

Last Updated: Summer 2022

Burton-Conner Action Plan
First-Year Housing Assignments

I. Please describe, in detail, your house's updated room-assignment process for first year students. This should include details of the process over the summer and the process during REX and Orientation.

A) Over the summer

After filling out the housing survey, First-Years are assigned to Burton Conner by Housing and Residential Services (HRS). Burton Conner Rooming Assignment Chairs (BC RACs) will use the HRS survey to assign first-years' temporary rooms based on their indicated preferences (Single-gender vs. Coed, quietness, roommates, etc) and interests. First-Years receive these temporary room assignments via email, and will be reminded to not unpack fully, as these rooms are temporary and we want to facilitate an easy move to their permanent rooms. They will also be reminded of their option to opt-out. Upper-level students who did not receive their room assignment in Spring of 2022 due to the housing waitlist, returning from study-abroad, or other reasons will be assigned to a room using the process outlined in Section IV and will also be notified of their assignment via email. Finally, before moving on campus, upper-level students will receive information about the REX and FLEX process so that they can help best facilitate a fun and fair process.

B) During Orientation/REX

Once first-years arrive on campus for orientation, BC RACS will send out information and host an event to answer students' questions on the housing process. Additionally, sheets with the details about REX, FYRE, FLEX, as well as the opt-out process will be available at the front desk so that first-year students and parents can easily access that information on their own time. Meanwhile, floors will be holding events so that

first-year students can explore and experience the different communities.

C) During FLEX (One Evening Event)

Over the course of the evening, First-year students will be able to interact with representatives from every floor in Burton Conner. Snacks will be available. First-years are **STRONGLY** encouraged to visit every floor, even if they are leaning towards a smaller subset already. While this process is not mandatory by any means, exploring the different living communities first-hand allows first years to make a more informed decision, making it easier to satisfy everyone in the rooming process. The communities and cultures on each floor are hard to truly understand unless you witness them yourself. Each floor will be hosting events that they feel best showcase their floor culture, and first-years are invited to participate and ask any questions they feel will help them make their ranking decision. During this evening, BC Exec and House Team will be in the Porter room, and FLEX participants may come to express concerns, ask questions, and receive support. Additionally, an anonymous reporting form will be available during REX and FLEX so that first-years may report any floor who may be breaking the guidelines of FLEX.

At the end of this evening, first-years will fill out two surveys. In the first survey, first-years will rank each floor (Note: Upper-class students are NOT ranking first-year students). Additionally, first-year students will fill out a survey separate from rankings indicating their rooming preferences (noise level, cleanliness level, etc)

Notes on these two forms:

- Staple Groups will be allowed, with a maximum size of 4. Staple Groups **MUST** have identical floor rankings. Staple groups will be indicated on the ranking form.
- The floor-assignment algorithm will be setup to maximize fulfilling staple groups, but we cannot guarantee that all groups will remain intact.

An algorithm will generate several possibilities for assignments based on first-year student preferences, and Floor Chairs will vote on which one to select based on Burton-Conner House values:

- Ensuring every resident feels welcome and accepted.
- Protecting each residents' right to individualism and expression •
- Fostering supportive, long-lasting, chaotic, family-like communities. •
- Cultivating passion, both within individual residents and dorm-wide.

First-years will learn their floor assignments the morning after FLEX, at which time the floors will facilitate the process of assigning first-years to rooms, and floor chairs will communicate those room assignments back to the RACs. All of this is done through email, so to keep the communications as unified as possible.

D) Moving Period

First-years will move into their permanent room assignments by 3 pm the day after FLEX. Students will be able to begin accessing their new rooms at 8am that morning. Students who are unable to move between 8am and 3pm should email the RACs and house team to make alternate moving arrangements. Upper-level students will be available to help students move their belongings.

II. How does the process allow for students who are overwhelmed to opt out of exploration and moving?

Students who are feeling overwhelmed or even just have questions or concerns about the process can email the BC RACs or Area Director (AD). These emails will be forwarded between the RACs and the AD so that we can better provide solutions. From

there, the student and the RACs/AD will meet to find a plan that can best support the student during housing assignments while still ensuring that the student finds a room and a community that is right for them. This meeting is not a requirement to opting-out, and is offered to answer any questions the student may have; the email itself is enough to signal opting-out of exploration and moving. Since each BC floor is an active community with its own culture, traditions, and day-to-day living experience, the BC RACs want to encourage new residents to fully explore all the floors and are happy to work with residents who feel hesitant about the traditional FLEX process to find a method that works best for them. This could include visiting floors during a more quiet, unstructured time or meeting with a more limited number of floor residents. RACs and the AD will also remind residents that they may opt out of the FLEX process should they wish to do so. RACs and the AD will also be available in the Porter Room during FLEX should concerns arise during that time.

III. What is the level of upper-level student involvement? Are the first year students being assigned through an algorithm or another way?

Upper-level students play a critical role in educating first-years about their floor's culture and community, and ensuring each first-year feels welcome in Burton Conner. First-years are assigned to floors based on an algorithm that attempts to give each first-year their most desired floor. Every attempt will be made to place first-years in one of their top four choices. The algorithm will generate several different possible floor-assignment options that all maximize first-year happiness across the dorm and keep staple groups together. Then, floor chairs will vote on which option to adopt.

IV. Please describe your house's upper-level student room-assignment process. This description should include any information about mid-semester room switches.

Once an upper-level student is assigned to Burton Conner, the RACs will contact the student to send a survey to collect the student's floor rankings and rooming preferences.

Students will be assigned to a floor based on floor capacity, floor rankings, and rooming preferences.

For students who have already been given a BC rooming assignment in SP 2022, a form will be sent to the whole dorm inquiring if anyone would like to switch floors. Those students who indicate interest in switching floors will fill out the same form they filled out in SP 2022, indicating floor rankings and rooming preferences. RACs will then reassign those upper-level students based on floor capacity, floor rankings, and rooming preferences. If students would like to request a mid-semester room switch, they can email the BC RACs, and a similar process will be followed. Upper-level students should keep in mind that floor switches cannot be guaranteed.

Note: this process is for switching floors. Residents who wish to switch rooms but stay on the same floor should contact their floor chairs to get that switch approved, and then the floor chairs should notify the RACs of the switch. If floor chairs need help facilitating this, they can contact the RACs or AD.

V. What is the role of the AD in these processes?

During Orientation, REX, and FLEX, the AD will be available to meet with students to answer questions, address concerns, and support students throughout the rooming process. For students who are feeling overwhelmed, the AD will work with BC Exec, RACs, and that student to create modifications in the process to best serve the wellbeing of the student. This includes opting out of the process entirely, which can be done via email to the RACs and AD.

VI. What forms of evaluation are being considered for assessing the effectiveness of the new process? What ideas do you have for evaluation?

To evaluate the effectiveness, we'll send out two surveys. The first will be directly after FLEX and ask questions specifically about the resident's FLEX experience and

recommendations for how to improve it. Another survey will be sent in December (enough time for residents to get settled and fully integrated into their floor community) and will ask about how residents feel about their floor placement and whether they think FLEX was an effective method for choosing their floor community. Both surveys will be fully anonymous.