

## Student Services Fee DEPARTMENTAL REPORT

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Department Name: Vice Chancellor Student Affairs

Unit Name: Judicial Affairs

Contact Name: Don Dudley

Total 2018-19 Projected Allocation: \$1,035,334

This allocation is approximately 2.96% of the total 2018-19 Student Services Fee revenue.

### Student Services Fees Allocations

Expense	2017-18 Actuals	2018-19 Allocation
Salaries/Benefits	\$1,023,036	\$1,035,334
Operational/Other Costs	\$0	\$0
<b>TOTAL</b>	<b>\$1,023,036</b>	<b>\$1,035,334</b>

**1. Please provide a *general* description of your department's function:**

The Office of Student Support and Judicial Affairs (OSSJA) administers the student disciplinary process. This includes academic dishonesty and behavioral misconduct including sexual violence and sexual harassment. OSSJA also provides support services for students in crisis or distress through non-clinical case management. This support includes the coordination of services involving on-campus offices, faculty and staff members, and off campus resources. OSSJA assists students with grievance policies and procedures and helps facilitate resolution of student conflicts. OSSJA selects, trains, and mentors the student members of the Campus Judicial Board that hears contested cases of student misconduct.

**2. Please list the departmental program(s) or service(s) *specifically funded by the Student Services Fee*:**

Student Services Fees fund OSSJA staff salaries. This includes nine full time staff.

**3. Please provide information regarding the benefit to UC Davis students from the departmental program(s) or service(s) specifically funded by the Student Services Fee.**

*Be as specific and concise as possible. Include the specific type (e.g., undergraduate, graduate, professional, transfer, etc.) and an estimated number of students served.*

OSSJA benefits undergraduate (including transfer), graduate students, and professional schools (excluding medical and vet med students) by upholding academic honesty on campus. While OSSJA received over 1300 reports of academic misconduct last year, the benefit accrues to all students by maintaining the academic integrity of a UC Davis degree. OSSJA services also benefit the same student populations when adjudicating behavior misconduct including sexual violence and sexual harassment by helping to maintain a safe campus environment. Last year OSSJA received over 300 reports of non-academic misconduct. OSSJA case management services benefits the above student populations by providing a safety net for students in distress by ensuring the proper delivery and co-ordination of services. Last year, OSSJA case management provided services to over 900 students. OSSJA services benefitted over 60 students last year with grievances or conflict resolution. Although students may equate OSSJA or Judicial Affairs with cheating and conduct, OSSJA benefits students far beyond this role.



## Office of Student Support and Judicial Affairs

COSAF presentation  
Friday, April 19, 2019

Donald Dudley, Director  
Colette Nuño, Associate Director



### Office of Student Support and Judicial Affairs

#### Mission and functions

The Office of Student Support and Judicial Affairs (OSSJA) supports the University's educational mission by upholding standards of academic honesty and responsible behavior, promoting student development, and assisting students in need. Student Support and Judicial Affairs:

- administers the student disciplinary system at UC Davis.
- supports students in need and coordinates the University's response to students of concern.
- upholds student rights and responds to student grievances.
- develops, publishes, and distributes educational outreach materials and programs.
- oversees the UC Davis Campus Judicial Board.

**Strengths**

- Customer service:
  - live response to phone calls,
  - availability of staff for drop-ins (do not turn students away)
  - warm handoff of students to other offices and resources
  - direct outreach to students of concern
- Focus on prevention:
  - updated Code of Academic Conduct
  - presentations to Colleges, Departments, faculty and TA's
  - outreach by Campus Judicial Board students
- Help students make better decisions and obtain skills to seek help for themselves
- Hold students accountable for behavior
- Understand and respect student diversity
- Synergy within OSSJA between student conduct and students of concern

**Student Conduct**

- Due process guarantees for students
  - Opportunity to respond
  - Right to remain silent without inference of responsibility
  - Question witnesses in formal hearings
  - Right to appeal
- 97% of cases resolved through mutual agreement
- Campus Judicial Board conducts formal hearings for academic cases
- High degree of confidence by reporting faculty with highest level of reporting within UC system for academic misconduct
- Tradition of Code of Academic Conduct
- Aggies Act
- Sexual Violence and Sexual Harassment adjudication process
- Help resolve roommate disputes outside Student Housing

**Students of Concern**

- Growth of case management as profession in higher education
- Establishing network of resources
  - Academic advisors
  - Student community and success centers
  - Student Health and Counseling and local treatment providers
  - Local hospitals
  - Off campus apartment managers
  - Campus and community police
  - Parents
  - Aggie Compass
- Training for staff and faculty about helping students in distress
- Embedded Case Manager in College of Letters and Sciences
- Wrap around services for students
- Lead the multidisciplinary Students of Concern Response Team (SCRT)

**SJA Statistics**

2010-11

- 546 reports of academic misconduct
- 460 reports of social misconduct
- 62 student grievances
- 135 care reports

1203 Total caseload

- 1.0 Director
- 1.0 Assistant Director
- 1.0 Case Manager
- 3.0 Judicial Officers
- 2.0 Administrative Support

8.0 FTE staff

**OSSJA Statistics**

2017-18

- 1383 reports of academic misconduct (153% increase)
- 311 reports of social misconduct (32% decrease)
- 80 student grievances (29% increase)
- 960 care reports (611% increase)

2734 Total caseload (127% increase)

- 1.0 Director
- 1.0 Associate Director
- 2.5 Case Managers
- 3.0 Judicial Officers
- 1.0 Sexual Assault Adjudication Coordinator
- 2.0 Administrative Support

10.5 FTE staff

**Comments from faculty, staff and students**

**Note from student:** "I'm not sure you remember me but I ran into a bit of trouble ... for stealing textbooks due to my financial situation. I just wanted to let you know I did not forget your compassion and empathy for my case. ... I look back at that incident and reflect on how incredibly selfish I was... I am now working full-time at Tesla and I credit both of you for reminding me that my future should not be jeopardized through foolish actions. I ... wanted to reiterate that simple displays of genuine care and kindness goes a long way. ... However, personal responsibility is something we can be held accountable to. I think that's a life lesson you two instilled into me."

**Note from faculty:** "Thank you for your help in this matter! I continue to be impressed by how well the Judicial Affairs Office works here at UC Davis."

**Note from faculty:** "Thank you for the update. I am very grateful (and impressed) by how thorough the investigation was, and the sanctions you have proposed sound exactly right. Thank you for resolving this incident, and if there is anything I can do, please let me know."

**Comments from faculty, staff and students**

**Note from faculty:** "Thank you for your help on Friday regarding ... I got an update from <Judicial Officer> today. I very much appreciate all your help--as I explained, I am relatively new to UCD, but I have been impressed by everyone I have worked with in your office. Thank you for your continued support."

**Note from student:** "I picked up my cap and gown! My family is practically exploding with excitement. My parents will fly out to California soon and drive up with my grandparents on the day of my graduation. There's still some hard work to do, but I know I'm almost done. I wanted to thank you because I don't think I would have gotten to this point without your support. Thank You for Everything."

**Note from faculty:** "I want to say how proud I am to be working with people who so clearly care about the well-being of our colleagues and students."

**Note from parent:** "... She seems to be taking an active role in managing her illness; for that I am very pleased... Again, I cannot express to you what your help and support has meant to me and to my daughter, <Case Manager>! You are a priceless advocate for students such as Shannon who struggle to cope with serious health conditions!"

**Reducing barriers to seeking help from OSSJA**

- Change of office name to Office of Student Support and Judicial Affairs
- Revised website to highlight support functions of our office
- Training, workshops, and tabling


**UCDAVIS** Office of Student Support and Judicial Affairs

**ossja.ucdavis.edu**






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**Office of Student Support and Judicial Affairs**  
3200 Dutton Hall  
Davis, CA 95616  
(530) 752-1128  
ossja@ucdavis.edu  
Monday - Thursday: 9:00am-12:00pm & 1:00pm-4:00pm  
Fridays: 9:00am-12:00pm (Closed Fridays 1:00-4:00pm)

-  Report Misconduct (Judicial Affairs)
-  Concerned about a student? (Student Support)
-  Need support related to sexual violence or harassment?
-  Code of Academic Conduct
-  Policies

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**Questions?**