

Strategic Plan Goal 4

ACTION 4.3 Establish and deploy a Visitors Code of Conduct

Metric A4.3 Inclusion in university policies

Team Members: Sheryl Rippke, Megan Landolt, Jerry Zamzow, Stacy Sassman, Kenyatta Shamburger, Brenda Thorbs-Weber, Ross Wilburn

1. Briefly summarize your project and include the major goals/ objectives

Our team has been tasked with developing a Visitors Code of Conduct to establish expectations for how visitors – including prospective students, parents, athletic fans, arts and theater audience members, vendors and contractors, etc. should conduct themselves while they are on our campus, attending an Iowa State event, or conducting business with the university.

2. Detail the steps you have taken towards completion of the project to date

- May 2017: Explored existence of Visitors Code of Conducts at peer and Big 12 institutions. Gathered information on existing policies, Iowa Administrative Code, and other relevant sources
- Midsummer 2017: Synthesized information gathered using Goal 4 words (safe, welcomed, supported, included, valued)
- Late summer 2017: Defined scope and content of code; developed first draft
- Early fall semester 2017: Submitted first draft to Reg Stewart for review. Solicited feedback on first draft from key stakeholders, including:
 - Athletics
 - ISU Police
 - University Counsel
 - Equal Opportunity
 - Memorial Union
 - Admissions
 - Student Government
 - Vice President for Diversity and Inclusion Council (VPDI)
 - International Students & Scholars Office
- Mid fall semester 2017: Evaluated and incorporated suggested edits as appropriate. Developed truncated versions of the Visitors Code of Conduct for use in appropriate venues (i.e. back of athletic tickets, signs). Developed list of potential communication vehicles

3. Outline what needs to be completed between now and May of 2018

- Need to finalize language with University Counsel regarding accountability – meeting with Mike Norton, Megan Landolt, Sheryl Rippke set for Monday, Feb. 19.
- Submit final draft to Reg Stewart/President Wintersteen for approval
- Work with University Marketing to develop communication/rollout strategy

4. Communicate any resource needs, signatures or approvals, or other support you will require from senior leadership to advance your effort

- Need final approval from President Wintersteen
- Budget for communication vehicles – e.g. signage, pocket cards