

FOUNDATIONS OF TITLE IX INVESTIGATIONS: INSTITUTE AND CERTIFICATION

June 5 - 6, 2019 | San Antonio, TX



Participate in a mock investigation to confidently approach campus sexual misconduct and harassment.

Join us for the most practically-focused Title IX investigator workshop in higher education. This two-day event focuses on developing the skills you need to approach Title IX complaints with confidence. Starting on day one, we will walk through a mock investigation to help you fully understand and appreciate the complex steps of an investigation. Through small-group workshop-style sessions, you will also better understand how to interpret and apply your own campus' sexual harassment/gender discrimination policies.

With the help of our expert instructor, you will learn and practice how to:

- Distinguish the roles of the Title IX Investigator versus Title IX Coordinator
- Understand the purpose and value of a civil rights investigation
- Review written complaints and identify possible policy violations
- Approach investigations using a proven methodology
- Interview witnesses using tailored interview tactics
- Analyze the facts uncovered during your investigation and write a final investigation report

During this foundational course, the focus will be on preparing you to conduct a professional and thorough investigation. During each session, we will take time to ensure that you can apply your learnings to your current investigative practices and train others on your campus. You will also receive a certificate of completion documenting your participation in this Title IX investigator training.

SAVE \$495 when you add ***Title IX Hearing Panel Institute: Ensuring an Equitable Resolution Process*** to your cart.

A NOTE FROM OUR PROGRAM MANAGER

In light of the proposed federal changes issued by the U.S. Department of Education on how institutions may have to update their current sexual harassment investigations, this conference provides practical, hands-on training critical in preparing your investigators to translate legal requirements into actual practice. To help you keep up with the rapidly changing landscape, we have updated this year's topics to include how to: create notification letters to commence an investigation, implement and ensure cross-examination, understand the difference between possible burden of proofs, and write an effective rationale in your final decision letter. Participants will have the opportunity to network and engage in conversations with one another regarding current practices and how future changes will impact the landscape of this important work.

WHO SHOULD ATTEND

This conference will benefit new investigators, or investigators with limited professional experience, working on sexual harassment/gender-based discrimination cases. Individuals who have indirect involvement with investigations such as Title IX Coordinators, Student Affairs Leadership, or General Counsel will also benefit from the content of this training.

BRING YOUR TEAM AND SAVE!

Save over 15% when you register three or more colleagues.

This program will provide an excellent opportunity to bring your team on the same page and learn about civil rights investigations in an easy-to-understand and practical format.

AGENDA

Day 1 | June 5, 2019

Conference Registration and Continental Breakfast (included in registration fee)

8:30 - 9:00 a.m.

Welcome, Introductions, and Case Study

9:00 - 9:45 a.m.

We will begin by introducing you to a case-study scenario (complete with facts, sample testimonials, and policies) to help guide you through the investigative process throughout the conference.

Title IX and the Role of the Investigator

9:45 - 10:30 a.m.

Participants will begin to understand the difference between the role of the investigator versus the role of the Title IX Coordinator on their respective campus. Identifying what qualities and skills an investigator should have will be a critical component addressed during this session. Additionally, knowing how the investigator engages with the Coordinator during an informal or formal investigation will be discussed. This session will ensure that you are using the most appropriate investigative model for your campus.

Break

10:30 - 10:45 a.m.

Fundamentals of a Civil Rights Investigation

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

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

Lunch (included in registration fee)

12:00 - 1:00 p.m.

Planning/Pre-Investigation/Strategizing the Investigation

1:00 - 2:15 p.m.

Investigations must be thoroughly planned before they can be conducted properly. We 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

AGENDA

Day 1 | June 5, 2019 (CONTINUED)

Break

2:15 - 2:30 p.m.

The Investigation

2:30 - 4:00 p.m.

We will address the specifics of the actual investigation, including:

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

Networking Reception (included in registration fee)

4:00 - 5:00 p.m.

Day 2 | June 6, 2019

Continental Breakfast (included in registration fee)

8:30 - 9:00 a.m.

Putting the Facts Together and Working Time

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

Apply what you've learned and complete an analysis of the facts for a formal investigative report. Our expert will train you on how to do a basic credibility assessment, policy analysis, and analyze the facts. We will then discuss how to write a final investigation report, including what sections to include and a brief discussion on difficult sections to write.

Lunch (included in registration fee)

12:00 - 1:00 p.m.

Refining Your Factual Analysis

1:00 - 2:15 p.m.

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:

- Identifying and documenting the undisputed vs. disputed facts
- Refining and organizing your factual analysis
- Evaluating writing for personal bias
- Identifying policies relevant to facts

AGENDA

Day 2 | June 6, 2019 (CONTINUED)

Break

2:15 – 2:30 p.m.

Advancing Your Credibility Assessment

2:30 - 4:00 p.m.

This session builds upon the introduction of credibility from day one of the institute. 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 3
- Credibility assessment (individual & group activities)

Wrap Up & Evaluations

4:00 p.m. – 4:30 p.m.

INSTRUCTOR

Bev Baligad

Director of Compliance & Title IX Coordinator, University of Hawaii, West Oa'hu

Bev has been a member of the Michigan State Bar since 2004. She currently serves as the Director of Compliance/Title IX Coordinator at the University of Hawaii - West Oahu campus. An alumna of UH- Manoa (BA-English 1993) and Western Michigan University - Cooley Law School (J.D.- Litigation, 2003), she was previously employed at a mid-sized, urban public commuter college (20,000+ students). Since 2005, she has worked in various areas in higher education, including but not limited to: Labor Relations, Executive leadership, Adjunct Faculty, Compliance, and Title IX. She has extensive experience in the development and implementation of key compliance areas such as training, investigations, programming/awareness events, process reviews, and case management.

She has been a consultant and trained (in face-to-face and webinar formats) institutions across the nation in the areas of Title IX, Title IV, Behavior Intervention Team (BIT), VAWA/Campus SaVE /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) and is a current member on the National Association of College and University Attorneys (NACUA) NACUA Notes Editorial Board, the Association of Title IX Administrators (ATIXA), Association of Threat Assessment Professionals (ATAP), Threat Team Oahu (TTO), Filipino Association of University Women (FAUW), and most recently, University Risk Management and Insurance Association (URMIA). She continues to train nationally.

ACADEMIC IMPRESSIONS STAFF

Rabia Khan Harvey

Senior Program Manager, Academic Impressions

Rabia is a Senior Program Manager for our Institutional Compliance and Co-curricular Student Success. Rabia has also served as a Speaker/Educator for AI since 2013 specifically for Title IX conferences and webcasts. Prior to joining AI, Rabia worked for Columbia College Chicago as the Director of Equity Issues & Title IX Coordinator and Loyola University Chicago as the Assistant Dean of Students/Deputy Title IX Coordinator. She 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. Rabia enjoys running and proudly ran her first Chicago Marathon in October 2017 and she is running it again in 2018. Rabia is happily married and loves spending time with her husband, Tony, and their two children, Kai and Ava. As a family, they enjoy traveling, playing sports, watching movies, and spending time with their family.

LOCATION

June 5 - 6, 2019 | San Antonio, TX

Hotel:

Hilton Palacio Del Rio
200 South Alamo
San Antonio, TX 78205
210.222.1400

Room rate:

\$189 + tax

Room block dates:

The nights of June 4 and 5, 2019.

Room block cutoff date:

May 12, 2019.

Reserve Your Room: Please call 210.222.1400 and indicate that you are with the Academic Impressions group to receive the group rate. Please book early - rooms are limited and subject to availability.

The Academic Impressions Experience



Intimate, workshop-style trainings with personalized attention



Trainings are practical and action oriented so you can hit the ground running



Carefully-vetted expert instructors who are also practitioners in the field



Learner-centric and designed for interaction and collaboration



Highly recommended:
9 out of 10 participants recommend our trainings to colleagues