

## **Training Materials for Title IX Personnel**

In compliance with the requirements of Title IX, 34 C.F.R., Section 106.45 (b) (10), as of August 2020, Sauk Valley Community College has provided and will continue to provide required training to all Title IX personnel including the Title IX Coordinator, Investigators and Decision-Makers. Individual course materials are subject to copyright laws and are only available with the consent of the course provider or otherwise as authorized by law.

**Course Provider: D. Stafford & Associates, 179 Rehoboth Avenue #1121,  
Rehoboth Beach, DE 19971**

**Course Title: Constructing the Live Hearing Process**

**September 2020**

### **Course Description and Content Summary**

The new Title IX regulations have been released, and the expert Title IX team at NACCOP and DSA (D. Stafford & Associates) has developed a virtual, live class to guide individuals on campuses who oversee the implementation and management of the hearing process for both students and employees.

Topics will include an overview of the requirements related to the hearing process; selection and training of decision makers; in person vs. virtual hearings; building and facilitating a hearing agenda; managing hearing participants; considerations in selecting institutional advisors; bias, questioning and cross-examination; evaluating relevant evidence; making a finding; specific considerations regarding employee cases; and the appeal process.

This 14 hour class will be held for two consecutive days from 10:00 am – 5:00 pm Eastern Time. These are live virtual classes that will use technology to facilitate the presentation of the course material and small group exercises to enhance learning through active participation.

Our Title IX team has trained over 3,500 Title IX Coordinators and Investigators across the country and is well-known for delving into the practical application of Title IX. The NACCOP/DSA team, comprised of seasoned practitioners, has analyzed the changes and is poised to help attendees practically apply the hearing process outlined in the 2020 Title IX regulations.

### **Day 1**

#### **Module 1: The Law and the Hearing Process**

- Title IX Overview
  - Code and Regulations
  - Case Law
- The Title IX Grievance Process
  - Definitions

- Jurisdiction
- Resolution Processes
- Hearing Basics
- Conflict of Interest and Bias

#### Module 2: Hearing Preparation

- Policy vs. Procedure
- Steps of the Formal Process
- Choosing your Personnel
- Choosing your Hearing Format
- Hearing Notices
- Q and A

### **Day 2**

#### Module 3: The Hearing

- Evidence and Relevancy
- Role of the Personnel
- The Hearing Agenda
- Relevancy Determinations
- Difficult Situations
- Case Studies

#### Module 4: Findings and Appeals

- Weighing the Evidence
- Elements of a Violation
- Sanctions and Remedies
- Written Determination
- Appeals and Other Decision-Makers
- Case Studies
- Q and A

**Course Provider: ATIXA, 475 Allendale Road, Suite 200, King of Prussia, PA 19406**

**Course Title: Level 1 Investigator Training**

**September 2020**

### **Course Description and Content Summary**

This course provides foundational knowledge and skills for civil rights investigators, deputies and Title IX Coordinators/Administrators who perform and/or oversee campus investigations. The primary focus is mastering investigation of campus sexual misconduct and sexual harassment.

- Level One is our most basic training offering for civil rights investigators, deputies and Title IX Coordinators looking to acquire the fundamental skills necessary to conduct investigations of sexual misconduct in schools and colleges. This training meets the required training mandates of Title IX and VAWA Section 304 for participants, whether you are a full-time investigator or have investigation responsibilities on top of other duties. No one likes to think of themselves as needing basic training, but we generally find that our registrants self-select into trainings that are a level too high for their current understanding. Good practice rests on solid foundations, and you need those fundamental elements. Attend this training if you are either an inexperienced investigator, have not been trained before, or want to solidify your fundamentals. You'll walk away from this training with an understanding of the legal underpinnings of Title IX and VAWA Section 304, as well as useful templates, practical rubrics and the key tools of the professional civil rights investigator.
  
- Legal Basis for Title IX Liability
- Intersection of Title VII and Title IX in Investigations
- Due Process Myopia as a Legacy of Dixon vs. Alabama
- Title IX Era – Equity By and Through the Process
- Overview of The Civil Rights Investigation and Grievance Model – 10 Steps
- Title IX Coordinator Oversight
- Standard of Proof
- The Force, Capacity, Consent Construct
- Basic Interview Skills

**Course Provider: Association of Title IX Administrators (ATIXA)**  
**475 Allendale Road**  
**King of Prussia, PA 19406**  
**November 2020**

## **TITLE IX HEARING OFFICER & DECISION-MAKER INTERACTIVE MOCK HEARING TRAINING COURSE**

### **Description of Course**

Participants all play a role in this online live event! This day-long event requires registrants to prepare for their role in advance, learn their part, and prepare to testify, question, rule, or deliberate. The roles include a hearing facilitator, a voting chair, two decision-maker panelists, two parties, two advisors, and three witnesses. Then, facilitators take the participants through the hearing script per the regulations, and then facilitate deliberations. This is an excellent hands-on way to get a feel for how hearings will work under the new Title IX rules.