





# CHAT

*Before we get started with the Pre-Conference, please familiarize yourself with your technical resources.*

**CONNECTING YOUR MICROPHONE**

To connect your microphone, identify the Microphone Icon at the top of the screen and click on the drop-down menu. Once you connected, the icon should turn green. Please keep your mic muted at all times, unless you are speaking.


Meeting   Layouts   Pods   Audio            

**CONNECTING YOUR WEBCAM**

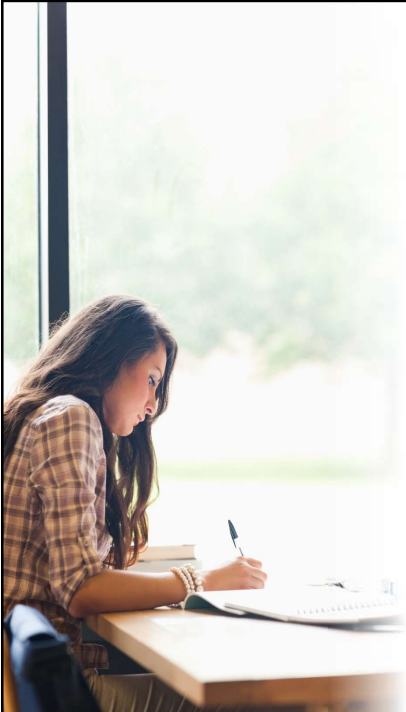
To connect your webcam, identify the Camera Icon at the top of the screen and click on the drop-down menu. Once you connected, the icon should turn green. Please keep your webcam turned off at all times, unless you wish to have it on while speaking.

**RAISING YOUR HAND TO BE CALLED UPON**

To raise your hand, identify the icon at the top of the screen that looks like someone raising their hand. You can click on this same icon to lower your hand. In the same drop-down box, you can “agree,” “disagree,” “step away” anytime during the conference.




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#aiTIXCoordinator

## Pre-Conference Workshop: Basics for New Title IX Coordinators

VIRTUAL CONFERENCE | Monday, July 27, 2020



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## Pre-Conference Workshop: Basics for New Title IX Coordinators

Jeanine Bias-Nelson, MPA

Director of Institutional Diversity and Inclusion & Title IX Coordinator

Sam Houston State University

Monday, July 27, 2020

11:30 am - 3:00 pm EASTERN



## LEARNING OUTCOME

### After participating...

... you will be able to comprehend and apply the essential responsibilities of a Title IX Coordinator in your new role.

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## DEFINING YOUR COORDINATOR ROLE



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### BROAD DEFINITION OF TITLE IX COORDINATOR'S ROLE

The **Title IX Coordinator** is responsible for coordinating the recipient's responses to all complaints involving possible sex discrimination. This responsibility includes monitoring outcomes, identifying and addressing any patterns, and assessing effects on the campus climate.

[April 24, 2015 Dear Colleague Letter issued by the Office for Civil Rights](#)

# TITLE IX



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## THE MANY “HATS” OF A TITLE IX COORDINATOR

1. Oversight of Title IX compliance and grievance process
2. Campus & Community Liaison
3. Training and Education
4. Policy Development and Implementation
5. Assess Campus Climate



## SPECIFIC APPLICATIONS WITHIN “NEW RULE”

- Promptly respond to all reports of sexual harassment
- Gatekeeping responsibility for formal complaints
- Serve as facilitator through Grievance Process
- Ensure all university personnel with specific duties related to Title IX are appropriately trained, document completion, and publish record of training on designed website (including training materials)

## SPECIFIC APPLICATIONS WITHIN “NEW RULE”

- Notification of Title IX Policy & Procedures to both current and potential members of the campus community
- Responsible for maintaining a record of all complaints, files, evidence, and other documents for a period of seven years

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## RESOURCE

### Office for Civil Rights

<https://www2.ed.gov/about/offices/list/ocr/newsroom.html>

- [Title IX Regulations Addressing Sexual Harassment](#) (unofficial copy)
- [Title IX Regulations Addressing Sexual Harassment](#) (Federal Register)
- [Title IX: Fact Sheet: Final Title IX Regulations](#)
- [Title IX: U.S. Department of Education Title IX Final Rule Overview](#)
- [Title IX: Summary of Major Provisions of the Department of Education's Title IX Final Rule](#)
- [OCR Blog](#)

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A presentation slide with a blue header bar. On the left of the header is a white circle containing a question mark. To its right, the word "QUESTIONS" is written in white, uppercase letters. The main body of the slide is white and empty. In the bottom right corner, there is a logo consisting of the letters "ai" in a blue square, followed by the words "ACADEMIC" and "IMPRESSIONS" in blue, with a small "11" to the right.

**?** QUESTIONS

**ai** ACADEMIC  
IMPRESSIONS 11

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A presentation slide with a solid blue background. In the top left corner, the text "#aiTIXCoordinator" is written in white. In the center of the slide, the words "NAVIGATING YOUR POLICY/PROCEDURES" are written in white, uppercase letters. In the bottom right corner, there is a logo consisting of the letters "ai" in a white square, followed by the words "ACADEMIC" and "IMPRESSIONS" in white, with a small "12" to the right.

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**NAVIGATING YOUR POLICY/PROCEDURES**

**ai** ACADEMIC  
IMPRESSIONS 12

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## POLICY FOUNDATION LEGAL REQUIREMENTS

### Title IX

- Regulations
- DCLs

### Clery

- Timely Warning
- Policy Definitions

### VAWA

- Rights
- Procedural Requirements
- Training/ Programming

### Other

- State Law
- FERPA

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## YOUR INSTITUTIONAL POLICY AND PROCEDURES

- Comprehensive Institutional Policy
- Other related university policies
- Flowcharts
- Checklists
- Document templates



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## POLICY CONSIDERATIONS

1. Where can you access the policy?
2. Is the policy reader-friendly for multiple audiences?
3. How often do you review the policy?  
Opportunity for feedback?

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## RESOURCE

### Policy Checklist

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 **QUESTIONS**

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**CASE MANAGEMENT**

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## WHY IS CASE MANAGEMENT CRITICAL FOR TITLE IX COORDINATORS?



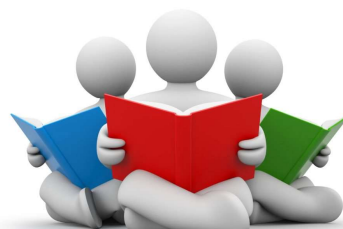
- Compliance
- Institutional Memory
- Clery Reporting
- State Law



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## AGENDA

- I. Best practices for tracking cases
- II. Model checklist & timeline for case consistency and efficiency
- III. Sample Notice Letters for parties during cases
- IV. Developing your own case management log



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## POLL

**Do you currently have a  
strategy for managing cases?**

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## ACTIVITY



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## ACTIVITY

From: Smith, Taylor  
Subject: Fw: Makeup Request

Good morning Title IX Coordinator,

I just received this email from a student. I am not sure what to do. Please advise.

Dr. Smith

Forwarded Message -----

From: Johnson, Jayden  
Subject: Makeup Assignment

Hey Dr. Smith,

I apologize for emailing you and not being in class lately, but is it possible to make up the exam from last week? I was assaulted in my dorm room the other day, had to go to emergency room, and then I was at the police station multiple times. I haven't been able to go back to my dorm, so my parents are picking me up today, and I don't know when I will feel comfortable coming back on campus.

Thanks for understanding!  
Jayden



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## ELEMENTS FOR TRACKING A CASE

- Receipt of Report
- Report Assessment
- Communicating with Parties
- Investigation/Resolution
- Case Oversight
- Case Completion/ Compliance



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## RESOURCE

# Case Management Log

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## REPORT ASSESSMENT

### Safety Concerns

- Threat to campus
- Individual safety

### Reporting Obligations

- Clery
- State Law
- University Officials

### Report Review

- Reporter Information
- Pattern

### Additional Information

- Follow Up
- Other reporters?

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## RESOURCE

# Checklist Template

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## COMMUNICATING WITH THE PARTIES

- Initial Contact with Complainant
  - Methods of Outreach
- What should the communication include
  - Purpose of communication
  - Rights
  - Resources
  - Policy
  - Request to meet
- Complainant response
  - Positive response
  - Negative response
  - No response



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## COMMUNICATING WITH THE PARTIES

- Initial Contact with Respondent
  - Methods of Outreach
- What should the communication include
  - Purpose of communication
  - Rights
  - Resources
  - Policy
  - Request to meet
- Respondent response



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## RESOURCE

### Initial Communication Template

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## COMMUNICATING WITH THE PARTIES

- Pre-Meeting
  - Location and set up
  - Technology
- Initial Meeting
  - Introduction
  - Rapport Building
  - Address Immediate Needs
    - Safety
    - Support/ Referrals
    - Academics
  - Intake Checklist
  - Gather additional information (if appropriate)
- Post-Meeting



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## RESOURCE

# Intake Checklist Template

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## INVESTIGATION/RESOLUTION



- Support Services
- Informal Resolution
- Formal Investigation

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## RESOURCE

### Sample Notice Letters & Sample Communication Log

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## CASE OVERSIGHT

- Timeline
- Advisors
- Investigative Report Review
- Process Facilitator
  - Hearing
  - Appellate Process



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## CASE COMPLETION/COMPLIANCE

- Remedies
- Final Outcomes
- File Preservation



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## BEST PRACTICES IN CASE MANAGEMENT

- Be organized
- Develop a process
- Seek assistance
- Utilize a case management system



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## CHAT

**What obstacles do you anticipate in case management as a result of implementing the “New Rule?”**

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## QUESTIONS

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## STRATEGIES TO LEAD TRAINING & CAMPUS-WIDE PROGRAMMING EFFORTS

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## AGENDA



- Compliance requirements
- Training plan
- Program plan
- Ongoing awareness campaign
- Marketing efforts

## WHAT DO WE HAVE TO DO?

Each institution must develop and implement a comprehensive prevention and outreach program on sexual misconduct including but not limited, to sexual harassment, sexual assault, dating violence, and stalking. The comprehensive prevention and outreach program must address a range of strategies to prevent sexual misconduct, including sexual harassment, sexual assault, dating violence, and stalking. The program should include a public awareness campaign, primary prevention, bystander intervention, and risk reduction strategies.

-Violence Against Women's Act

## WHAT DO WE HAVE TO DO?

- Training for Title IX Coordinators, Deputy Coordinators, Investigators, Decision Makers, and Appellate Authority
- Training for Responsible Employees
- NCAA Compliance Training for Athletics
- Primary Prevention Training
- Ongoing prevention programming
- State Law requirements?
- Other considerations?



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## TRAINING YOUR TITLE IX TEAM

- Auditing your team's knowledge and skill level
- Identifying training gaps
- Internal training resources
- External training resources
- Cross training your team
- Your role as facilitator
- Self guided resources and training



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## TRAINING FOR TITLE IX TEAM

- Critical Content
  - Definition
  - Bias
  - Stereotypes
  - Conflicts of Interest
  - Relevance
  - Credibility
  - Technology



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## TRAINING FOR RESPONSIBLE EMPLOYEES/CAMPUS AUTHORITIES

### Delivery

- Who?
- When?
- How?
- Frequency?

### Content

- Definitions
- Reporting Responsibilities
- Failure to Report
- Policy

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## NCAA COMPLIANCE

- Partnership with Athletics
- Timeframe
- Content



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## PRIMARY PREVENTION TRAINING

### Delivery

- Online
- In-person
- Alternatives

### Content

- Length
- Definitions
- Policy
- Resources

### Audience

- Incoming students
- Freshmen
  - Transfer
  - Graduate students

### Completion Requirement

- Deadline
- Penalty

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## QUESTIONS

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## CHAT

**Who are your campus  
collaborators when it comes  
to Title IX programming  
efforts?**

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## ONGOING PREVENTION PROGRAMMING REQUIREMENTS

### VAWA Amendments to Clery

6. **Programs to prevent dating violence, domestic violence, sexual assault, and stalking:** Comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault, and stalking that:
  - Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research or assessed for value, effectiveness, or outcome; and
  - Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community, and societal levels

Programs to prevent dating violence, domestic violence, sexual assault, and stalking include both primary prevention and awareness programs directed at incoming students and new employees and ongoing prevention and awareness campaigns directed at students and employees.
7. **Awareness programs:** Community-wide or audience specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration.
8. **Bystander intervention:** Safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking; Bystander intervention includes:
  - Recognizing situations of potential harm
  - Understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking actions to intervene
9. **Ongoing prevention and awareness campaigns:** Programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the institution.
10. **Primary prevention programs:** Programming, initiatives, and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions.

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## ONGOING PREVENTION PROGRAM CONSIDERATIONS

### Delivery

Who?  
When?  
How?  
Frequency?

### Collaborations

Victim Advocacy Centers  
Health Center  
Counseling Center  
Academic Departments

### Special Populations

Greek Life  
Residence Life  
Athletics  
Others?

### Topics

Consent  
Bystander Intervention  
Victim Empowerment  
Risk Reduction Measures  
Others?

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## PROGRAM PLANNING ACTION PLAN

- 1) Create Comprehensive Program Goals
- 2) Content Development
- 3) Delivery
- 4) Campus-Wide Programming Vs Custom Programming
- 5) Budget



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## BEST PRACTICES IN ONGOING PREVENTION PROGRAMMING

- Passive Marketing Campaign
- Training Peer Educators
- Calendar of Significant Events
  - Domestic Violence Awareness Month
  - Sexual Assault Awareness Month



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## ONGOING PREVENTION PROGRAMMING



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## ONGOING PREVENTION PROGRAMMING

### Annual Calendar of Events:

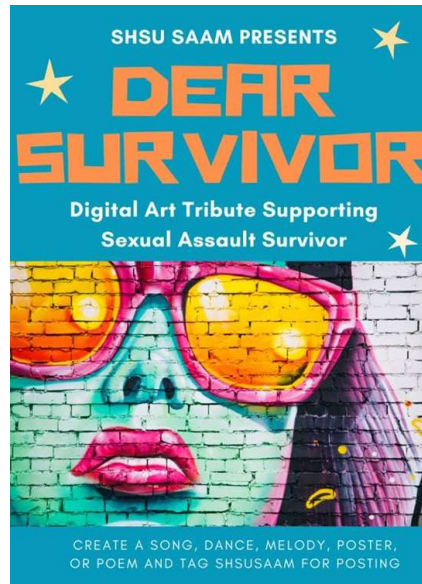
- NOMC Take the Pledge Shirt Give-A-Way - August
- Consent Week - September
- NOMC Interest Meeting 1 - September
- NOMC New Member Orientation - September
- NOMC Interest Meeting 2 - October
- Domestic Violence Awareness Month Essay Contest September 30th - October 20th
- Domestic Violence Awareness Self Defense Training Class - October
- Bystander Intervention Training - November
- Healthy Relationships Workshop January
- Love is Love Week - February
- Alcohol & Spring Break Preparedness Training March
- Sexual Assault Awareness Month Events - (All Month Long in April )



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## ONGOING PREVENTION PROGRAMMING



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## CHAT

What are your most successful programs to date?

What are your programming challenges or limitations?

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## QUESTIONS

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## EVALUATION

# Thank you!

Please remember to complete the event evaluation.  
Your comments will help us continually improve the  
quality of our programs.



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