Lehigh Valley Maxient Summit

January 21, 2016

Welcome!

- Today's Agenda:
  - 1:00 p.m. Intros and Welcome
  - 1:05 - 2:00 :Lehigh's Maxient Usage (in depth)
  - 2:00 - 2:50 Small Groups
    - (Level 5 Admins/Student Conduct, Residence Life/Housing, Academic Support, Title IX)
  - 2:50 - 3:00 Break
  - 3:00 - 3:50 Small Groups Round 2
    - (Level 5 Admins/Student Conduct, Residence Life/Housing, Academic Support, Title IX)
  - 3:50 - 4:30 wrap up

Lehigh & Maxient

- Maxient users since 2011:
  - Student Conduct
  - Housing Violations
  - Academic Petitions
  - Academic notifications and warnings
  - Title IX / Harassment
  - Sanction Processing
  - Records Checks
  - Student Files
  - Disability Services

Maxient Implementation Timeline

- 2011
  - Conduct and Housing
  - Students of Concern

- 2012
  - Academic Petitions and notifications
  - Room Inspections

- 2013
  - Disability Services
  - Records Requests/Reporting
  - RA Progressive Discipline
  - Student "files"

- 2014
  - Study Abroad
  - Lockouts
  - Title IX
- 2015 & the future
  - Absences
  - Gryphon/RA Selection

Student Conduct Workflow

- IR Submitted
- Routed to appropriate office (conduct or residential services)
- Copied to appropriate people (example: Asst. Directors or Admin Asst.)
- Case created and assigned for investigation or adjudication
- Initial Contact Letter Sent
- Case Resolved (CRF)
- Letters Sent
- Sanction Tracking if appropriate

Residential Services Workflows

- **Lockouts**
  - IR Submitted
  - Routed to appropriate office (conduct or residential services)
  - Copied to appropriate people (example: Asst. Directors or Admin Asst.)
  - Case created and assigned for adjudication
  - Meeting (after 4th time)
  - Letter Sent

Residential Services Workflows

- **Room Inspections**
  - IR Submitted
  - Routed to appropriate office (conduct or residential services)
  - Copied to appropriate people (example: Asst. Directors or Admin Asst.)
  - Case created and assigned for investigation or adjudication
  - Initial Contact Letter Sent (Items with Sanctions of over $100 Fine)
  - Case Resolved (CRF)
  - Letters Sent
  - Sanction Tracking if appropriate

Residential Services Workflows

- **Lease Violations**
    - IR Submitted
    - Routed to appropriate office (conduct or residential services)
    - Copied to appropriate people (example: Asst. Directors or Admin Asst.)
    - Case created and assigned for investigation or adjudication
    - Initial Contact Letter Sent
    - Case Resolved (CRF)
    - Letters Sent
    - Sanction Tracking if appropriate

Residential Services Workflows

- **Vacancy Checks**
  - IR Submitted
  - Routed to appropriate office (conduct or residential services)
  - Copied to appropriate people (example: Asst. Directors or Admin Asst.)
  - Letters Sent (if applicable)

Academic Support

- Case Types:
  - Academic Petition
  - Academic Transition
  - Academic Section 3
  - SCF - Student Communications Form
  - PDS - Ongoing Data Sheet

- "Charges":
  - Academic - Conduct Suspension, Academic - Leave of Absence, Academic - Non-Return, Academic - Performance Related Action, Academic - Section 3, Academic - Withdrawal, Academic Late Add Course, Academic Late Drop Course, Academic Late Registration, Academic Make Up Exam, Academic Overload

Academic Warnings

- Section 3's
  - Faculty member completes an specific incident report
  - The IR is routed to an administrative assistant.
  - Case created and letter sent to student with specific instructions for processing.

Academic Petitions

- **Petitions**
  - Student completes a petition form (not an IR).
  - Submits to Academic Support Office.
  - Case created.
  - Documents for Petition submitted to Committee and decision is made
  - Letter sent to student through maxient.

General Student Files

- Eliminated individual student files.
- Created case types (Personal Data Sheet and Student Communication Form)
- Case Created and information added to notes.

Records Requests

- Incident Report (Custom IR)
  - Lehigh.edu/go/disrecords
  - Required to include ID (scan or picture/form)

- Process
  - IR set to go to administrative assistant (with notification to others).
  - Records Case Created.
  - Report created.
  - Records sent.
  - Notes made in File.

Sanction Completion

- All disciplinary cases result in some self-reflection questions based in our co-curricular model "bLUeprint"
  - Created Custom IR's for First Year Questions, Sophomore Questions, and Upperclass Questions.
  - Submitted form sent to administrative assistance and placed in appropriate case. (also copied to staff for reading and review)
- Submission of other written sanctions

Custom IR's

Default IR
Absence Reporting Form
Academic Dishonesty Reporting Form
Academic Integrity Conference - Outcome From
Academic Year Room Check-Out Form
Appeals Committee Results Form
ARTICLE V Hearing Outcome Form
Blueprint Questions - First Year
Blueprint Questions – Juniors
Blueprint Questions – Seniors
Blueprint Questions – Sophomores
Community Restoration Report
Dean's Certifications & Disciplinary Records Request
Disability Housing Accommodation Request Form
Disciplinary Appeals Form
Discrimination, Harassment, Retaliation or Bias Incident Reporting Form
Discrimination, Harassment, Retaliation or Bias Incident Update Form
DOS Monitoring / Exit Interview Report
Gender Violence Incident Notification Form
Graduate Leave of Absence Form
Graduate Readmission Form
Gryphon Data Entry
Hazing Reporting Form

Hearing Outcome Form (Corporate Only)
Hearing Outcome From
Leave of Absence Request Form
LOCKOUT LOG
Non-Return or Withdraw Form
OFSA Faculty / Staff Accreditation Liason Reporting For
OFSA Sanction Update Form
OFSA Student Accreditation Liason Reporting Form
OSC&CE Program Request Form
Professor Notification and Accommodation Form
Readmission Form
Request for Changes to Forms or Letters in Maxient
ROOM INSPECTIONS
Sanction Submission Form
Section 3 Reporting Form
Self Reflection Questions
University Committee on Discipline Application
Witness Statement Form

Using the Notes System

- Individual Notes vs. General Notes
  - Using Individual notes exclusively.
  - Keeps track of who entered the notes.
  - Easier to read and manage.
  - Get in the habit of updating the notes!

TAGS

- Athlete
- Drugs Involved
- Fraternity/Sorority Related
- Graduate Student
- Gryphon
- RHA/RHC
- Alcohol - Possession
- Alcohol - Distribution
- Alcohol - Consumption
- Hard Alcohol
- Hard alcohol no pledge
- Serious Offense with Alcohol
- Serious Offense with Drugs
- Serious Offense no pledge

- Hospitalization (Drugs or Alcohol)
- Parents Notified
- Hawks Oath Sanction
- Principles of our Equitable Community Sanction
- Reportable
- Medical Incident
- Finals Fall 2011
- Severity Scale - 1
- Severity Scale - 2
- Severity Scale - 3
- Severity Scale - 4
- Severity Scale - 5
- Severity Scale - 6

- student of concern conduct action
- Severity Mental Health 1 - Extreme
- Severity Mental Health 2 - Severe
- Severity Mental Health 3 - Elevated
- Severity Mental Health 4 - Moderate
- Severity Mental Health 5 - Mild
- Case Type 1 - Academic
- Case Type 2 - Respect for Others
- Case Type 3 - Respect for Property
- Case Type 4 - Respect for Community
- Case Type 5 - Respect for Self
- Case Type 5.1-Respect For Self (Alcohol)
- Case Type 5.2-Respect For Self (Drugs)
- Case Type 6-Respect For the Law

GROUPS and ACCESS

Group Name	Description	# of Users	Total Cases
Academic Petitions	Users with access to detailed information regarding academic petitions.	21	4993
Academic Support and Section 3's	Users with access to details about Section 3's and other Academic Support	29	357
Disciplinary Cases	People with access to disciplinary cases (academic and non academic)	54	10338
Gryphon Records	People who have access to gryphon employment and progressive discipline records.	18	215
Residential Services Group	People with access to Res Serve cases	26	2820
Sensitive Cases Group	Disciplinary Cases of a highly sensitive nature	18	159
Student Information Group	People with access to PDS and SCF reports	38	909
Students of Concern	Users with Access to details about Students of Concern	27	386

Questions and Answers

Contacts:

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