

# TITLE IX COORDINATOR TRAINING & CERTIFICATION 1.0

July 10-11, 2019 | Minneapolis, MN



## *Are you an emerging or aspiring Title IX Coordinator? Learn how to be more confident in your role by gaining a toolbelt of tangible resources and a roadmap for success.*

Title IX Coordinators often have to juggle competing priorities, may enter the role with little or no formalized training, and, more recently, are being tasked with interpreting and adapting the changing legislation for their campus. Empower yourself to excel with the right tools and strategies to be successful in your new role as a Title IX Coordinator.

Join us for this conference that will provide you with the proper tools and information to effectively establish your role on campus while gaining confidence in your department's policies and procedures — regardless of your level of legal experience. You will:

- Learn and understand your fundamental job requirements
- Develop or refine a customized case management log to consistently manage and record each case
- Design a plan to increase awareness and visibility of your Title IX priorities and programming
- Interpret and respond to changes that will occur after the new Title IX federal law passes
- Identify and develop customized training for your strategic partners on campus

Unique to Academic Impressions' events, this intimate program encourages you to learn from your fellow attendees while also learning from our expert speaker, who has successfully navigated the legal requirements imposed on a Title IX Coordinator without having a formal legal background. This holistic program equips you with a comprehensive toolbelt to get you confidently immersed into the role by providing you tangible assets to take back to your campus.

## ADDITIONAL RESOURCES & CERTIFICATE OF COMPLETION

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During the conference, you will receive a rich compilation of materials, including letter templates, training outlines, and resources for long-term planning to implement and use immediately back on campus. After completing this training, you will receive a certificate of completion to demonstrate your mastery of the material covered during this event.

## WHO SHOULD ATTEND

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Those who are aspiring towards the Title IX Coordinator or Deputy Coordinator role, who have been newly appointed, or who have served in this capacity for fewer than three years will gain the tools and resources to succeed in this complex and demanding landscape. General Counsel and Student Affairs or Human Resources Leadership who provide supervision or direct counsel to their newly appointed Title IX Coordinator or Deputies would also benefit from attending this conference.

If you have more seasoned experience in this role, our [Title IX Coordinator Training & Certification 2.0](#) event will be a better fit for your needs. If you are unsure of which program best fits your needs, please reach out to Rabia Khan Harvey.

**SAVE \$400 when you also add [Title IX Coordinator Training & Certification 2.0](#) to your cart.**

# AGENDA

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## Day 1

### Breakfast and Registration

8:30 - 9:00 a.m.

### Introductions

9:00 - 9:30 a.m.

### Defining Your New Coordinator Role

9:30 - 10:30 a.m.

In this opening hour, you'll unpack this job description and prioritize the many roles you're asked to manage on campus as a new Title IX Coordinator. Title IX Coordinators must work diligently to set expectations that are clearly defined so that they can quickly establish credibility and learn how to prioritize competing responsibilities. You'll learn how to define and explain at least five fundamental requirements specific to the Title IX Coordinator role.

### Break

10:30 - 10:45 am

### Case Management 101

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

Managing a campus' sexual harassment and gender-based misconduct cases is one of the primary responsibilities of a Title IX Coordinator — particularly when it comes to submitting accurate counts for annual Clery reporting purposes or, in some cases, reporting numbers as required by state law. We'll go over:

- New tools for tracking cases
- A checklist for ensuring that cases are processed consistently from open to close
- Sample Notice of Investigation letters when a new investigation needs to be initiated
- Sample informal resolution letters that new Coordinators will need to develop and use regularly.

You'll learn how to develop a customized case management log to record the status of each case managed by the Title IX Coordinator.

### Lunch (included in registration fee)

12:00 - 1:00 pm.

### Prevention and Awareness Programming

1:00 - 2:30 p.m.

A key component of a Title IX Coordinator's role is to ensure that education for new and returning students and employees is ongoing, relevant, and up-to-date with the campus's policies on Title IX and sexual misconduct. This session will highlight effective and practical strategies to meet the demands for facilitating annual training and program initiatives. You'll learn how to identify and develop a strategic plan for the next academic year to advance Title IX programming and awareness efforts for your campus.

### Afternoon break

2:30 - 2:45 p.m.

# AGENDA

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## **Day 1 (CONTINUED)**

### **Institutional Policy & Procedures Overview**

*2:45 - 4:30 p.m.*

Title IX federal law, VAWA, Clery Act, and state laws, to name a few, should always top of mind for a coordinator when defining or refining non-discrimination and/or sexual harassment policies and procedures. You will learn and review critical laws and how they may/should inform your campus' current policies. Our expert speaker will provide tips and strategies for how to stay current with changing legislation. You'll learn how to identify and interpret at least five changes that will be needed in your campus' discrimination/sexual harassment policy relating to the approval of the new Title IX federal law changes.

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

*4:30 - 5:30 p.m.*

## **Day 2**

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

*8:30 - 9:00 a.m.*

### **Training Your Campus' Responsible Employees**

*9:00 - 10:30 a.m.*

New Title IX Coordinators have the responsibility to ensure that designated responsible employees understand their institution's reporting protocol as it relates to sexual harassment/misconduct reports. Our expert speaker will walk you through a model responsible employee presentation that you can utilize on your own campus to ensure that designated responsible employees understand their institution's policy and procedures, incidents that must be reported to the Coordinator, and how to have a safe and transparent conversation with reporting parties. You will prepare an outline and timeline to execute a customized campus training for your designated responsible employees.

### **Break**

*10:30 - 10:45 a.m.*

### **Leading Your Campus' Title IX Training Efforts**

*10:45 a.m. - 11:30 a.m.*

Providing oversight and directing training efforts for critical campus partners such as investigators, hearing panel/appellate officers, steering committee members, and campus leaders will be at the forefront of a Title IX Coordinator's strategic planning efforts. You will learn how to review and differentiate training topics and learning outcomes for internal constituents on your campus.

### **Conference Wrap-Up & Evaluations**

*11:30 a.m. - 12:00 p.m.*

## INSTRUCTOR

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### **Jessica Landis**

#### **Title IX Coordinator, DePaul University**

Jessica is responsible for providing oversight for all student, staff, and faculty sexual misconduct/gender-discrimination complaints while supervising a full-time Title IX Investigator. She also oversees the campus-wide annual training related to Title IX. In her previous role as Assistant Dean of Students and Title IX Deputy Coordinator at Loyola University Chicago, Jessica was responsible for ensuring the timely, impartial, and effective resolution of all complaints of gender-based (Title IX) and bias-motivated discrimination and misconduct involving students.

Jessica holds a B.A. from John Carroll University and a M.A. in Women's, Gender, and Sexuality Studies from the University of Cincinnati where her research focused on sexual assault in higher education. Jessica has developed expertise in gender-based misconduct prevention and response, Title IX, Clery/VAWA, policy writing, student conduct, and alternative dispute resolution including restorative justice. Jessica served as the Chair of the Conflict Resolution Committee (2015) for the Association of Student Conduct Administrators (ASCA) and currently serves on the advisory board for the Chicagoland Title IX Consortium.

## ACADEMIC IMPRESSIONS STAFF

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### **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

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***July 10-11, 2019 | Minneapolis, MN***

**Hotel:**

Westin Minneapolis  
88 South 6th Street  
Minneapolis, MN 55402  
612.333.4006

**Room rate:**

\$199 + tax

**Room block dates:**

The nights of July 9, 10 and 11, 2019.

**Room block cutoff date:**

June 18, 2019.

Reserve Your Room: Please call 612.333.4006 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