

# **2013-2014 Carleton College Title IX Lead Team Annual Report, August 2014**

Carleton College is committed to maintaining high standards of respect and civility. This commitment extends to creating and maintaining a learning, living, and working environment free from all forms of sexual misconduct as defined by Carleton College's Policies against Sexual Misconduct. This report is created in order to inform our community about reported instances of possible sexual misconduct, complaints going through an adjudicated resolution, as well as sexual misconduct prevention and response activities including events and policy trainings.

For more information about Carleton's sexual misconduct policies, support resources, and prevention and education efforts, go online to [go.carleton.edu/sexual\\_misconduct](http://go.carleton.edu/sexual_misconduct).

## **I. 2013-2014 Ongoing Oversight of Student Sexual Misconduct Issues**

Two key groups provide on-going oversight of sexual misconduct issues on campus: the Title IX Lead Team and the Sexual Misconduct Committee. The Title IX Lead Team includes:

- Julie Thornton, Associate Dean of Students and Chair of Community Board of Sexual Misconduct, Title IX Coordinator.
- Mary Dunnewold, Sexual Misconduct Investigator and Title IX Deputy: Faculty/Staff
- Kaaren Williamsen, Director of the Gender and Sexuality Center and Coordinator of the Sexual Misconduct Advisors, Title IX Deputy: Prevention and Support. (Kaaren left this position in July 2014. The position has been filled by Laura Haave who started in August 2014).
- Marit Lysne, Director of Student Health and Counseling.
- Rose Rezaei, Healthy Communities and Relationships Advisor and Area Director. (Rose left this position in July 2014. The position is not being filled).
- Amy Sillanpa, Associate Director of Residential Life and Complaint Coordinator, Title IX Deputy: Process.
- Gerald Young, Athletic Director/Chair of PEAR, Title IX Deputy: Athletics (meets once a term)

The Lead Team met weekly throughout the year to intentionally connect prevention and response efforts as related to sexual misconduct. The Team works collaboratively to provide appropriate campus trainings on the issue to faculty, staff, and students. In addition, the team regularly discusses pertinent issues related to sexual misconduct, including prevention programs, support resources, complaint process, and innovations in the field. The group regularly participates in ongoing professional development and presented several times throughout the year (see section 6 on Professional Development). We also discussed, in non-identifying terms, various community concerns and how they were being addressed.

The Sexual Misconduct Committee (SMC), was chaired by Lori Pearson Chair of the Religion Department Associate Professor of Computer Science, and Amy Sillanpa, Associate Director of Residential Life. The committee met several times during the year and discussed trigger warnings, and updates to the Campus Sexual Violence Elimination Act & the Violence Against Women Act and their impact on campus policy and adjudication.

## **II. 2013-2014 Complaints Addressed under the Sexual Misconduct Policy**

During the 2013-2014 academic year, two complaints were adjudicated through the student-student complaint process related to Carleton's Policies against Sexual Misconduct. Both hearings were held during Winter Term. In one case, the Community Board on Sexual Misconduct reached a conclusion that

no policy violation had occurred. In the second case, the Community Board on Sexual Misconduct reached a conclusion that a policy violation had occurred, and sanctions were imposed. No complaints were adjudicated through the Faculty-Staff complaint process.

During the 2013-2014 academic year, six non-adjudicated complaints were addressed that arose in student-student situations. In each case, the complaint was investigated and resolved through non-adjudicated means, consistent with the complainant's wishes. In five of these six cases, a formal investigative report was submitted to the Title IX Coordinator.

During the 2013-2014 academic year, four non-adjudicated complaints were addressed that involved faculty, staff, or visitors. In each case, the complaint was investigated and resolved through non-adjudicated means, consistent with the complainant's wishes.

The Title IX Leadteam also addressed a number of campus climate issues and issues that involved graduates or individuals no longer on campus.

### **III. 2013-2014 Community Concern Forms**

The Community Concern Form, introduced to Carleton in Fall 2010, is a mechanism for members of the Carleton community to report troubling behavior of other Carleton community members or visitors to our campus. The form is a way to share observed or experienced concerning behavior to allow for early intervention by College personnel. As well, the form can be a first step in expediting the sexual misconduct complaint process. **All College employees are required, under Title IX to submit a community concern form if they are made aware of an incident of sexual misconduct (gender inequity, sexual harassment and sexual assault).**

There were 53 community concern forms filled in Fall 2013, 77 in Winter 2014, and 35 Spring 2014. There were a total of 165 during 2013-2014; 55 of the 165 community concern forms were sexual in nature (some forms were filed about the same incident, to total 41 different incidents reported that were sexual in nature). Sexual in nature is defined as sexual contact, sexual touch, sexual harassment, public nudity, sexually explicit graffiti, gender inequity and sexually inappropriate comments. Please note that the receipt of a community concern form does not automatically advance a case to the complaint process.

See Appendix A for the categorical breakdown of the Community Concerns Forms submitted during the 2013-2014 year.

#### **Community Concern Form Follow-up**

Every Community Concern Form receives some form of follow-up. The Title IX Coordinator follows up on concerns related to students and the Title IX Deputy: Faculty/Staff follows up on concerns related to faculty and staff. When appropriate, other staff will become involved in the follow-up with students or faculty/staff, depending on the nature and severity of the concern. Because each concern is unique, responses are different in nearly all situations.

Unless safety is an immediate concern, the first step in response to a community concern form is to contact and follow-up with the person who submitted the form to clarify any questions about their concern and to discuss possible next steps and support options for those involved. A submitter's desire for anonymity is honored in nearly all instances.

Below is a summary of the types of follow-up that occurs.

- Contacting individual submitting the community concern form (by phone or email)
- Meeting with individual submitting the community concern form
- Meeting with or communicating with others (friends, witnesses, etc.) involved
- Meeting with the individual the community concern is regarding (with notification first to the person who submitted the concern form)
- Referring relevant parties to other support resources on and off campus
- Discussing College complaint processes and options available
- Alerting Campus Security or Northfield Police
- Issuing a Limited-Contact Agreement between individuals involved
- Making recommendations for community education efforts

The community concern form can be found online at:

[http://apps.carleton.edu/dos/sexual\\_misconduct/community\\_concern/](http://apps.carleton.edu/dos/sexual_misconduct/community_concern/)

#### **IV. 2013-2014 Professional Development**

The Title IX Lead Team participated in on-going professional development and trainings (conferences, webinars, retreat) related to sexual misconduct prevention and response throughout the year. This was particularly important during a year when so many governmental regulations were announced. In order to ensure compliance, we are currently working on updating the policy, procedures, and our communications to campus. The Lead Team participated in eight conferences or trainings, attended fourteen webinars, and had one internal retreat. See Appendix B for a listing of professional development and trainings.

#### **V. 2013-2014 Campus Education and Prevention Programming**

Prevention through education is a central component of Carleton's response to the occurrence of sexual misconduct on our campus. There were a total of twenty one events related to preventing sexual misconduct and promoting healthy relationships. See Appendix C for a summary of events.

#### **VI. 2013-2014 Campus Education and Prevention Programming**

By informing our community members and leaders about our sexual misconduct policies, procedures, and support resources, we make our community safer and more supportive. For this reason, we dedicate many hours and resources to training incoming faculty, staff, peer leaders, and general community members. There were a total of twelve trainings offered to student groups and sixteen offered to faculty and staff. See Appendix D for a listing of trainings.

## VII. Closing and Looking Ahead

The goal of this report is to impart knowledge about Carleton's Title IX initiatives, including Healthy Communities and Relationships programming, sexual violence prevention and response, and policy work of the Title IX Lead Team.

It has been a significant year for work related to Title IX. The Campus SaVE Act, a provision of the Violence Against Women Act (VAWA), went into effect in March 2014; the White House submitted reports in January 2014 and April 2014; and the Office of Civil Rights issued a significant guidance document in April 2014. In response to these mandates and to ensure that we continue to implement best practices in this area, the Lead Team has spent a substantial amount of time reviewing our policies, procedures, and educational programming.

Some of the topics highlighted in the various federal documents include:

- New Clery reporting categories and definitions required in the sexual misconduct policy.
- School and employee obligations to respond to reports of sexual violence and sexual harassment.
- Title IX procedural requirements, including specifics about policy language, hearings, investigations, confidentiality, staffing, retaliation, appeals and sanctions.
- Student protections under Title IX.
- School obligations regarding training, education, prevention, and support.

Over the next six months, the Lead Team will review Carleton's programs and resources to verify compliance, with the goal of continuing to be a leader in the field. Plans include, but are not limited to:

- Editing the Policies against Sexual Misconduct to include new required definitions and process explanations, with the goal of final approval by College governance by May 2015.
- Exploring and planning for the implementation of a campus climate survey by working closely with Institutional Research and Assessment staff to administer a survey during winter or spring term 2015.
- Implementing new training requirements, including specialized training for all adjudicators and college officials, and regular training for the entire campus community.
- A visit to each academic department to discuss policy and procedure changes.
- Bringing in a consultant to provide extensive training for College leadership, including adjudicators.
- Reviewing staffing structure to avoid conflicts of interest, ensure capacity, and remain compliant.
- Expanding our already robust sexual violence prevention / healthy relationships education with more emphasis on bystander intervention.
- Ongoing monitoring of guidance from the Department of Education, Department of Justice, White House Task Force, and the Centers for Disease Control and Prevention.

As community members have questions about this material or the Lead Team's progress, we invite you to contact us for more information or discussion.

**Appendix A: 2013-2014 Community Concern Form Summary with 2012-2013 comparison**

	<b>Fall 2013</b>	<b>Winter 2014</b>	<b>Spring 2014</b>	<b>13-14 Total</b>	<b>12-13 Total</b>
<b>TOTAL CONCERN FORMS</b>	<b>53</b>	<b>77</b>	<b>35</b>	<b>165</b>	<b>88</b>
<b>TOTAL INCIDENTS REPRESENTED IN CONCERN FORMS</b>	<b>42</b>	<b>49</b>	<b>30</b>	<b>121</b>	<b>N/A</b>
<b>SEXUAL IN NATURE FORMS</b>	<b>37</b>	<b>8</b>	<b>11</b>	<b>55</b>	<b>35</b>
<b>TOTAL SEXUAL IN NATURE INCIDENTS REPRESENTED IN CONCERN FORMS</b>	<b>26</b>	<b>7</b>	<b>9</b>	<b>41</b>	<b>27</b>
<b>Sexual in nature, submitted by:</b>					
Students	17 (8 by pl)	4 (2 by pl)	11 (0 by pl)	32 (10 by pl)	23 (10 by pl)
Staff/Faculty	20 (5*)	3 (0*)	2 (0*)	25 (5*)	12 (3*)
Alum/Visitor	0	1	0	1	0
<b>Concerning the (sexual in nature) behavior of:</b>					
Student(s)	30	6	8	44	30
Staff/Faculty	2	0	2	4	3
Visitor(s)	5	2	1	8	2
<b>Sexual in nature concerns involving alcohol</b>	<b>10</b>	<b>3</b>	<b>7</b>	<b>20</b>	<b>21</b>

pl: Community Concern Forms that were filled out by a Peer Leader

\* Community Concern Forms that were filled out by confidential resources

Please also note that not all incidents of sexual misconduct that occur at Carleton are being reported by victims, colleagues or friends. There are many incidents going unreported.

**Appendix B: 2013-2014 Professional Development Completed by the Title IX Lead Team**

<b>Title IX Trainings or Conferences</b>	<b>Date</b>	<b>Attendees</b>
Association for Student Conduct Administration Gehring Academy on Title IX	August 2013	Mary Dunnewold & Julie Thornton
National Sexual Assault Conference	August 2013	Kaaren Williamsen facilitated a pre-conference workshop about survivor art & healing training
Title IX Investigator Training	October 2013	Mary Dunnewold
Association for Student Conduct Administration Annual National Conference	February 2014	Kaaren Williamsen & Amy Sillanpa
Office of Civil Rights Conference	May 2014	Mary Dunnewold
United Educators Investigator Training	May 2014	Mary Dunnewold
Green Dot Bystander Intervention Training	June 2014	Mary Dunnewold Amy Sillanpa & Tegra Straight
Office of Civil Rights Conference	June 2014	Kaaren Williamsen



**Retreat**

Title IX Lead Team  
Winter Retreat(November 6, 2013)

**Summary**

Topics included: Fall term debrief, communications to the campus, planning calendar, Violence Against Women Act (steps we need to take to be in compliance), security protocol & training presentation

<b>Webinars</b>	<b>Date</b>
Working with Minors on Campus	November 2013
Implementing the Campus SaVE Act	November 2013
Title IX and Clery Act	November 2013
Legal Issues 2014: The New Regulatory Landscape for Higher Ed	November 2013
Alcohol & Sexual Assault	December 2013
Seven Common Title IX Mistakes: How to Train Faculty in Compliance	January 2014
VAWA/SaVE Act Deadline Approaching: What Campuses Need to Know & Do	January 2014 & March 2014
Title IX: Hearing Board Training & Curriculum,	March 2014
Campus SaVE Act Updates	March 2014
Clery Act Compliance	April 2014
Review of White House Report & OCR FAQs	May 2014
White House Report	May 2014
White House Report & OCR FAQs	May 2014
Attorneys in Hearings	June 2014

## Appendix C: 2013-2014 Campus Education and Prevention Programming Provided by the Gender and Sexuality Center

<b>Program</b>	<b>Description</b>	<b>Attendance</b>	<b>Sponsor/Organizer</b>
<b>Doing It Right</b> 13 September 2013	New Student Week presentation that introduced new students to Carleton's culture around dating, consent, and relationships.	750	Organized and facilitated by GSC and peer leader volunteers
<b>Lisa Wade "Hook Up Culture: ...to the Best of Our Knowledge"</b> 30 September 2013	Academic Lisa Wade gave a lunch presentation for faculty and staff about hook up culture on college campuses	50	Organized by GSC and Women's and Gender Studies
<b>Lisa Wade: "The Night Overall Wasn't Bad: What College Students Really Think About Hooking Up"</b> 30 September 2013	Academic Lisa Wade gave presentation for students about hook up culture on college campuses	150	Organized by GSC and Women's and Gender Studies
<b>HOT SEX Workshop</b> 13 October 2013	Peer education workshop about communication and relationships	26	Facilitated by GSC
<b>I Heart Female Orgasms</b> 16 October 2013	National Sex Educators Marshall Miller and Dorian Solat facilitated a community conversation about female pleasure	400	Sponsored by the GSC and Collective for Women's Issues
<b>HOT SEX Workshop</b> 30 October 2013	Peer education workshop about communication and relationships	19	Facilitated by GSC
<b>HCR Dinner</b> 13 November 2013	Fall Tern Healthy Communities and Relationships Dinner focused on Sexual Ethics. Shana Sippy from the Religion Department and Women's and Gender Studies Department facilitated the discussion.	100	Organized and facilitated by GSC, Religion Department, and Women's and Gender Studies
<b>Sweet Talk: How to tell someone you like them</b> 17 January 2014	Winter discussion series about relationships and communication	20	Organized and facilitated by GSC



<b>Sweet Talk: How to break up with a friend</b> 31 January 2014	Winter discussion series about relationships and communication	15	Organized and facilitated by GSC
<b>HCR Dinner</b> 6 February 2014	Winter Term HCR Dinner: Carry-on Baggage: How different identities or experiences influence how we show up in relationships. Student panel discussion	75	Organized and facilitated by GSC
<b>Sweet Talk: Hooking up</b> 13 February 2014	Winter discussion series about relationships and communication	14	Organized and facilitated by GSC
<b>VDay Rally and Flash Mob</b> 14 February 2014	Flash mob in Sayles to bring awareness to the VDay campaign which encouraged students to create safe spaces and communities on campus	100	Organized and facilitated by GSC
<b>Sweet Talk: Nontraditional Relationships</b> 27 February 2014	Winter discussion series about relationships and communication	25	Organized and facilitated by GSC
<b>Sex Ed Weekend</b> 4-5 April 2014	Carlton alums Miles Harris '08 and Elizabeth Nguyen '08 from the Good Sex Project facilitated a workshop for student leaders and those interested in taking charge of one's sex education.	25	Organized and facilitated by GSC
<b>Vagina Monologues</b> 6 April 2014	Performance of Eve Ensler's "The Vagina Monologues," a series of monologues aimed at representing women's experiences and preventing sexual violence.	450	Organized by the GSC and a campus-wide student volunteer board.
<b>Dr. Love Live</b> 30 April 2014	Student panel answers questions posed from new students during the Doing the Right presentation	40	Sponsored by GSC and KRLX
<b>Speak Up</b> 8 May 2014	Speak Up is an annual campus-wide event about healing ourselves and our communities from the impacts of sexual violence. We hope to empower our community members to share the ways they heal and voice how they navigate their experience.	350	Organized by the GSC and a campus-wide student volunteer board.

<b>Bystander Intervention and Survivor Support Workshop</b> 14 May 2014	Peer lead workshops to improve your skills on supporting survivors and intervening as a bystander.	30	Organized and facilitated by GSC
<b>HCR Dinner</b> 21 May 2014	Spring Term HCR Dinner: Looking Back to Look Forward. Community conversation about making meaning on one's experience.	75	Organized by GSC

**Appendix D: 2013-2014 Campus Education and Prevention Programming for STUDENTS  
Provided by the Title IX Lead Team**

<b>Student Trainees</b>	<b>Time</b>	<b>Topics</b>
<b>CAASHA</b> Fall 2013		A number of training sessions on topics such as first responder skills, policy and community concern form, complaint process, etc.
<b>Resident Assistants</b> 4 September 2013	<b>2 hrs</b>	Sexual misconduct policies and procedures
<b>New Student Week Leaders, Student Activities Board</b> 6 September 2013	<b>2 hrs</b>	Sexual misconduct policies and procedures
<b>GSCAs</b> 6 September 2013	<b>2 hrs</b>	Sexual misconduct policies and procedures
<b>Student Wellness Advocates</b> 11 September 2013	<b>2 hr</b>	Sexual misconduct policies and procedures
<b>Carleton Center for Civic Engagement Associates</b> 11 September 2013	<b>1 hr</b>	Sexual misconduct policies and procedures
<b>TRiO, OPLS</b> 12 September 2013	<b>1.5 hrs</b>	Sexual misconduct policies and procedures
<b>New Students</b> 13 September 2013	<b>2 hrs</b>	Sexual misconduct policies and procedures, campus resource education
<b>Career Center Associates</b> 26 September 2013	<b>1.5 hrs</b>	Sexual misconduct policies and procedures
<b>ASCA Writing Associates/Prefects</b> 3 October 2013	<b>1 hrs</b>	Sexual misconduct policies and procedures
<b>Winter Term Sexual Misconduct Training for New and Returning Peer Leaders</b> 14 January 2014	<b>1.5 hrs</b>	Sexual misconduct policies and procedures
<b>CAASHA</b> Spring 2014	<b>11 trainings of 1 – 1.5 hr each time</b>	A number of training sessions on topics such as first responder skills, policies, community concern form, complaint process, triggers, boundaries, resources, self-care, consent/alcohol, etc. This training focused on the new CAASHA members for the 2013-2014 academic year.

**Appendix D: 2013-2014 Campus Education and Prevention Programming for FACULTY/STAFF  
Provided by the Title IX Lead Team**

<b>Faculty and Staff Trainees</b>	<b>Time</b>	<b>Topics</b>
<b>Area Directors</b> 10 July 2013	<b>3 hrs</b>	Sexual misconduct policies and procedures
<b>Community Board on Sexual Misconduct and SMS Advisers</b> Weeks 2-6, Fall term	<b>1.5 hr each time</b>	The CBSM met weekly during the first five weeks of the term for training and discussion surrounding topics related to sexual misconduct and serving on the board.
<b>Community Board on Sexual Misconduct and SMS Advisers</b> Weeks 2-6, Winter term	<b>1.5 hr each time</b>	The CBSM met weekly during the first five weeks of the term for training and discussion surrounding topics related to sexual misconduct and serving on the board.
<b>Community Board on Sexual Misconduct and SMS Advisers</b> Weeks 2-6, Spring term	<b>1.5 hr each time</b>	The CBSM met weekly during the first five weeks of the term for training and discussion surrounding topics related to sexual misconduct and serving on the board.
<b>New Faculty</b> 4 September 2013	<b>1.5 hr</b>	Sexual misconduct policies and procedures
<b>Language Associates</b> 10 September 2013	<b>1 hr</b>	Sexual misconduct policies and procedures
<b>DOS Division Staff</b> 10 October 2014	<b>1.5 hr</b>	Sexual misconduct policies and procedures
<b>Staff (Staff Retreat)</b> <b>21 October 2013</b>	<b>15 min</b>	Sexual misconduct policies and procedures; reporting requirements
<b>Sexual Misconduct Committee</b> Winter and Spring terms	<b>1 hr each time</b>	SMC reviewed sexual misconduct policies and procedures in a fall term, and in winter, they reviewed requirements of the Campus Save Act
<b>Senior Administrative Staff (TOM meeting)</b> 5 November 2013	<b>1.5 hr</b>	Sexual misconduct policies and procedures; national climate around campus sexual violence prevention
<b>Security Staff</b> 13 December 2013	<b>1 hr</b>	Sexual misconduct policies and procedures; trauma-informed response practices
<b>Student Work Supervisors</b> 16 January 2014	<b>1 hr</b>	Sexual misconduct policies and procedures; reporting requirements
<b>Faculty Break-out Session</b> 27 January 2014	<b>1.5 hr</b>	Sexual misconduct policies and procedures
<b>Department Chairs</b> 27 February 2014	<b>15 min</b>	Campus SaVE Act requirements overview
<b>New Staff and Faculty</b> 27 February 2104	<b>1 hr</b>	Sexual misconduct policies and procedures