

# **Residential Programs: Tracking and Reporting of Student Disciplinary/Conduct Issues Project Charter**

March 27, 2009

**Project Manager** Jackie Droll  
**Sponsor** Sharon Meyer  
**Project # 08-066**

This charter serves to announce the initiation of the Residential Programs: Tracking and Reporting of Student Disciplinary/Conduct Issues project.

We are undertaking this project as tracking and reporting of student disciplinary / conduct issues is subject to regulation under the Clery Act. Additionally, accurate and consistent records management of student disciplinary/conduct issues is an important component of institutional risk management as well as being an important factor in establishing an accountability component of student development. Residential Programs currently has no integrated or automated way of administering the student conduct process and for tracking and reporting on these issues. We plan to leverage the new functions and reporting capabilities of our recently implemented housing software to extend these functions to the student conduct and reporting needs of administering student conduct processes. We would like to move away from the manual process we currently use through implementation of this software.

Jackie Droll has been selected as the project manager to lead this project.

Please provide your complete cooperation to the project and to the Project Manager.

Thank you.