

Office/Department: Office of Student Accountability and Restorative Practices (OSARP) – Substance Education Programs

Director: Wendy Lushbaugh

Mission Statement:

We facilitate student development and restoration through a fair process that holds students accountable to community and university standards in order to support student and community success.

Functional areas included in this office/department:

- Facilitation of administrative case reviews
- Promotion of student growth and learning through motivational interview based one-on-one conversations and supervision
- Evaluation of student need for sanctioned program intervention and community need for restoration
- Facilitation of sanctioned program intervention
- Oversight of Substance Education Programs, including Calling the Shots and By the Numbers
- Partnership with campus stakeholders in decision making and training opportunities
- Participation in assessment, research, and evaluation of current and best practices, as needed and available
- Coordination and development of outreach events and materials
- Recruitment, training, supervision, and evaluation 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 alleged to have violated university policy
- Coordinating and facilitate educational programming, occasionally in the evening, including substance education programs and other sanctioned program workshops as needed
 - Primary facilitator for the Calling the Shots educational workshop
 - Oversee the review of content submissions for virtual, asynchronous programs such as By the Numbers
- Assisting in researching and improving Substance Education Programs including:
 - Designing resources for educational programs and trainings
 - Researching best practices in substance education
 - Researching trends in substance use and related legal and social matters
- Providing administrative oversight of Accountability Board Case Reviews and/or Appeal Reviews
- Recruiting, training and supervising undergraduate student staff (Student Case Administrator)
- Participating in divisional, departmental, and office meetings/professional development
- Receiving training on legal issues in student affairs as it relates to conduct
- Partnering with staff, to assist with OSARP outreach events and marketing materials.

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:

- When available, collaborating on special assessment-related projects 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:

- Facilitator evaluations from students in sanctioned programs
- Individual routine meetings with supervisees
- Individual weekly meetings with supervisor
- Individual semesterly meetings with director
- Participating in the evaluation process, including the development of a learning contract and semesterly evaluations

Specific expectations of students assigned to this site include:

- Demonstrating a commitment to OSARP, its mission and its outcomes, as well as to the University, community, and Student Affairs values
- Participating as an active member of the administrative staff in OSARP, including attendance at weekly staff meetings, weekly case administrator meetings & bi-semesterly All Staff meetings, participation in staff training and maintaining approximately 20 hours of work per week
- Maintaining confidentiality, including student records and privileged information discussed in the office
- Updating case files and student records accurately
- Upholding office professionalism standards
- Establishing and maintaining office hours, including evening commitments (program facilitation and Accountability Board coverage)
- Attending required trainings, meetings, workshops, and staff development
- Facilitating sanctioned programs, including evening programming
- Providing quality customer service to students, parents, staff, faculty, police, and other constituents.
- Completing assigned projects

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

Contact Person

Patrick Francis

Coordinator

Student Accountability and Restorative Practices

Student Success Center, 2nd floor

540-568-6218 | francipt@jmu.edu