



CONFERENCE

# **FOUNDATIONS OF TITLE IX INVESTIGATIONS: INSTITUTE AND CERTIFICATION**

December 4 - 6, 2017

Phoenix, AZ





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*Title IX violations can occur on any campus; make sure your institution is prepared.*

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## OVERVIEW

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Gain actionable and translatable skills to advocate for your students and your campus in Title IX investigations. This event allows you to participate in a mock investigation from start to finish to help you build the skills you will actually use during a real investigation. During this program, you will learn and practice how to:

- Review written Title IX complaints
- Design an overall methodology for the entire investigation
- Use different interview tactics depending on the witness and his/her role
- Note-taking techniques
- Analyzing the facts and report writing

We will provide you with resources and tools to ensure that every Title IX investigator on your campus is prepared to conduct a professional and thorough investigation. After each session, we will take time to ensure that you can apply this information back to your campus and train others.

## CERTIFICATE OF COMPLETION

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After completing this conference, you will receive a certificate of completion to show that you have participated in our Title IX investigation training.

## FULL DAY PRE-CONFERENCE WORKSHOP: BUSTING MYTHS ON GENDER-BASED VIOLENCE

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It is important for investigators to have an understanding of not only rape culture and the role it plays in sexual misconduct incidents, but also the impact of trauma on a survivor. This full-day workshop will teach you the information you need to train others on your campus.

**Bonus Modules:** Included with this workshop are three 20-minute modules focusing on gender-based violence and trauma. You and your campus colleagues will have unlimited access to these resources; share them with your entire campus and watch any time you want!

[VISIT EVENT PAGE](#)

[www.academicimpressions.com/conference/foundations-title-ix-investigations-institute-and-certification-december-2017](http://www.academicimpressions.com/conference/foundations-title-ix-investigations-institute-and-certification-december-2017)



## HALF DAY POST-CONFERENCE WORKSHOP: IMPROVING YOUR INVESTIGATORY REPORT AND FACTUAL ANALYSIS WRITING SKILLS

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Many Title IX investigators lack advanced skills in writing and analysis. Continue to improve your Title IX skills by attending our post conference workshop on investigative reporting and writing skills. During this workshop you will participate in activities that will help you refine your factual analysis abilities and advance your credibility assessment skills.

### WHO SHOULD ATTEND

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This program will provide an excellent opportunity for your team to learn about civil rights investigations in an easy-to-understand and practical format. All professionals responsible for Title IX compliance will benefit from this event, including:

- Title IX Investigators
- Title IX Coordinators
- Campus Safety Officers
- Student Conduct Officers
- Student Affairs Leadership

### LEARNING OUTCOME

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After participating in the conference, you will be able to conduct a Title IX civil rights investigation using the provided resources and tools.

### CONTACT US FOR MORE INFORMATION

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Contact Mickey Fitch, Program Manager at [mickey@academicimpressions.com](mailto:mickey@academicimpressions.com) or 720-988-1239 if you'd like additional information about the program.



## AGENDA

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MONDAY, DECEMBER 4, 2017

### **Pre-Conference Workshop: Busting Myths on Gender-Based Violence**

8:30 - 9:00 a.m.

**Registration and Continental Breakfast for Workshop Attendees (included in workshop registration fee)**

9:00 a.m. - 12:00 p.m.

#### **Pre-Conference Workshop: Busting Myths on Gender-Based Violence (includes break)**

It is important for investigators to have an understanding of not only rape culture and the role it plays in sexual misconduct incidents, but also the impact of trauma on a survivor. This knowledge aids investigators in gaining a sense of the experience for both complainants and respondents. During the first part of the workshop, our expert will use evidence-based research to guide you through an interactive discussion, including:

- How these training topics for investigators meet White House training recommendations
- Summary of rape culture
- Overview of dating violence, stalking, and sexual assault
- Effects of trauma/neurobiology of sexual assault and how this might play a role in investigations

12:00 - 1:00 p.m.

**Lunch for Workshop Attendees (included in workshop registration fee)**

1:00 - 4:00 p.m.

#### **Pre-Conference Workshop: Busting Myths on Gender-Based Violence Part II (includes break)**

Cultural factors may impact complainants' and respondents' experiences, and it is important that investigators are aware of this during the investigation/conduct process. This awareness will help investigators to ask appropriate questions and effectively analyze the facts. During the second part of the workshop, our expert will guide you through an interactive discussion, including:

- Cultural factors that may influence gender-based violence
- Breakdown of consent

At the end of the discussion, you will spend time role-playing and creating an outline for training on your campus.



## AGENDA

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TUESDAY, DECEMBER 5, 2017

### Main Conference

8:30 - 9:00 a.m.

**Main Conference Registration and Continental Breakfast (included in registration fee)**

9:00 - 9:30 a.m.

#### **Introduction**

During this session, you will be introduced to a case-study scenario, complete with facts, sample testimonials, and policies, to help guide you through the investigative process throughout the conference.

9:30 - 10:30 a.m.

#### **Title IX and the Role of the Investigator**

Who should be your investigators? What qualities and skills should they have? What are the differences and main responsibilities of preliminary versus a full investigation? How many investigators do you need, and how will they work in conjunction with your campus Title IX coordinator? This session will help you answer these questions to ensure you are using the most appropriate investigative model for your campus.

10:30 - 10:45 a.m.

#### **Break**

10:45 a.m. - 12:00 p.m.

#### **Fundamentals of a Civil Rights Investigation**

It is critical for every institution to fully understand the differences between a criminal and civil rights investigation before investigators can be properly trained. This session will thoroughly outline the differences between civil rights and criminal investigations, potential "investigative" issues, important considerations (policy driven, bias and stereotype, credibility), policy analysis, and standard of proof to help you develop a framework for your investigative practices.

12:00 - 1:00 p.m.

**Lunch (included in registration fee)**

1:00 - 2:15 p.m.

#### **Conducting the Investigation: Planning/Pre-Investigation/Strategizing**

Investigations must be thoroughly planned before they can be conducted properly. This session will provide an overview of the planning process, including:

- What to look for when reviewing written complaints or available information
- Understanding the layout and location
- How to identify the potential type(s) of sexual misconduct
- Organizing information on the named witnesses, their roles, and the order of questioning
- Designing a plan to interview witnesses

2:15 - 2:30 p.m.

#### **Break**



## AGENDA

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### TUESDAY, DECEMBER 5, 2017 (CONTINUED)

2:30 - 4:00 p.m.

#### **Conducting the Investigation: The Investigation**

This session will address the specifics of the actual investigation, including:

- Setting the right tone and being aware of verbal and nonverbal cues
- Types of questioning (open vs. closed, knowing which questions to ask and which to avoid)
- Note-taking techniques

4:00 - 5:00 p.m.

#### **Networking Reception (included in registration fee)**

### WEDNESDAY, DECEMBER 6, 2017

8:30 - 9:00 a.m.

#### **Continental Breakfast (included in registration fee)**

9:00 a.m. - 12:00 p.m. (includes break)

#### **Putting the Facts Together and Working Time**

Apply what you've learned and complete an analysis of the facts for a formal investigative report. This session will train you on how to do a credibility assessment, policy analysis (gridding), and fact analysis. We will then discuss how to write a report, including what sections to include and difficult sections to write.

#### **Post-Conference Workshop: Improving Your Investigatory Report and Factual Analysis Writing Skills**

12:00 - 1:00 p.m.

#### **Lunch for Workshop Attendees and Registration (included in workshop registration fee)**

1:00 - 2:15 p.m.

#### **Refining Your Factual Analysis**

Writing factual analyses in the final investigative report is an effective strategy for decision makers. In this session, attendees will participate in activities to identify the undisputed and disputed facts from a mock investigation, in an impartial manner, to include in the report, such as:

- Undisputed vs. disputed facts
- Refining your factual analysis organization
- Personal bias writing evaluation
- Identifying policies relevant to facts

2:15 - 2:30 p.m.

#### **Break**



## AGENDA

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### WEDNESDAY, DECEMBER 6, 2017 (CONTINUED)

2:30 - 4:00 p.m.

#### **Advancing your Credibility Assessment**

This session builds upon the introduction of credibility from the Foundations institute earlier this week. Using a mock fact pattern, as well as additional facts, participants will assess information that relates to an interviewee's credibility and practice writing an appropriate credibility assessment, including:

- Very Brief Review of Credibility
- Quantity vs. Quality
- Rule of Three
- Credibility Assessment Individual and Group Activities



## INSTRUCTORS

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### **Bev Baligad Director of Compliance/Title IX Coordinator, University of Hawai'i - West O'ahu**

Bev received her law degree from the Thomas M. Cooley Law School (J.D., 2003) in Lansing and remains a licensed attorney in Michigan. Previously, she was employed at a large, urban public commuter campus (20,000+). Since 2005, she has worked in various areas in higher education, including but not limited to: Labor Relations, Executive Assistant to the President, Adjunct Faculty, Director of Compliance and Title IX Coordinator. She has extensive experience in the development and implementation of all aspects of the Title IX processes (training, investigations, programming, process reviews, and case management). She has been a consultant and trained (face to face and webinar formats) institutions across the nation in the areas of Title IX, Behavioral Intervention Team (BIT), Clery Act, ADA/Section 504, FERPA, EDGAR Part 86, Student Conduct, Due Process and First Amendment. She served as the Michigan State Coordinator (2009-2013) for the Association of Student Conduct Administrators (ASCA), a nationally known organization dedicated to student conduct issues, and is a current member of the Michigan State Bar, the Association of Title IX Administrators (ATIXA) and a member of the National Association of College and University Attorneys (NACUA) and currently serves on the 2016-2017 NACUA Notes Editorial Board.

### **Rabia Khan Harvey, Director of Equity Issues and Title IX Coordinator, Columbia College Chicago**

Rabia obtained her Bachelor's degree from Elmhurst College and is a double-alum of Loyola University Chicago with a Master's in both Higher Education and Human Resources. She has over fifteen years of professional experience in Student Affairs. Rabia has worked closely with Title IX experts to establish new, model Title IX reporting protocols and internal investigation procedures at Loyola and has managed over 300 gender-based misconduct reports and provided oversight to over 40 investigations. At Loyola, Rabia coordinated annual and monthly trauma-informed training for two dozen Title IX investigators and hearing board officers and coordinated ongoing training for Responsible Employees regarding their duty to notify incidents of gender-based violence. As of October 10, 2016, Rabia began her new role as the Director of Equity Issues and Title IX Coordinator at Columbia College Chicago where she has the primary responsibility to prevent and investigate discrimination of all protected classes, including sex and gender under Title IX.





OTHERS	VS	ACADEMIC IMPRESSIONS
Typically large annual event		<b>Intimate, workshop-style event with personalized attention</b>
Many concurrent sessions; forcing choice		<b>One focused learning track</b>
Uneven sessions and less outcome-focused, driven by an open call for proposals		<b>Needs-driven</b> and meticulously planned with practical outcomes <ul style="list-style-type: none"> <li>Action plans and next steps to use upon returning to campus</li> <li>Carefully-vetted expert instructors that are also practitioners in the field</li> </ul>
Lecture-based		<b>Learner-centric</b> and designed for interaction and collaboration
Large networking events with vendors		Small-scale opportunity to <b>truly connect with colleagues</b> in the same position at other institutions
Some slide presentations posted online after the event		<b>200+ page workbooks</b> with references, worksheets, articles, templates, exercises, and planning documents

**96%**  
of past attendees would recommend an AI conference to a colleague

**250+**  
and growing of AI member institutions (AI Pro)

**15,000+**  
higher ed professionals served

AI Conference Experiences

Academic Impressions provides valuable exploration of timely and pragmatic challenges to higher education institutions. The combination of impassioned subject matter experts as presenters and means of engaging conference attendees was potent.

- C. Tennent, Associate VP of Facilities Management, University of Saskatchewan

This conference was the complete package: relevant topics, philosophical and practical applications, fantastic speakers, fantastic location. One of the BEST conferences I've ever attended. It is what a conference should be! Full of collaboration, networking and solutions.

- M. Lowe, Associate Professor and General Reference Librarian University of Louisiana at Monroe



## LOCATION

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December 4 - 6, 2017 :: Phoenix, AZ

### HOTEL:

Hyatt Regency Phoenix  
122 N. Second Street  
Phoenix, AZ 85004

To reserve your room, please call 602.252.1234. Please indicate that you are with the Academic Impressions group to receive the group rate.

### ROOM RATE:

The rate is \$185 for single or double occupancy, plus applicable tax.

### ROOM BLOCK DATES:

A room block has been reserved for the nights of December 3, 4, and 5, 2017.

### RATE AVAILABLE UNTIL:

Make your reservations prior to Friday, November 10, 2017. There are a limited number of rooms available at the conference rate. Please make your reservations early. Rooms are subject to hotel availability.

### ADDITIONAL INFORMATION:

Experience the tranquil beauty of the Southwest combined with the exhilarating energy of a vibrant cosmopolitan city at Hyatt Regency Phoenix. Situated in the center of downtown Phoenix, the hotel is adjacent to the Phoenix Convention Center and steps away from sports venues, dining and shopping.

### TRANSPORTATION:

Transportation from the Phoenix Sky Harbor International Airport (PHX) to the Hyatt Regency:

- Shuttle: Fare is approximately \$13, per person, one-way. Advanced reservations are required. Please visit SuperShuttle's website or call 800-258-3826 to make your reservation.
- Uber / Lyft: Fare is approximately \$15 one-way. Rates will vary.



PLEASE FAX ALL REGISTRATION PAGES TO: 303.221.2259

## PRICING (CIRCLE ONE)

**Your registration fee includes:** Full access to all conference sessions and materials, breakfast, lunch, and access to the networking reception on Monday, breakfast on Tuesday, as well as refreshments and snacks throughout the conference.

### Bring your team!

For every two people you register from your institution, receive a third registration at 50% off of the registration price.

A \$500.00 surcharge applies to registrants from corporations.

<b>BEST VALUE</b>	<b>BEST VALUE</b>	<b>BEST VALUE</b>	<b>WITH AI PRO MEMBERSHIP</b>
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<b>CONFERENCE</b>	<b>WORKSHOP</b>	<b>WORKSHOP</b>	<b>WITH AI PRO MEMBERSHIP</b>
Conference Only	Full Day Pre-Conference Workshop Only	Post-Conference Workshop Only	Get \$100 OFF With Qualifying AI Pro Memberships
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<b>\$1,095</b>	<b>\$895</b>	<b>\$395</b>	<b>\$100 OFF</b>

### EARLY BIRD PRICING

Postmarked on or before November 7, 2017. For registrations postmarked after November 7, 2017, an additional \$100 fee per registrant applies.

[REGISTER ONLINE](#) or on the next page.



PLEASE FAX ALL REGISTRATION PAGES TO: 303.221.2259

## CONFERENCE REGISTRATION INFORMATION

Print Name | Job Title

Institution/Organization

What name do you prefer on your name badge? | Address

City | State/Province | Zip/Postal Code | Country

Telephone | Email

**IF THIS CONFERENCE PARTICIPANT HAS ANY DIETARY OR ACCESSIBILITY NEEDS, PLEASE LIST THEM IN THE SPACE BELOW. WE WILL DO OUR BEST TO ACCOMMODATE THESE NEEDS.**

Empty space for dietary or accessibility needs.

How did you hear about this event? (email from AI, ACPA, colleague forwarded email, *The Chronicle*, etc.) \_\_\_\_\_

## ADDITIONAL CONTACT INFORMATION

If you would like us to send a copy of your registration confirmation or receipt to someone else, please complete this section

Additional Contact Name | Contact Phone

Additional Contact Email | Additional Contact Title

## EMERGENCY CONTACT INFORMATION

Emergency Contact Name | Emergency Contact Phone



**PLEASE FAX ALL REGISTRATION PAGES TO: 303.221.2259**

## PAYMENT METHOD

We accept Visa, MasterCard, and American Express credit cards. To pay by check, include the check with this form or select the "invoice me" option. Fax form to 303.221.2259 or mail form along with payment to: Academic Impressions, 4601 DTC Blvd., Ste. 800, Denver, CO 80237

## CREDIT CARD



Name on Card

Account Number

Billing Address

Billing City

Billing State

Billing Zip Code/Postal Code

Exp. Date

Security Code (last 3 digits on the back of Visa and MC or 4 digits on front of AmEx)

**AMOUNT TO CHARGE:** \_\_\_\_\_

## CHECK/INVOICE

My check is included and covers \_\_\_\_\_ registration(s) Check # \_\_\_\_\_

Please invoice me, Purchase Order # \_\_\_\_\_ (PO # not required to receive invoice)

## HIGHER ED IMPACT

Delivered free to your inbox, Higher Ed Impact provides you with a full tool kit to help you monitor and assess the trends and strategic challenges likely to have an impact on your institution's health and competitiveness. (Check the boxes for the editions you would like to sign up for)

**DAILY PULSE** - Scan current events, timely research, and notable practices at other institutions.

**WEEKLY SCAN** - Review the week's most significant events and the most timely research in higher education, with key takeaways suggested by higher education's leading experts.

**DIAGNOSTIC** - Get an enterprise-wide and in-depth look at a current, strategic challenge; identify steps to take and critical questions to address.

List the names of the registrants you'd like to sign up: \_\_\_\_\_

Learn more or sign up to receive Higher Ed Impact at: [www.academicimpressions.com/news-sign-up](http://www.academicimpressions.com/news-sign-up)

*\*Note if you do not provide any names in the above space, all attendees will be signed up for the options selected.*



## CANCELLATION AND REFUND POLICIES



### SATISFACTION PROMISE

We want you to be satisfied with your Academic Impressions learning experience. If the program you purchased fails to meet your expectations, please contact us within 30 days and let us know. We'll credit the full amount you paid toward another AI program that may better fit your needs.

### CONFERENCES

For in-person conferences, substitute registrants are welcome and may be named free of charge at any time. If you cancel 8 weeks or more prior to the first date of the conference, you will receive a full refund, less a \$100.00 service charge per attendee.

If you cancel within 8 weeks of the first date of the conference, you are not entitled to a refund. However, as a courtesy, we will allow you to apply your payment, less the service charge, toward a future purchase within one year from the date you cancel. Your payment is transferable to another person from your institution if you wish.

Please note that if you do not attend and you do not contact us in advance to cancel as described above, you are responsible for the entire payment. In case this event is cancelled, Academic Impressions' liability is limited to a refund of the registration fee only.

### ONLINE TRAININGS CONSISTING OF AT LEAST ONE LIVE TRAINING DATE

You will receive a full refund (less a \$75 service charge) if you cancel 8 weeks or more prior to the first live training date. If you cancel within 8 weeks of the first live training date, you are not entitled to a refund. But as a courtesy, we will apply your payment (less a \$75 service charge) towards a future purchase within one year from the date you cancel. Your payment is transferable to another person from your institution if you wish. You may name a substitute primary participant free of charge at any time prior to the first live training date. If available, you may switch the live training format to a self-paced format (such as a CD-ROM Recording or On-Demand Download) free of charge. (Shipping charges will apply to CD-ROM Recording orders outside the U.S. or Canada.)

### ONLINE TRAININGS WHICH ARE PURELY SELF-PACED

All sales are final. No cancellations or refunds are provided.

### RECORDINGS, ON-DEMAND DOWNLOADS, MONOGRAPHS AND OTHER PUBLICATIONS

All sales are final. No cancellations or refunds provided.