

**Office/Department:** Office of Student Accountability and Restorative Practices – Accountability Board

**Director:** Wendy Lushbaugh

**Mission Statement:**

We collaborate with partners to facilitate civic responsibility and student development in order to provide opportunities for the cultivation and restoration of the university community.

**Functional areas included in this office/department:**

1. Facilitation of administrative case reviews.
2. Promotion of student growth and learning through motivational interview based one on one conversations and supervision.
3. Evaluation of student need for sanctioned program intervention and community need for restoration.
4. Facilitation of sanctioned program intervention.
5. Oversight of Accountability Board processes.
6. Partnership with campus stakeholders in decision making and training opportunities.
7. Participation in assessment, research, and evaluation of current and best practices.
8. Coordination of outreach events such as the fall open house and volunteer appreciation banquet
9. Recruitment, training and supervision of undergraduate student staff

**1. Students who participate in this experience will gain an understanding of student affairs as a profession and the influence student affairs has on contemporary higher education through the following tasks and activities:**

- Conducting administrative case reviews with students charged with policy violations
- Organizing and overseeing Accountability Board case reviews and appeals processes for students rejecting administrative decisions
- Recruiting, training and supervising undergraduate student staff (Student Case Administrators)
- Recruiting and training Accountability Board members
- Facilitating educational programs for sanctioned students
- Participating in divisional, departmental, and office meetings/professional development
- Participating in departmental committees and projects including:
  - Participating in policy development and dissemination
  - Participating in office planning and assessment
  - Coordinating outreach events and staff recognition
- Receiving training on legal issues in student affairs as it relates to conduct
- Creating a newsletter and in-service opportunities for Accountability Board members

**2. Students who participate in this experience will be exposed to the purposeful application of the following student development, career development, counseling and/or organizational theories:**

- Transtheoretical Model of Behavior Change
- Motivational Interviewing
- Perry & Kohlberg – Cognitive Development Theory
- Chickering & Reisser – Vectors of Student Development
- King & Kitchener – Moral & Ethical Development
- Astin – Involvement Theory
- Zehr – Restorative Justice & Restorative Practices

**3. Students assigned to this site will be able to participate in the following assessment and/or evaluation projects:**

- Participating in a special project assessment committee for the office which may include:
  - Analyzing and implementing current assessment tools
  - Researching and designing new assessment tools
  - Evaluating goals and objectives of current programs
  - Writing goals and objectives for new programs
  - Creating constructs for new areas of assessment in the Office of Student Accountability and Restorative Practices

**4. Students who participate in this experience will be evaluated and provided on-going feedback in the following ways:**

- Individual bi-monthly meetings with supervisees
- Individual weekly meetings with supervisor
- Individual monthly meetings with director
- Formal evaluations with supervisor each semester
- Weekly case administrator meetings and departmental meetings

**5. Specific expectations of students assigned to this site include:**

- Maintaining confidentiality
- Updating case files and student records accurately
- Upholding office professionalism standards
- Establishing and maintaining office hours, including evening Accountability Board coverage (up to twice a week when necessary)
- Attending required trainings, meetings, workshops, and staff development
- Facilitating sanctioned programs
- Completing assigned projects

For more information on our office and the Accountability Board, please visit our website at <https://www.jmu.edu/osarp>

**Contact Person**

Wendy Lushbaugh

Director

Student Accountability and Restorative Practices

Student Success Center, 2<sup>nd</sup> floor

540-568-3899

[lushbawy@jmu.edu](mailto:lushbawy@jmu.edu)