
- Implement self-esteem, self-awareness and leadership skills development into prevention programming.
30% Student Integrity

- Under the direction of the Dean of Students and Campus Life, serve as a conduct hearing officer and assist with the management of the conduct database.
- Create and distribute materials to faculty and staff regarding student conduct and the availability of services and support.
- Assist the Dean of Students and Campus Life in compliance and reporting for the Drug Free Community Schools Act
- Facilitate educational workshops for sanctioning purposes on topics including civility, substance use, and others as needed.

Knowledge/Skills/Abilities

- Demonstrated knowledge and understanding of student development theory and a commitment to student success.
- Demonstrated ability to creatively plan, organize and execute events.
- Superior organization and communication skills.
- Strong analytical and problem solving skills.
- Enthusiasm and a dedication to a culture of safety and respect.

Required Experience:

- 1-2 years of professional experience in higher education or prevention fields.

Typical Education or Training:

- Bachelor’s degree required; Masters preferred.