

Baldwin Wallace University Campus Safety Task Force

Report of Recommendations for Strengthening Campus Safety

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Introduction

The Baldwin Wallace University Campus Safety Task Force (CSTF) was commissioned by President Helmer in response to student concerns about campus safety. A group of students with concerns about how certain Title IX cases had been handled and use of social media by a Title IX investigator held a student-only meeting that led to creation of the Student-Led Safety group, which called for action by the university about these concerns. President Helmer announced a campus forum which took place on January 17, 2018. The forum was used to listen to safety concerns and questions from the BW community and explain the BW Title IX policy and procedures. President Helmer announced the formation of a Campus Safety Task Force, to be comprised of faculty, staff and students, co-chaired by Dr. Sophia Kallergis, Director of the BW Counseling Center, and Dr. Tom Sutton, Professor of Political Science and Director of the BW Community Research Institute.

President Helmer, Chief Diversity Officer C.J. Harkness, and Drs. Kallergis and Sutton identified faculty, staff and students who could represent a broad spectrum of the BW community, as well as two staff from the Cleveland Rape Crisis Center (see title page for list of CSTF members). The CSTF met weekly, maintained meeting notes and documentation on a dedicated Blackboard site, and provided bi-weekly updates to the BW community on a 'My BW' page developed by the Office of University Relations. A submission tab was developed that enabled the BW community to anonymously submit questions and concerns. These were first received by Dr. Kallergis, who screened submissions for confidentiality and then shared the content of submissions with the CSTF. Four submissions were received during the spring semester.

The CSTF met with C.J. Harkness, who serves as the BW Title IX Officer, to review existing policy, procedures, and campus training and awareness efforts. CSTF members reviewed the BW Sexual Misconduct, Discrimination, and Community Standards policies. Faculty and staff members of the CSTF each completed the EverFi online sexual misconduct training.

The CSTF developed a data gathering and analysis approach that involved the following steps:

- Interviews with the BW Title IX Officer and investigators
- Interviews with BW faculty and staff with direct or indirect responsibility for handling situations involving sexual misconduct or discrimination. This included

interviews with faculty and staff with experiences involving Title IX and discrimination situations.

- Interviews with BW students representing student groups with some likelihood of facing situations involving discrimination and/or sexual misconduct.
- Review of a Cleveland Rape Crisis Center (CRCC) report evaluating Title IX and discrimination policies from Ohio colleges and universities.
- Interviews with a sample of Title IX officers and staff from Ohio campuses.
- Formation of four working groups focused on primary dimensions of campus safety: 1. Policy Review; 2. Procedures; 3. Personnel and Training; 4. Campus Awareness.
- Using the data gathered from the CRCC report on Ohio campus Title IX policies, interviews, and discussions among the CSTF, members submitted recommendations for changes to how BW handles Title IX, Discrimination, and Community standards policy development, procedures, staffing, training, and campus awareness. The recommendations are prioritized with action time frames (summer 2018; 2018-19 academic year; 2019-20 academic year).

It should be noted that the recommendations are intended to strengthen a good system of reporting, investigation, and case disposition. The Campus Safety Task Force found a deep commitment to campus safety across the BW community, especially among those such as the Title IX team, Campus Safety and Security, and university leadership, all of whom are deeply concerned about improving responses to safety situations and helping students, staff and faculty feel safe. CJ Harkness and the team of Title IX investigators have done good work, but face significant time constraints and expanding priorities that require attention. Increasing campus awareness about how to respond to instances of sexual misconduct and discrimination is a significant focus area that will require sustained effort and oversight.

Priority Recommendations for Summer 2018

- Establish a Standing BW Safety Committee that reports to the President. The committee will be composed of faculty, staff and students representing the breadth of the university community, with special attention to representation of persons of color, women, LGBTQ persons, and units with specific responsibility for Title IX, discrimination, BW Code of Community Conduct policy, and campus safety.
- Create separate position for oversight and enforcement of all Title IX policies, including sexual misconduct, discrimination, and related BW Community

Standards of Conduct. Strengthen investigator function through increase in number of investigators (including a trained reserve group that could be activated as needed to handle increased caseloads), engagement of investigators in conducting campus awareness and training sessions, and strategic placement of resource personnel across campus.

- The 2018 Fall Conference should focus on programming to raise awareness and develop practical skills for faculty and staff about the following campus safety priorities: Title IX policy and procedures (e.g., the role of mandatory reporting and how this functions); reporting and responses to instances of discrimination; enforcement of the BW Community Conduct Standards policy; ALICE (active shooter) training.
- Revise the Title IX policy document to include the following:
 - Placement of the BW Mission Statement at the beginning of the policy;
 - Inclusivity of language concerning gender identity and sexual orientation;
 - Comprehensive alcohol and drug amnesty policy to encourage individuals involved in possible violations of sexual misconduct and/or discrimination policy to report incidents, including bystanders and victims;
 - Inclusion of language concerning consequences to respondents engaged in sexual misconduct against persons who are incapacitated (with clear definition of what constitutes incapacitation);
 - A policy statement emphasizing that ‘consent must be continuously given’ in relation to sexual relations.
- Design and implement campus safety awareness outreach campaign, including plans for first year student week of welcome; messaging on campus intranet systems (Blackboard; ‘My BW’); classrooms, restrooms, residence halls, and other campus public areas. Include FAQ about what to do when faced with a sexual misconduct or discrimination incident.

Longer term recommendations for the areas of Policy Review, Procedures, Personnel and Training, and Campus Awareness

Policy Review

- Institute an ombudsperson role as part of the Title IX and discrimination case management procedures. The University of Notre Dame has a model that could be adapted for BW:

‘The Ombudsperson is a member of the Notre Dame faculty or staff appointed by the President to provide information and assistance regarding Sexual or Discriminatory Harassment to the University community. Regardless of the status of the alleged offender, a complainant or respondent may contact an Ombudsperson for advice and guidance related to the complaint or the resolution process at any time. An Ombudsperson who receives a report of a violation of the Policy must share that information with the Title IX Coordinator/Office of Institutional Equity for investigation and follow-up. Specific contact information for these offices and/or individuals may be found on the Office of Institutional Equity website at equity.nd.edu.’

[\(https://diversity.nd.edu/resources/\)](https://diversity.nd.edu/resources/)

- Develop clear role definition for the ‘choice of advisor’ component of the Title IX process. Explain the role, provide training as needed, and increase campus awareness of this resource for persons who may become involved in a Title IX case.
- Institute a Violence Prevention and Advocacy Coordinator:
(job description developed by Counseling Services): This staff member would be responsible for the planning, implementation and coordination of wellness programming on campus including, but not limited to, alcohol and other drug abuse prevention education, sexual health promotion, relationship-based violence prevention, and physical wellness. This staff member would work closely with the BW Wellness Office, BW Counseling Services, BW Health Services, BW Career Services, BW Student Life, BW Residence Life, CRCC, and other campus partners. They would act as staff advisor for BWISE and the Health Promotion Grant Board and supervise a graduate intern. They could act as a chair or co-chair of the Sexual Misconduct Prevention Task Force. They would provide advocacy for students going through a Title

IX investigation process. This staff member would report to the VP of Student Affairs. Candidates would preferably have a Master's Degree in Social Work, Counseling, Higher Education or a related field. Candidates would preferably have experience in wellness promotion, violence prevention and Title IX advocacy, and/or higher education.

- Assist the Student–Led Safety (SLS) group in becoming an officially recognized student organization on campus.
- Clarification concerning what types of sanctions apply to particular violations of the sexual misconduct and discrimination policies. Sanctioning needs fully developed explanation and rationale concerning purpose and intended outcomes (e.g., an educational sanction intended to correct behavior; a punitive sanction intended to punish behavior; a sanction designed to protect the safety of an individual).
- The BW Sexual Misconduct and Discrimination policies and procedures need to be more easily accessible (e.g., 'My BW' page; Blackboard homepage)
- Publicly accessible list of non-mandated reporters, mandated reporters, and Title IX staff.
- Bias and hate crime reporting system needs separate, clearly explained policies and procedures.
- Develop social media use policy for BW faculty and staff that provides guidelines for appropriate use. The policy should be developed to maintain and protect respect for employee expression and privacy, while providing clear guidelines for use that may be considered in violation of the BW Community Standards, Sexual Misconduct, and Discrimination policies. Procedures for reporting and addressing concerns will need to be developed. Awareness and training for faculty and staff will be necessary.
- University requirement for inclusion on all course syllabi of language briefly explaining BW Sexual Misconduct, Discrimination, and Community Standards policies and procedures for reporting.
- Develop policy for reporting and handling of sexual misconduct cases involving minors on campus (e.g., first year students who are under 18; children visiting campus).

Procedures

Investigators need to engage in consistent and regular meeting times, which can serve as professional development opportunities and help establish consistency among investigation protocols (i.e., sanctions, investigator language when meeting with complainants). The Title IX officer and investigators need administrative support to deal with organizing, scheduling, etc. Timely response, investigation, documentation and resolution of cases is critically important in developing and maintaining community trust that complaints are taken seriously.

- Thorough review and analysis of cases submitted to the BW Title IX office for the period of 2013-2017 by an independent third party with expertise in Title IX sexual misconduct and discrimination procedures.
- Protection for all alleged victims during waiting period of investigation including, but not limited to: accused person(s) may not contact the alleged victim(s); providing alternative, secure housing for alleged victims during investigation; escorts to classes for alleged victims; excused absences from any and all required BW functions for the alleged victim (classes, events, work) for the duration of the investigation.
- Maintain Counseling Center practice of providing priority attention to persons seeking counseling services who are involved in a sexual misconduct or discrimination incident and/or case investigation.
- Develop a hearing board composed of trained faculty and staff for the purpose of reviewing case findings and determining sanctions. The Board would also be responsible for oversight of the Title IX policy, procedures, training, and campus awareness programs.
- Students receiving a sanction for a severe policy violation who receive probation, suspension, or expulsion from the University should have such action marked on their academic transcript.
- A peer support group - possibly advised by the Director of Counseling Services or a CRCC representative.

- Special attention is needed to strengthening enforcement of policy concerning retaliation. Many victims feel like they cannot report because they feel like they do not have enough evidence or will experience some form of backlash.
- More transparency in the investigation process. Students should know what the process looks like before they need to go through it. Create a FAQ that provides quick information about what to do when faced with an incident of sexual misconduct or discrimination. Policies and procedures should be clearly laid out and followed. All parties should be updated each step of the way. There should be a reasonable time line for resolution of investigations, and this should be followed. At the end, all parties should get a letter outlining the resolution.
- Witnesses in Title IX investigations and/or hearing(s) should not be asked to verbally give an in-person statement and then be told after the fact they need to put in writing, or it will not be included as evidence.
- All Title IX coordinators, investigators, and anyone who will be a part of the decision-making process regarding finding respondents responsible/not responsible, sanctions, appeals and reviewing potential procedural errors, must receive trauma-informed response to disclosures and interview training (FETI, ATIXA, CRCC). Training about how SANE kits are used in sexual assault investigations and complaint procedures as evidence within the context of the Title IX process (investigation, hearing, decision-making) must also be required for these individuals.
- Investigators will be trained in cultural/religious affiliations to develop awareness of victims' preferences with respect to how information is collected. For example-who questions them about sensitive information, as in cases of alleged sexual assault? As an example: Basic religious understanding could prevent misunderstandings such as asking a Muslim woman to expose her hair in presence of males or if she is comfortable being photographed. In respect to a Muslim woman, it helps to understand the nature of her beliefs and that some women may perceive they are being violated again by the investigation process; (e.g. Muslim women may or not dress modestly and vary in religiosity, but typically will not appreciate talking about her assault with a male or exposing skin in arms or legs to a male unless the male is a physician).
- The exact route of an investigation, an appeal, etc. should be laid out within the policy. Currently the policy redirects the reader to the student handbook, faculty handbook, employee handbook. The same is true for sanctions. This should be spelled out without sending the reader (who may be in crisis) on a quest to find another document.

- Review security and safety of all academic buildings, with particular attention to the security of staff, faculty and students involved in evening classes and events. The university should prioritize installation of swipe card access to academic buildings in the evenings, and review the need for use of security cameras in potential at-risk locations.

Personnel and Training

- BW should have Human Resources contact anyone who has not completed Everfi training and bring them into compliance. Faculty compliance with mandated university training should be considered as part of the Professional and Ethical Relationships component of the promotion and tenure process.
- Thorough vetting process for hiring safety and security personnel to ensure that those being hired respect and believe in the rights and dignity of all students. Safety and Security needs more women, minorities, and LGBTQ+ individuals to accurately represent the student body and its needs.
- Following best practices of other campuses, Safety and Security personnel should be trained as first responders to possible cases (trauma-informed training), but should not have the formal role of Title IX investigators. This unit should also receive regular training in diversity awareness and engagement as first responders to situations of alleged discrimination.
- In addition to providing training during Weekend of Welcome, Bystander training and dissemination of information regarding policy/procedures and campus resources is also provided for transfer students and students that enroll at BW mid-academic year.
- Focused training for staff and faculty with specific responsibilities for students in Athletics and performing arts to look for behavioral signs that may indicate a student has experienced a situation involving sexual misconduct and/or discrimination, and how this should be addressed.
- Campus-wide ongoing training plan (with schedule) about topics surrounding Title IX concerns: sexual misconduct prevention, response, healthy boundaries/relationships, consent.

- Utilize this tool: <https://www.justice.gov/ovw/page/file/910301/download> in crafting the Title IX Coordinator and Deputy Title IX Investigators roles and responsibilities and as a foundation for the ongoing campus-wide educational prevention and response plan.

Campus Awareness

- Use FYE to introduce first year students to a cohesive message about Title IX policies and procedures. Have a mandatory training for all student organization officers.
- A campus wide survey (asking the students if they are aware of the current policies and if they feel safe utilizing the resources BW has to offer). This would also offer an outlet for anonymous voices. Anonymous complaints are not taken seriously (for understandable reasons) and the difficulty of reporting is indescribable. This survey would serve as a bridge between reporting and rumors. It would be like a more specific course evaluation. Ideally it would be annual and mandatory for all students, faculty, and staff.
- Ensure that all adjunct professors are knowledgeable about the sexual misconduct/discrimination policy (including information about their role as responsible employees).
- Use April 'Sexual Assault Awareness Month' as opportunity for special programming and campus awareness efforts (see list of ideas from CSTF notes).
- Ongoing efforts to raise awareness of the value of diversity at BW needs to be supported and expanded. Faculty development should focus on how to address diversity of student experiences in teaching and advising. Student organizations should be encouraged to participate in diversity awareness programs. Broad definitions of diversity that focus on increasing mutual understanding and recognition that this is a lifelong practice should be parameters for program planning, training, and faculty development.
- Hold an annual town hall, possibly at the beginning of each spring semester, to invite students to talk about safety concerns, ask questions and receive updates/information about resources available to them.