MEMORANDUM

October 2014

TO: Willamette University community

FR: Kristen Grainger, Vice President & Executive Assistant to President Thorsett; Co-chair, President’s Working Group on Sexual Assault & Harassment; and Title IX Coordinator

RE: Status report to campus: Implementation of the recommendations of the President’s Working Group on Sexual Harassment and Assault

What follows is a summary of action to date or otherwise underway in response to the recommendations\(^1\) of the President’s Working Group on Sexual Assault & Harassment released in April 2014:

**Action taken to improve the performance/utility and visibility of the online sexual harassment and violence reporting form:**

- The university’s online sexual misconduct reporting form was redesigned to be easier to use and to be responsive to different form factors, including tablets and smart phones. – *Completed*
  
  View/utilize Willamette’s online reporting form: [https://publicdocs.maxient.com/reportingform.php?WillametteUniv\&layout_id=5](https://publicdocs.maxient.com/reportingform.php?WillametteUniv\&layout_id=5)

- In addition, WITS and Web Development are assisting with the design and implementation of reports so that timely progress in processing cases may be monitored and evaluated. – *Completed*

- As part of the web site redesign project led by BarkleyREI, Web Development will ensure that the prominence and location of links to the sexual misconduct reporting form and other information pertaining to sexual misconduct are carefully considered; also work to improve the meta-data for the web-based sexual misconduct information and forms to make them more visible and easier to locate via an online search. – *In progress*

---

\(^1\) Available at [http://www.willamette.edu/about/leadership/president/pwgsah/index.html](http://www.willamette.edu/about/leadership/president/pwgsah/index.html)
Steps taken to improve student rapport with Campus Safety:

- A new electronic Campus Safety anonymous feedback form – *Implemented*
- Development of a new Campus Safety student advisory committee chaired by a student – *Implemented*
- Additional profession-specific training for front-line Campus Safety staff – *Completed*
- Assessment of Campus Safety effectiveness is to be completed by December 2014 – *In progress*
- Memorandum of Understanding (MOU) with Salem Police Department in final review; outreach to other law enforcement agencies for purposes of developing similar MOUs is underway, including Oregon State Police, stewards of the sex offender registry and related notification processes. (MOUs or other agreements articulating the respective roles and responsibilities for institutions of higher education and local law enforcement in addressing Title IX matters are required by U.S. Dept. of Education, Office of Civil Rights.) -- *Partially completed/in progress*

Screening applicants, Office of the Registrar; Office of Admissions/CLA:

- *Recommendation adopted:* Admission application review forms, including transfer applications, will have Title IX check box added requiring each file reviewer to provide affirmative indication that this dimension of the applicant has been monitored. Cases in which a Title IX issue is noted will be brought to Admission Committee for additional review and, as warranted, the Title IX coordinator.

- *Recommendation adopted:* If a transcript change is the result of a conduct outcome, the Registrar’s Office sends updated copies of transcripts to any academic institution to which it has sent a transcript in the preceding 12 month period. (Note: In accordance with university policy, transcripts indicate dismissals only, and not the reason for dismissal, but Willamette provides that information to academic institutions that inquire.)

Screening applicants, AGSM & Law:

- *Recommendation adopted:* Mandatory disclosure by all applicants of any past criminal or disciplinary issues unless sealed or expunged in accordance with
applicable laws. (This is already achieved via the Common Application for CLA Admissions.)

Note: The College of Law requires disclosure of all disciplinary action, including those in which a sentence or judgment has been withheld, deferred, expunged, or the record sealed, regardless of whether the applicant understood or was told that he or she need not disclose any such instance.

• **Recommendation adopted:** All applicants sign a waiver that gives WU the right to contact their prior schools and obtain disciplinary/conduct records if needed.

• **Recommendation adopted:** Any disclosure of past issues of a disciplinary or criminal nature automatically triggers review of the application by the dean (or enrollment VP for CLA, see above).

**Action taken to strengthen accountability to monitor and provide sufficient opportunities for Willamette policy-specific employee Title IX training -- Human Resources:**

• The Office of Human Resources (HR) is currently reviewing policies and communications protocols and devising a plan to communicate survivor-centered practices and Title IX employee grievance/resolution processes. HR will conduct an assessment of community awareness and understanding of policies in spring 2015. – **Partially completed; in process**

• HR is in the process of acquiring customizable online employee training modules with tracking tools to assure compliance with existing and new federal training mandates for all employees, agents and volunteers. – **Partially completed; in process**

• HR is developing communications and protocols for identification of agents of Willamette as well as those who may appropriately considered “volunteers” and for conducting background checks and providing appropriate training for agents/volunteers. – **Partially completed; in process**

• To assure all employees, including student employees, receive appropriate training, HR will provide quarterly employee training reports to the Title IX coordinator and relevant dean or vice president. – **In process**

• HR is in the process of adopting policies and procedures for staff who employ students so managers ensure all student workers receive mandated training prior to beginning work. – **Implemented**

**Campus Life: Strengthen and enhance student outreach, awareness and education regarding sexual safety:**
• Campus Life will create a standing educational and outreach plan that will include the following features:

  o Established student learning outcomes, constituted by clear and measurable statements of the desired results – In progress
  o A curriculum comprised of a range of information related to sexual safety, including time frames for resolution, retaliation, risk factors, reasons for concern, societal myths, the university’s definition of consent, Title IX judicial process, possible sanctions, etc. – Completed, with ongoing adjustments as needed
  o An emphasis on procedures for reporting instances of sexual misconduct, including promotion of the university’s online reporting form – Completed/ongoing
  o Content related to social media and the implications for campus climate and sexual safety – In progress
  o Options for remediation and support, including restricted contact orders, confidential counseling, and off-campus organizations – Completed
  o Multiple iterations over the span of time that students are engaged in the university (e.g., matriculation, study abroad, orientation to clubs and activities, athletics, etc.), incorporating multiple modes of delivery (e.g., online modules, student presentations, workshops, posters, email, web pages, etc.) – In progress
  o Opportunities for productive involvement by students (e.g., the Student Advisory Council on Sexual Misconduct, SARA, Green Dot, etc.) – Completed
  o Emphasis on bystander intervention techniques and training, which recent research has demonstrated to be an effective means of propagating information about sexual safety and increasing student awareness about such matters – Completed/ongoing
  o A special focus on groups in which risk factors or beneficial group norms may be present (e.g., athletes, Greek members, residential students, international students, marginalized gender identity students, etc.) – Partially completed/ongoing
  o Inclusion of research by Dr. David Lisak, et al, and other detailed empirical work that has proven in recent use to be vivid and memorable for students – Completed
  o Separate programs targeted at students in graduate and professional schools, developed in collaboration with the administration of these units – In progress
  o An annual schedule indicating the dates on which programs will be offered – In progress
• Campus Life has committed to conducting regular assessment and maintaining data related to the achievement of these goals:
  o Student learning outcomes drawn from the sexual safety educational plan will be assessed on an annual basis – In progress
  o Annual assessment efforts will include measurement of actual and perceived incidents of sexual misconduct, as well as actual and perceived safety of at-risk groups (e.g., female students, transgendered, gay, and lesbian students, etc.) – In progress
  o In addition to Clery-mandated disclosures already in place, selected assessment data will be disclosed to students and other members of the campus community via a webpage or other medium deemed appropriate on an ongoing basis – In progress

* * *

Additional updates on the implementation of the President’s Working Group’s recommendations will be provided periodically. I am grateful to President Thorsett for his leadership and support, and to my colleagues on Administrative Council for their responsiveness and ongoing commitment to implementing these recommendations.

Feel free to contact me directly if you have questions, suggestions or concerns. By phone: (503) 375-5474. By email: kgrainge@willamette.edu

Willamette’s Title IX and related policies for students are online at www.willamette.edu/notalone (also known as www.willamette.edu/sexualmisconduct)
Willamette’s Title IX and related policies for employees are online at http://www.willamette.edu/dept/hr/policies/policy_harassment/index.html
Report incidents easily on behalf of yourself or others at: https://publicdocs.maxient.com/reportingform.php?WillametteUniv&layout_id=5