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 microphone muted at all times, unless you are speaking.

**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.
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.
DEFINING YOUR COORDINATOR 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
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

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
POLICY FOUNDATION
LEGAL REQUIREMENTS

Title IX
- Regulations
- DCLs

Clery
- Timely Warning
- Policy Definitions

VAWA
- Rights
- Procedural Requirements
- Training/Programming

Other
- State Law
- FERPA

YOUR INSTITUTIONAL POLICY AND PROCEDURES

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

RESOURCE

Policy Checklist
WHY IS CASE MANAGEMENT CRITICAL FOR TITLE IX COORDINATORS?

- Compliance
- Institutional Memory
- Clery Reporting
- State Law

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
POLL

Do you currently have a strategy for managing cases?
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

ELEMENTS FOR TRACKING A CASE

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

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?
Checklist Template

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
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

RESOURCE

Initial Communication Template
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

RESOURCE

Intake Checklist Template
INVESTIGATION/RESOLUTION

- Support Services
- Informal Resolution
- Formal Investigation

RESOURCE

Sample Notice Letters & Sample Communication Log
CASE OVERSIGHT

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

CASE COMPLETION/COMPLIANCE

- Remedies
- Final Outcomes
- File Preservation
BEST PRACTICES IN CASE MANAGEMENT

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

CHAT

What obstacles do you anticipate in case management as a result of implementing the “New Rule?”
STRATEGIES TO LEAD TRAINING & CAMPUS-WIDE PROGRAMMING EFFORTS
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?

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
TRAINING FOR TITLE IX TEAM

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

TRAINING FOR RESPONSIBLE EMPLOYEES/CAMPUS AUTHORITIES

<table>
<thead>
<tr>
<th>Delivery</th>
<th>Content</th>
</tr>
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<tbody>
<tr>
<td>• Who?</td>
<td>• Definitions</td>
</tr>
<tr>
<td>• When?</td>
<td>• Reporting Responsibilities</td>
</tr>
<tr>
<td>• How?</td>
<td>• Failure to Report</td>
</tr>
<tr>
<td>• Frequency?</td>
<td>• Policy</td>
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### NCAA COMPLIANCE

- Partnership with Athletics
- Timeframe
- Content

### PRIMARY PREVENTION TRAINING

<table>
<thead>
<tr>
<th>Delivery</th>
<th>Audience</th>
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<tbody>
<tr>
<td>- Online</td>
<td>Incoming students</td>
</tr>
<tr>
<td>- In-person</td>
<td>- Freshmen</td>
</tr>
<tr>
<td>- Alternatives</td>
<td>- Transfer</td>
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<td></td>
<td>- Graduate students</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Content</th>
<th>Completion Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Length</td>
<td>- Deadline</td>
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<tr>
<td>- Definitions</td>
<td>- Penalty</td>
</tr>
<tr>
<td>- Policy</td>
<td></td>
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<tr>
<td>- Resources</td>
<td></td>
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</tbody>
</table>
Who are your campus collaborators when it comes to Title IX programming efforts?
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.

ONGOING PREVENTION PROGRAM
CONSIDERATIONS

<table>
<thead>
<tr>
<th>Delivery</th>
<th>Collaborations</th>
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</thead>
<tbody>
<tr>
<td>Who?</td>
<td>Victim Advocacy Centers</td>
</tr>
<tr>
<td>When?</td>
<td>Health Center</td>
</tr>
<tr>
<td>How?</td>
<td>Counseling Center</td>
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<td>Frequency?</td>
<td>Academic Departments</td>
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<td>Special Populations</td>
<td>Topics</td>
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<td>Greek Life</td>
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<td>Bystander Intervention</td>
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<td>Athletics</td>
<td>Victim Empowerment</td>
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<td>Others?</td>
<td>Risk Reduction Measures</td>
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<tr>
<td></td>
<td>Others?</td>
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Academic Impressions
PROGRAM PLANNING

ACTION PLAN

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

BEST PRACTICES IN ONGOING PREVENTION PROGRAMMING

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

CHAT

What are your most successful programs to date?
What are your programming challenges or limitations?
Please remember to complete the event evaluation. Your comments will help us continually improve the quality of our programs.

Thank you!