

**Sexual Misconduct and Campus Climate Task Force
Working Meeting Poster Boards
June 12, 2018**

Our Charges:

| | | |
|---|---|--|
| <ul style="list-style-type: none"> • Policies • Procedures • Education • Rules • Communications • Other | <p>*****</p> <p>Report of or Allegations of sexual misconduct at CCSU</p> | <ul style="list-style-type: none"> • The investigatory process(es) • Communications • Other |
|---|---|--|

Assess CCSU’s processes and procedures for the reporting and handling of concerns and complaints of sexual misconduct; review the organizational structure currently in place to support those processes.

- What are the current practices we need to research, map out and understand?
 - Current paths for complaints—who can they report to?
 - Confidentiality – different levels
 - Students, Faculty, Departments and Offices (Example: Deans)
 - How are students oriented and faculty trained?
 - Jurisdiction- campus vs. off-campus within systems
 - What immediate services are provided to victims?
 - Feedback processes for people who use the system
 - BOR-current practices
 - External third party process for filing complaints
 - Process for closing cases
 - Reports for non-events (what is the Statute of Limitations?)

- What do we want to know? What data and Information do we need to gather about the practices?
 - Who are mandatory reporters? What are the current metrics?
 - What does mandatory reporting entail?
 - Who collects, disseminates and keeps all documentation?
 - What happens with info?
 - Access to campus climate survey responses?
 - Disciplinary procedures (Who, What, Options, i.e. Faculty panel?)
 - Difference among union/nonunion/students (residents or not)

- What are past issues related to this area that we need to be aware of as we begin our research?
 - Union contract criteria
 - Location of services for parties
 - What went wrong? What created need for task force?
 - Confidentiality (whom and what is disclosed)
 - Public backlash
 - Current perceptions of systems (i.e. mistrust)
 - Are available resources adequate?
 - Informal sharing of negative experiences by complainants

- What departments do we need to research?
 - HR
 - Unions
 - Ombudsman
 - President's Office
 - Police
 - Student Conduct
 - Provost
 - Title 4
 - Victim Advocacy
 - Women's Center
 - Equity and Diversity
 - Academic Affairs
 - Student Affairs
 - Department
 - What is role of ODE in overall processes?

- Who are stakeholders (individual/groups) we need to interview?
 - BOR
 - Students
 - Alumni
 - Community Agencies
 - Faculty/Staff
 - Sarah Dodd (Victim Advocacy)
 - Ombudsman
 - Sexual Assault Resource? /Response Team
 - Organized Labor
 - Non Organized Labor

- What else is on your mind?
 - Create a flowchart for path of complaints
 - What happens if sexual misconduct happens outside of CCSU police jurisdiction?

Review when and how an investigation is triggered.

- What are the current practices we need to research, map out and understand?
 - Whom/when, how many cases?
 - Act of/where initially reported
 - Actual investigation process
 - Source of information
 - What is confidential?
 - Who can trigger an investigation?
 - What is the criteria for an investigation and consistency across functions?
 - What is an investigation?
 - How are processes communicated?
- What do we want to know? What data and Information do we need to gather about the practices?
 - Do we report to BOR? How is this info gathered?
 - Knowledge of faculty/ staff/students bystanders of incidents/ behaviors /experiences that SHOULD or must be reported
 - Voluntary? Mandatory reporting?
 - Types of reports (that trigger an investigation or not)
 - Confidentiality situation requirements
 - Timelines and departments (sequence of communication, etc.)
- What are past issues related to this area that we need to be aware of as we begin our research?
 - Confusion and lack of clarity
 - Victim blaming
 - Deterrence to reporting
 - justification of victim (power)
 - Accessibility of resources
 - Normalization of sexual misconduct
 - Reporting limitations
- What departments do we need to research?
 - Diversity & Equity
 - Office of Student Conduct
 - HR
 - Residence Life (RA's, RD's, etc.)

- Office of Victim Advocacy
 - CCSU PD
 - SART
 - Student Wellness
 - Women's Center
 - Faculty and campus ministry
- Who are stakeholders (individual/groups) we need to interview?
 - BOR
 - Students
 - Faculty
 - Staff
 - Administrators
 - Community
 - Police
 - Victims/survivors/perpetrators
 - DCF
 - What else is on your mind?
 - The trust culture
 - Title 9, Rosa Rodriguez
 - Compared to other institutions
 - BOR Policies
 - Focus group with key stakeholders
 - Office of Student Disabilities
 - Checking in with victims (social work intern?)
 - How are the four locations for reporting a complaint connected? (flow chart)
 - Education of all, faculty and staff of the law, requirements, consequences, non-reporting

Analyze the communication process during the investigatory process, including how all parties are informed of an investigation's conclusion or findings.

- What are the current practices we need to Research, map out and understand?
 - How is complaint acknowledged?
 - Confidentiality
 - Transparency (based on legal criteria)
 - Timeliness
 - Record Retention – what are the standards?
 - who keeps the records?
 - Chain of command and coordination amongst internal & external parties
 - Level of confidentiality and involvement?

- What do we want to know? What data and Information do we need to gather about the practices?
 - Retention of Records- How long are items kept?
 - Timeliness for investigation? What are they informed? (level of info)
 - When are parties informed?
 - Is there a case # assigned?
 - How are findings communicated?

- What are past issues related to this area that we need to be aware of as we begin our research?
 - Is flow of information consistent?
 - Lack of follow-up
 - Multiple issues with same person- How is it tracked?
 - Accountability (lack of)
 - Are available resources adequate?
 - Informal communication about process

- What offices do we need to research?
 - Marketing and Communications
 - University Counsel
 - ODE
 - IT
 - Info Repository

- Who are stakeholders (individual/groups) we need to interview?
 - See #2

- What else is on your mind?
 - Inform consent
 - Tracking system for university
 - Need to distinguish level of confidentiality among resources

Examine programmatic initiative currently in place to prevent sexual misconduct behaviors.

- What are the current practices we need to Research, map out and understand?
 - Faculty/ staff training, orientation (students)
 - Title 9 training (mandatory)
 - Programs, awareness campaigns, helpline, resources (bystander, red flags)
 - Optional training/practices
 - Curriculum- current offerings, diversity, first year experience

- Diversity & Equity strategy for safe & inclusive climate
- Who is the target of the trainings?
- What do we want to know? What data and Information do we need to gather about the practices?
 - What informal unspoken/unofficial information is shared?
 - What is mandatory training?
 - training: online/ in person
 - data disaggregated by employee type & status & student workers
 - What optional trainings are offered? Attendance, effectiveness
 - compliance, enforcement (discipline for noncompliance)
 - What is reported? To whom?
 - How do we know trainings/programs are effective (by type)
 - Who coordinates trainings/programs?
 - code of conduct (how shared/trained)
 - Violation consequences
- What are past issues related to this area that we need to be aware of as we begin our research?
 - Poor record keeping, lack of accountability
 - Feedback & perceptions of trainings and timing
 - *campus climate survey *possible solution
 - Use of triggering language/imagery
 - Non-compliance of mandatory training
- What departments do we need to research?
 - HR
 - ODE
 - OVA
 - Residence Life
 - SGA
 - Student Affairs
- Who are stakeholders (individual/groups) we need to interview?
 - Record Keepers
 - K-12 + education
 - Check ODE report to general assembly re: activities re: sexual misconduct + so what? ---
 - What is happening +/- (?)
- What else is on your mind?
 - Define examples of sexual misconduct behaviors
 - Blue light etc.
 - Visibility of security
 - police that act appropriately

-BOR document on consent and how we can educate to this

Identify standard of best practices for processes, procedures, communication, education, and provide recommendations to implement the best practices.

- What are the current practices we need to research, map out and understand?
 - Current paths for complaints- who can they report to?
 - Clearly define the best practices
 - Learn from past failures from another institutions
 - Use online tools from more successful institutions
 - What did Penn State do? (or others)
 - Look at current documents
 - Look at scholarly articles, CDC, RAINN.Org for the best practices and resources
 - Look at how other industries handle similar situations (most admired companies)
 - Best training practices
 - Need to rebrand/promote

- What do we want to know? What data and Information do we need to gather about the practices?
 - Assess our resources (budget) staff, technology
 - What have we reported to general Assembly? Clearly? BOR?
 - Sufficient staffing for students (i.e. counseling understaffed)
 - Program Assessments - How do we assess success of previous programs?
 - What are Prevention Programs? Should be intentional and collaborate/strategically
 - Determine best practices internally

- What are past issues related to this area that we need to be aware of as we begin our research?
 - Offices/Program: non-collaborative willingness of offices to share information
 - Data retention needs to be more strategic
 - Case related information - needs to be an organized database

- What departments do we need to research?
 - Outside institutions
 - Office of the President
 - CCSU

- Who are stakeholders (individual/groups) we need to interview?
 - ODE
 - HR
 - OIRA
 - Unions

- Professional Associations
- Campus Community

- What else is on your mind?
 - Definitions
 - How do we define and measure success/improvement increases in compliance/attendance?

What next to do?

**Determine theoretical outcomes and compare to actual*

- Sexual misconduct/sexual harassment policies
 - BOR, Codes of Conduct, Campus Policy, Union Contracts, Student Handbook
- Understand office responsibilities for implementing policy
 - ODE, HR, OVA, University Counsel, CCSU PD, Residence Life, OSC, Counseling Center, Ombudsman, SART
 - Determine incident reporting process, how it works (theory vs. reality)
 - Document workflow in each office/department
- Organizational charts for each office and analyze internally and between offices
- Data/#4 (training by type etc.)
 - Summary of incidents
 - List of training and programs-content, frequency, effectiveness, ODE (Title 4), OVA, WC, SA, WGGGS, HR, Counseling, Student Wellness SGA –bystander awareness training, etc.
 - Man Enough Supportive Initiative

ODE Audit

- Understanding union contractual limitations, expectations, accountability and repercussions
- Create survey for feedback
- Review existing survey or relating data

**Figure out how to collect, store, access, present*

- Figure out how to give non-CCSU representatives access to data
- Interview protocol
- Make a blueprint of today's output
- Legal briefing for Richard, Bill +Ululy, Legal Status of T.F

How do we do it?

- Divide research into manageable chunks (teams)
-By charge? By organization? By process?
- Prioritize?
- Define objectives, sub-teams, timeline
- Create process for identifying, requesting, securing information and data
- Interview ODE director, HR Director, Student Conduct?
CCSU PD Police Chief, University Council, Union Presidents, Ombudsman,
Residence Life, Director, SART
- Survey anonymous/voluntary names disclosures for faculty/staff and students
- Do we want to create an internet repository for task work force product?
- Conduct focus groups with key stake holders
- Commitment for institutions to provide resources needed (recommendations)
- Identify next meeting
- Organize ourselves (TF)
- Reach out to outside sources/institutions

Timeline?

NEASC Site Visit: 9/23-9/26

- Discovery -> Oct 1
- Develop -> Oct 1- November 15
- Report -> November 15-December 10
- Transfer -> November 1 –December 1

December 20 -> Deadline to deliver report to President Toro.

Parking Lot

- What goes on webpage?
- Conference call line or Webex for meetings
- CCSU emails for Ululy, Bill and Richard?
- Are graduate interns counted as staff or students? (when relating to assault allegations)
- Do CCSU cases reported to us get reported to BOR?
- Examine professional standards or practices for record keeping (HR, Diversity Equity)