



STUDENT AFFAIRS COMMITTEE

MEETING OF JANUARY 27, 2017

AGENDA

I. CALL TO ORDER

II. DISCUSSION ITEMS

A. Career Development

**Assessment of expansion of the Center of Career Development
and internship program.**

B. Retention Strategy and Implementation

C. Campus Culture Update

III. INFORMATION ITEMS

A. Student Trustee Report

B. Overview of Consultant's Assessment of Policies and Procedures for Clery Reporting



**BOARD OF TRUSTEES
STUDENT AFFAIRS COMMITTEE**

REPORT SUMMARY
(See appendix for supporting materials)

Date of Meeting: January 27, 2017

Date of Next Meeting: May 12, 2017

Committee Co-Chairs: Lex Birney and Cindy Broyles '79

Committee Members: Carlos Alcazar, Vera Damanka '17, Peg Duchesne '77, Elizabeth Graves '95, Sven Holmes, Tuajuanda Jordan, Larry Leak '76, Danielle Troyan '92

Staff Member: Leonard Brown

Executive Summary:

Career Development

Assessment of the expansion of the Center for Career Development and internship programs.

Retention Strategy and Implementation

Update on institutional retention efforts

Campus Culture Update

Discussion of campus initiatives related to diversity and inclusion.

Student Trustee Report

Vera Damanka will review her submitted report.

Clery Reporting

Overview of consultant's assessment of the policies and procedures for Clery reporting.

Action Item(s) related to specific strategic plan goals as appropriate:

N/A

Committee Action Taken/Action in Progress:

Recommendation to the Board:

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The Public Honors College

BOARD OF TRUSTEES

**STUDENT AFFAIRS COMMITTEE
OPEN SESSION**

MINUTES

Date of Meeting: October 14, 2016

Status of Minutes: Approved

Committee Members Present: Lex Birney, Cindy Broyles'79, Carlos Alcazar, Vera Damanka'17, Peg Duchesne'77, Elizabeth Graves'95, Sven Holmes, Larry Leak'77, Danielle Troyan'92

Committee Members Absent:

Others Present: Tuajuanda Jordan, Leonard Brown, Carolyn Curry, Michael Wick, Allison Boyle, Kathy Grimes, Cynthia Gross, Anna Yates, Michael Dunn, Kate Shirey, Tressa Setlak, Karen Cozzens, Veronica Douglas, Lisa Youngborg

Executive Summary:

Meeting was called to order at 3:15 p.m. by Lex Birney.

Assessment of Signature Programs

The implementation of learning outcomes based assessment was presented and discussed. Key information on the programs and the learning outcomes to be assessed this year were reviewed.

Campus Culture

Campus initiatives related to diversity and inclusion was presented. A discussion focused on the shared values for students, faculty and staff.

Student Trustee Report

Vera Damanka reviewed her submitted report.

Title IX Report

Written report was submitted. No questions.

Clery Report

Written report was submitted. No questions.

Action Item:

Action Item 1617-01

Endorse the Finance, Investment and Audit Committee's recommendation that the Board of Trustees approve the 2016 Performance Accountability Report for submission to the Maryland Higher Education Commission. The Performance Accountability Report (PAR) is a report

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required by the State of Maryland that assesses the college's progress on a variety of goals and objectives including academics, enrollment, retention and graduation, financial air, and student outcomes. The specific objectives are found in sections 2.3, 2.3, 3.2, 4.1, 4.2, and 4.3 of the PAR. The report provides data on specific metrics as well as narrative describing strengths and challenges. Maryland law requires institutions to submit their PAR to the Maryland Higher Education Commission for review and final submission to the Governor and General Assembly.

Committee Action Taken/Action in Progress:

The Action Item 1617-01 was approved by the Student Affairs Committee at its meeting on October 14, 2016.

Recommendation to the Board:

The Student Affairs Committee recommended approval of the action item by the Board of Trustees at its meeting on October 15, 2016.

Meeting adjourned at 4:16 p.m.

Since we last convened, we have continued to watch our campus make robust strides towards achieving our desired goals of inclusivity, diversity, and equity. We have seen some tumultuous times, but as a whole, we have rallied around one another and engaged in a variety of programs, activities, and events that have clearly displayed the strong culture that underlies our campus communities.

Events such as the Ketj Koti conversation: in which we engaged in dialogues with people from different racial and ethnic histories, and the corresponding "Breaking Bread, Breaking Chains" dinner invoked stimulating conversation and brought about fresh perspectives on how the histories of racial, social, and economic injustices and inequalities affect the students, staff and faculty on a daily basis. We began to unpack how the insight we gained from these conversations could be applied through groups such as the IDES Collectives, and different Multicultural Affinity clubs across campus.

The IDES Collectives continued to grow both in size and in magnitude. More and more students are taking on leadership roles, and engaging as liaisons between the Collective and their respective departments and affinity groups.

The campus as a whole was very pleased to welcome our Associate VP of Diversity and Inclusion, Dr. Kortet Mensah. We greatly look forward to the power that her insight and experience will provide us, and it has already been a pleasure interacting with her, and planning how we will work in conjunction with her and her position to help propel St. Mary's forward.

Not unlike our nation at large, the campus experienced a wide array of emotions as a result of the recent presidential election. Some were overjoyed at the result; others overwhelmed. What stood out to me as the Student Trustee was how strategically students voiced their concerns and responses to the election results, regardless of their political and moral affiliations. A unity march sponsored by the Intervarsity Christian fellowship, less than 48 hours after the election results, saw over 300 members of our campus community, joined together in a candlelight vigil, pledging solidarity and unity despite the divisiveness that we were seeing in the country. A week later, students staged a walkout; marching to reject the hatred, vitriol, and oppressive hate crimes that had been occurring throughout the nation. Students sought to make SMCM a sanctuary campus for all students, including those in typically marginalized groups. After both of these marches, conversations were held in the Glendenning annex; and student concerns were collected and relayed to administration. President Jordan graciously Took time out of her schedule to host a forum for students to attend. Various professor's organized a teach-in in Cole Cinema. And though the election results had the potential and capacity to bring about dissent, discord and division, I was proud to view and participate in structured, unified conversations and plans to move forward in peace.

insert campus reaction to inauguration, which will be a week before the board meeting.

As a whole, it has been a privilege and an honor to serve my student body by hosting many of these forums, meeting with students one on one and in groups, and providing an outlet by which students can safely and effectively communicate their concerns. More and more, I am witnessing my fellow students advocate for themselves and others, stand up for what they believe in, and engage in efforts to effect change. I am thankful to be the liaison to the Board, and look forward to the continued support of the Student Affairs committee, and the Board at large, as students engage in various endeavors.

Thank you Mr. Chairman. This concludes my report.

Executive Summary

Clery Act Compliance Review

Highlights taken from the original commissioned report submitted by Margolis Healy LLC

Completed by Tressa Setlak, Director of Public Safety

St. Mary's College of Maryland

Introduction

In May 2016 SMCM contracted Margolis Healy, LLC (MH) to conduct an independent Clery Act Compliance Review. The purpose of the review was to determine the College's compliance with Federal Clery Act requirements of collecting and reporting crime data as well as disclosing policies/procedures related to specific reportable crimes. The review included both on-site and off-site assessment of Clery data for 2013, 2014 & 2015 and the 2015 Annual Security and Fire Safety Report (ASFSR) culminating in a comprehensive report of findings and recommendations for the College.

MH made 58 recommendations to the College based on the above referenced review of data and the 2015 ASFSR. Following is a summary of the findings and the College's response.

Notification and Distribution of the ASFSR

MH commented that the ASFSR was not readily available to prospective students and employees as required by the Department of Education. MH also commented that the College needs to ensure that all current students and employees, regardless of their geographic location, receive the ASFSR. A total of five (5) recommendations were made in this area.

The Office of Public Safety (OPS) worked with the staff of Admissions and Human Resources to have the link to the ASFSR displayed on the web pages for prospective students and employees. The staff was also trained on the Clery Act requirements for data and policy dissemination to current and prospective students and employees. OPS confirmed with the Office of Information Technology (OIT) that all enrolled students and current staff have an smcm.edu email and the ASFSR is distributed via that email each year as required.

Crime Data Discrepancies and Reporting

MH commented that there were numerous discrepancies found in the crime data for the years under review. The discrepancies were a direct result of report writing deficiencies by Public Safety Officers as well as mislabeling incidents by previous OPS administration. MH also commented that the audited Daily Crime and Fire Log contained too much information resulting in unclear data reporting. A total of eleven (11) recommendations were made in this area.

Following the audit OPS corrected past crime data with the Department of Education to accurately reflect reportable incidents in 2013, 2014 & 2015. The OPS has implemented ongoing and rigorous report writing and investigation training for officers to ensure accurate and complete reports and correct identification of crimes. Sergeant Coons, who MH identified as having an excellent understanding of reportable crimes, reviews reports daily in order to ensure accurate data collection. The Daily Crime & Fire Log has been amended so that only crime and fire data are clearly reported.

Campus Security Authorities

MH commented that the Campus Security Authorities (CSA) were not clearly identified or trained regarding their responsibilities related to Clery. A total of five (5) recommendations were made in this area.

Sergeant Coons has created a complete list of CSAs based upon their role at the College and has created a comprehensive CSA training presentation as required. During the current academic year

he is presenting the training to identified CSAs in person. The plan for future years is to develop online training approved by the Department of Education for identified CSAs to complete each year.

Policy Deficiencies

MH identified several policy deficiencies in the 2015 ASFSR, specifically missing verbiage required by the Clery Act to address reportable crimes, local law enforcement authority and student organizations. A total of eight (8) recommendations were made in this area.

The identified deficiencies were corrected in the 2016 ASFSR. Future annual reports will be reviewed to ensure all required policy statements are complete and accurate.

Timely Warning and Emergency Notification

MH commented that there was no official policy related to the creation and dissemination of timely warnings or emergency notifications. The process in place lacked clarity and efficiency. A total of five (5) recommendations were made in this area.

The OPS worked with the Office of Communication and the Office of the Attorney General to create comprehensive policies for both timely warnings and emergency notifications. The OPS also created timely warning templates to ensure messages to the community are similar in content and context and the templates were reviewed by the Office of Communication for the College.

Sexual Assault and VAWA Crimes

A large portion of the MH findings involved deficiencies in the sexual assault response and reporting policies of the College. Specifically, eighteen (18) recommendations focused in this area.

The College Title IX Coordinator has completed a comprehensive policy addressing all aspects of sexual assault reporting and response that complies with all current Federal regulations. This policy was published in the 2016 ASFSR as required by Clery.

Drug Free Schools and Communities Act (DFSCA)

MH commented that the Drug & Alcohol policy in the 2015 ASFSR does not meet all of the Federal requirements in the DFSCA. A total of three (3) recommendations were made in this area.

The Office of Student Conduct completed a comprehensive policy that is in compliance with current Federal regulations. This policy was published in the 2016 ASFSR as required by Clery.

Additional Recommendations and Observations

MH commented that currently SMCM relies very heavily on one individual, specifically Sgt. Chris Coons, to gather and report all Clery required data and policies as well as publish the ASFSR. They suggest that this could be a single point of failure for the College. They recommend that the College create a more holistic collaboration for Clery to include various campus partners. There were three (3) additional recommendations made.

The OPS is working to formalize the Clery process with Title IX and Student Conduct to increase collaboration as well as developing training in the OPS to create depth within the department.

