

2015-2016 Carleton College Title IX Lead Team Annual Report September 2016

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 to inform our community about reported instances of possible sexual misconduct, complaints heard by the Community Board on Sexual Misconduct or administrators, and issues addressed through non-adjudicated resolutions. The report also addresses sexual misconduct prevention and response activities, including events and 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.

I. 2015-2016 Ongoing Oversight of Student Sexual Misconduct Issues

The Title IX Lead Team provides on-going oversight of sexual misconduct issues on campus and stays current on national trends and federal mandates and legislations. The Title IX Lead Team includes:

- Amy Sillanpa, Assistant Dean of Students and Director of Community Standards; Interim Title IX Coordinator
- Mary Dunnewold, Sexual Misconduct Investigator and Title IX Deputy: Faculty/Staff
- Laura Haave, Director of the Gender and Sexuality Center, Title IX Deputy: Sexual Violence Prevention
- Marit Lysne, Director of Student Health and Counseling
- Laura Riehle-Merrill, Director for Community Engagement and Student Leadership, Title IX Deputy: Support
- Jan Foley, Medical Administrative Assistant
- Gerald Young, Athletic Director/Chair of PEAR, Title IX Deputy: Athletics

The majority of 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 campus trainings on the issue to faculty, staff, and students. In addition, the team regularly discusses pertinent issues related to Title IX and sexual misconduct, including prevention programs, support resources, response and complaint processes, and innovations in the field. The group regularly participates in ongoing professional development. The team also discusses, in non-identifying terms, some community concern forms and complaints, and how they should be addressed.

The Lead Team experienced a shift in membership this year. In July 2016, Julie Thornton, acting Title IX Coordinator, left the college. Amy Sillanpa was appointed interim Title IX Coordinator and will serve in that role until a full-time Title IX Coordinator is hired. The search to fill this position will occur during fall 2016. Jan Foley joined the Lead Team in spring 2016 to provide much needed administrative and other support. Laura Riehle-Merrill recently joined the team and will provide support and mentoring to the Sexual Misconduct Support Advisers.

During 2015-16, the Lead Team continued to respond to state and federal legal developments that address campus sexual violence. The new Minnesota Campus Sexual Assault law went into effect on

August 1, 2016. While no new federal legislation was passed during 2015-16 and the federal Office for Civil Rights did not release new guidance impacting campus policies and procedures, we have continued to respond to directives from the past several years. We reviewed our policies, procedures, and resources to verify compliance with new and existing law, with the goal of exceeding the standards. Accomplishments include the following.

- The online Haven Sexual Misconduct Prevention program was launched for all incoming first-year students and for peer leaders.
- The revised Student Sexual Misconduct Process was finalized in fall 2015 and approved by College Council in January 2016.
- We reviewed our policies and procedures to ensure compliance with the new Minnesota Campus Sexual Assault law and participated in required state reporting for the first time.
- Results of the Campus Climate Survey, conducted in spring 2015, were distributed to the campus community during fall term 2015 and have provided a foundation throughout the year for program planning and procedure evaluation.
- The Title IX Visioning Team, consisting of 14 students and co-chaired by the Title IX Coordinator and a student member, began meeting in January 2016. The Visioning Team submitted a year-end report to the Dean of Students in June 2016.
- The Lead Team continued to deliver regular training for the entire campus community, including training to peer leaders, new faculty, and new staff.
- The Title IX Deputy for Faculty and Staff completed visits to all academic and staff department meetings to discuss policy changes and reporting obligations.
- The online Haven for Faculty and Staff program was launched in August 2016.
- The Gender and Sexuality Center continued to expand our already robust sexual violence prevention/healthy relationships education and launched a specialized bystander intervention program, "Green Dot." We now have 10 staff trained as Green Dot facilitators. Over 100 students attended Green Dot programs over the course of the year.
- An open forum on the student Sexual Misconduct Process was held in April 2015.

II. Complaints Adjudicated under the Sexual Misconduct Policy in 2015-2016

During the 2015-2016 academic year, three complaints related to Carleton's Policies Against Sexual Misconduct were adjudicated through the student-student complaint process. One hearing was held winter term, one was held spring term, and one was held during the summer of 2016. All hearings were held before a panel of the Community Board on Sexual Misconduct (CBSM). In one instance, the panel reached a conclusion that no policy violation had occurred. In two instances, the CBSM panel determined that a policy violation had occurred, and sanctions were imposed. No complaints were formally adjudicated through the Faculty-Staff complaint process.

One case adjudicated by a CBSM panel involved a student who chose a non-Carleton staff member to be their adviser. In that case, the adviser was a practicing attorney. One student in each of the other two cases retained an attorney at some point in the process.

III. 2015-2016 Community Concern Forms and Non-adjudicated resolutions

The Community Concern Form, introduced to Carleton in fall term 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. The form can also be a first step in expediting the sexual misconduct complaint process. **All College employees and peer leaders in Student Life (with the exception of confidential SHAC staff and Chaplains) are required to submit a community concern form if they are made aware of an incident of sexual misconduct (gender inequity, sexual harassment and sexual assault).**

Under the new Minnesota Campus Sexual Assault law, institutions are required to provide an anonymous reporting system for incidents of sexual assault. Because of this legal requirement, Carleton's Community Concern Form can now be completed anonymously.

There were 255 community concern forms submitted in 2015-16. One-hundred-thirteen of the 255 community concern forms were sexual in nature (some forms were filed about the same incident). These numbers reflect a consistent increase in the use of the community concern form every year since its creation. Sexual in nature is defined as sexual contact, sexual touch, sexual harassment, public nudity, sexually explicit graffiti, gender inequity and sexually inappropriate comments. Note that the receipt of a community concern form does not automatically advance a case to the complaint process, nor is the community concern form collecting all incidents of misconduct on our campus.

During 2015-16, there was follow-up or investigation required for 17 sexual-in-nature community concern forms involving faculty, staff, or visitors. All incidents involved allegations of sexual harassment or sexually inappropriate conduct. All incidents were addressed through non-adjudicated means.

Sexual in Nature 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, staff, and visitors. When appropriate, other staff from the College become involved in the follow-up with students or faculty/staff/visitors, 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. That follow-up involves clarifying any questions about their concern and discussing 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 type of follow-up that occurs.

- Contacting the individual submitting the community concern form (by phone or email)
- Meeting with the 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 and response 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/get_help/reporting/ccf/

IV. 2015-2016 Professional Development

The Title IX Lead Team participated in on-going professional development and trainings (conferences, webinars, retreats) related to sexual misconduct prevention and response throughout the year. The Lead Team participated in multiple conferences or trainings, webinars, and held internal retreats.

Professional Development programming included the following:

- Trauma-informed Training for Adjudicators (TrainEd in person session)
- The Minnesota Campus Sexual Assault Legislation (sponsored by MPPC)
- Green Dot 2.0 updates (Green Dot)
- College Green Dot 2.0 Updates (Green Dot)
- 7 Common Title IX Mistakes: How To Train Faculty On Sexual Harassment Compliance (webinar)
- Title IX Documentation & Evidence: Strategies for Compliant Collection, Sharing & Storage (webinar)
- Taking Stock of the National Landscape Around Campus Sexual Assault (webinar)
- Title IX/VAWA Adjudicator Training (webinar)
- The Brain and Behavior: Minding the neurobiology of trauma in systems practice (conference)
- Restorative Justice Practices in Title IX Cases (webinar)
- Applying Social Norms Theory to Prevention of Gender Based Violence (webinar)
- A Rising Tide for Campus Prevention Professionals (webinar)
- NACUA Title IX Workshop (conference)
- Association of Student Conduct Administrators 2016 Conference (conference)
- Addressing and Preventing IPV/SV in Campus Health Centers (webinar)
- Title IX Administrators: Addressing The Day-To-Day Ethical, Legal & Conflict Challenges (webinar)
- Office for Civil Rights Updates (conference)
- Secondary Trauma, Self-Care, and Student Conduct Practice (webinar)
- Minnesota Campus Sexual Violence Prevention Summit (conference)
- Minnesota Title IX Administrators Gathering (conference)

V. 2015-2016 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 numerous events related to preventing sexual misconduct and promoting healthy relationships, the majority of which were hosted and administered through the Gender and Sexuality Center. Events included the following:

- Doing It Right (a new student week presentation addressing Carleton's culture and expectations around sexuality, consent, and relationships)
- Haven online Sexual Misconduct Prevention program for new students and peer leaders
- Green Dot trainings (one six-hour training each term, shorter overview sessions throughout the year, several Green Dot athletics events)

- HCR dinners each term (programming addressed healthy relationships and sexuality)
- *Stripped* performance and lunches (*Stripped* is a dramatic piece created by Carleton students about experiences of our bodies; replaced yearly performance of *The Vagina Monologues*)
- Speak Up event and Talkback
- A variety of other workshops and events about healthy sexuality, consent, and relationships
- Launch of Haven online Sexual Misconduct Prevention program for employees

VI. 2015-2016 Staff, Faculty and Student Training

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 faculty, staff, peer leaders, and general community members.

Training sessions included the following:

- **Peer Leaders:** Resident Assistants, New Student Week Leaders, Student Wellness Associates, Gender and Sexuality Center Associates, Chaplains Associates, Academic Support and other Tutors, Career Center Associates, CCCE students. Sessions were held during fall and winter terms.
- **Employees:** new staff (sessions held in October, February, and May), new faculty, language associates, adjudicators. In addition, from spring 2015 through winter 2016, visits were made to all academic and staff departments.
- **Other:** Title IX open forum in spring 2016, sessions with CAASHA volunteers, session with Bon Appetit Supervisors, Community Board on Sexual Misconduct and Sexual Misconduct Support Adviser training, annual Title IX training & neurology of trauma with SHAC.

VII. Closing and Looking Ahead

The goal of this report is to provide information about Carleton's Sexual Violence Prevention and Response initiatives, including educational programming, sexual violence response procedures, and policy work of the Title IX Lead Team.

Both best practices and legal requirements continue to evolve in this arena. In response, we will continue to review our policies, procedures, and educational programming in the coming year. Other plans for the coming year include the following:

- Support on-boarding and orientation of new Title IX Coordinator
- Continue to evaluate the composition of the Title IX Lead Team
- Adopt Advocate as primary source of Title IX record-keeping to improve workflow
- Working with new Title IX Coordinator, develop strategic plan for prevention programming
- Continue to work with College Communications to develop and implement an on-campus Title IX awareness campaign
- Continue to monitor state and federal legal developments and update procedures as necessary