**Title IX Action Items From External Review and Internal Advisory Committee**

**Updated March 18, 2019**

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| **Action Item 1** | **Metric** | **Responsible Party** |
| *Complainants and respondents will receive handouts listing their rights under Title IX and the Violence Against Women Act.* | Creation of handouts and distribution to individuals with early interaction with complainants and respondents. | Title IX Coordinator |

**Status:** Completed.

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| **Action Item 2** | **Metric** | **Responsible Party** |
| *Complainants and respondents will receive handouts listing resources available to them.* | Creation of handouts and distribution to individuals with early interaction with complainants and respondents. | Title IX Coordinator |

**Status:** Completed.

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| **Action Item 3** | **Metric** | **Responsible Party** |
| *Investigators will explain fully to each student interviewed their investigative role, the process, and how the information provided will be used. Investigators will start their recording before this information is provided so there is proof that the interview subject received it.* | Change in procedure by investigators. | DPS and Title IX Coordinator. |

**Status:** Completed.

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| **Action Item 4** | **Metric** | **Responsible Party** |
| *The Dean of Students (DOS) will notify Title IX Coordinator of interim measures to protect complainants.* | Change in procedure. | Dean of Students. |

**Status:** Completed.

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| **Action Item 5** | **Metric** | **Responsible Party** |
| *The University will look into purchasing case management software that will allow secure communications regarding cases instead of emailing sensitive information.* | Memo outlining software options with a purchase recommendation. | Title IX Coordinator. |

**Status:** Completed.

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| **Action Item 6** | **Metric** | **Responsible Party** |
| *The Sexual Offenses Policy will be modified to clarify that reporters of sexual violence will receive amnesty for prior consensual sexual activity.* | Revision of policy. | Title IX Coordinator |

**Status:** Completed.

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| **Action Item 7** | **Metric** | **Responsible Party** |
| *The Department of Public Safety (DPS) will notify the Title IX Coordinator of any delays in its investigation.* | Change in procedure. | DPS |

**Status:** Completed.

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| **Action Item 8** | **Metric** | **Responsible Party** |
| *The University will create a one-page handout that reiterates guidance for advisors to the parties contained in the grievance procedures.* | Development of handout. | Hearing coordinator. |

**Status:** Completed

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| **Action Item 9** | **Metric** | **Responsible Party** |
| *The University will develop criteria for redaction of names in investigative reports* | Development of criteria. | DPS and Dean of Students. |

**Status:** Completed

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| **Action Item 10** | **Metric** | **Responsible Party** |
| *Parties will be notified of the hearing board members three days in advance of a hearing.* | Change in practice. | Hearing coordinator. |

**Status:** Completed.

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| **Action Item 11** | **Metric** | **Responsible Party** |
| *The Title IX Coordinator and General Counsel will no longer attend hearings unless the General Counsel believes that issues could arise at the hearing that could be the subject of future litigation.* | Change in practice. | Title IX Coordinator and Office of General Counsel. |

**Status:** Completed.

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| **Action Item 12** | **Metric** | **Responsible Party** |
| *The hearing coordinator will decide if there are material facts that need additional investigation for the hearing to proceed.* | Change in practice. | Hearing coordinator. |

**Status:** Completed.

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| **Action Item 13** | **Metric** | **Responsible Party** |
| *The hearing board will provide a detailed, written explanation of findings to the Dean of Students. The Dean will provide a detailed summary of these findings to involved parties.* | Revision of grievance procedures. | Title IX Coordinator, Dean of Students, and Associate General Counsel. |

**Status:** Completed.

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| **Action Item 14** | **Metric** | **Responsible Party** |
| *The grievance procedures will be revised to say that the appellate officer can send the case back to the hearing board or can convene a new hearing board.*  | Revision of grievance procedures. | Title IX Coordinator, Dean of Students, and Associate General Counsel. |

**Status:** Completed.

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| **Action Item 15** | **Metric** | **Responsible Party** |
| *The University will develop training for targeted groups such as sports teams and international students.* | Development and offering of training. | Title IX Coordinator. |

**Status:** In-progress. Athletes are now required by NCAA rules to take training on sexual violence every year. The University has determined that an off-the-shelf course from an existing vendor can be customized for use by international students.

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| **Action Item 16** | **Metric** | **Responsible Party** |
| *The University will require adjunct professors to complete an online course on Title IX.* | Completion of course by adjuncts. | Title IX Coordinator |

**Status:** Completed. The course is scheduled to go live on March 5, 2019.

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| **Action Item 17** | **Metric** | **Responsible Party** |
| *The University will develop new business cards with resource information that can easily be distributed to students.* | Distribution of cards | Title IX Coordinator and Assistant Dean of Students |

**Status:** In progress. The design of the cards is finalized, and they just need to be printed.

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| **Action Item 18** | **Metric** | **Responsible Party** |
| *The University will develop stickers and more posters to create awareness about sexual assault resources and reporting options.*  | Distribution of stickers and posters | Assistant Dean of Students |

**Status:** Completed.

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| **Action Item 19** | **Metric** | **Responsible Party** |
| *The University will consider creating a short video to reinforce the training messages covered in new student orientation and the online course required of all incoming undergraduates.* | Memo discussing pros and cons of creating a video | Dean of Students and Title IX Coordinator |

**Status:** Completed.