**Task Force on Sexual Misconduct & Campus Climate**

**Meeting Notes from July 26th, 2018, 1:00 – 3:00 PM**

1849 Room, Student Center

*Notes prepared by Sinéad Ruane*

**Meeting Participants:**

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| Present | Jean | Alicandro |
| Present | Natalie | Ford |
| Present | William | Fothergill |
| Present | Shelly  | Jones |
| Excused | Yvonne | Kirby |
| Excused | Ululy | Martinez |
| Present | Victoria | Minervino |
| Present | Bill | Panetta |
| Present | Cecilia | Perez-Colon |
| Present | Kristina | Rodrigues |
| Present | Sinead | Ruane |
| Present | Richard | Spada |

 Present Jeremy Visone

**Meeting Objectives:**

* To review feedback from Dr. Toro’s meeting with the small work group creating the process for information and data gathering
* To review (and provide feedback) to the three small groups creating processes for information and data gathering:
* Policies and Procedures
* Training and Programmatic Activities
* Internal and External Best Practices
* Survey Proposal
* Review and update/finalize communications from Dr. Toro for August with Key Leaders

**Agenda and Notes:**

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| **Welcome and Set the Stage** | IntroductionsCheck insAgenda and outcome reviewUpdates from Richard:* Met with Dr. Toro to update on activities, task force charges, etc.
* She wants us to include bullying and campus culture in our investigation and research, task charges updated accordingly (Slide #4)
* Dr. T. supports forms of data collection: campus-wide survey, the two open town hall meetings in Sept, focus groups, etc. (Slides #8 & #9)
* Shared our process timeline, formal launch of data collection begin August 1st, data gathering (Slide #3)
* Question about cyber-bullying; to what degree is it covered in our programs, policies, training, etc.
* Need to finalize dates and times of town halls, focus groups, etc. before email blast goes out August 1st.
* Cass, president of SGA suggested we market the ‘town hall’ as an “open forum” – consider perceptions when we announce. Get feedback on how they were conducted in the past for ideas on how to organize, conduct, plan, etc. – form committee to work on planning.
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| **The Information and Data Gathering Process** | Presentation and Review/Q&A |
| **Work Stream Presentations, with Question and Answers:  Outcome – Updated/Final Processes\*** | **1. Policies and Procedures (Cecilia and Nathalie)*** Cecilia presented/explained the data gathering process (see PPT slides)
* Nathalie – purpose & objectives – mentioned the inconsistency, the circular nature of information available
* Cecilia - presented samples of initial information gathered – Google/website searches (slide #4)
* Identifying main departments & key people to contact, updated information (slide #5)
* Aligning the work streams to avoid replication of work, but also comprehensive cultures
* Needs from other work streams – agreement on definitions of key terms
* Experiencing the process as a victim/user of the system – formulate questions around issues, problems, etc.
* Best Practices work stream – needs to make some assessment of our current practices, trainings, etc. as compared to other institutions
* Richard – need to have a general, common request for information, delivered to each key person/department – boiler plate, then tailor it to each department. Need org charts from each key department.
* Action Item – identify point of contact, general documentation request, cross reference between Policies & Training work streams to have a consistent list of key contacts

**2. Training and Programmatic Initiatives (Jean and Yvonne)*** Title IX to be included in training & programmatic initiatives
* Focus on different constituencies, put in a table format to compare what each group/department is doing in each area/topic, is it aligned? Best practices? Inconsistencies?
* How do you measure best practice? Identify the criteria to evaluate
* Richard mentioned a consistent approach to gathering information
* Jean – how are we going to share information which overlaps work steams/topics?

**3. Internal and External Best Practices (Ululy, Bill and Jeremy)*** Jeremy presented; mentioned that it could be an endless search, so to refine, look at 3 model organizations within each category.
* Dr. Toro mentioned best and worst practices & institutions – what to avoid
* Initially working/researching online, then supplement with interviews when needed and if access is available
* As some organizations are experts in the area of sexual harassment & bullying, questions focus on getting information about best practices, not necessarily organization-specific policies/practices.
* Richard – mentioned the issue of culture, especially at other universities & educational institutions about safe and inclusive climates ex. ACUI (Scott, Sue Sweeney, Kathy Porer) – statistics from other institutions, lobbying arms, AAUP – union on campus climate
* Identify contacts in our task force network who can help give us access
* Climate questions – what services available, and how it’s supported, communicated – list will be updated
* Multiple perspectives (student leaders, admin, staff, faculty, etc.) when doing interviews
* Dr. Toro endorsement letter to facilitate access

**4. Campus Survey Proposal (Cecilia)*** Cecilia gave brief overview of origin & purpose of survey – came from questions about the user’s experience of the current system
* Make as simple as possible to not overwhelm respondents, fairly contained, very open to feedback from TF members, can submit detailed feedback online/via email
* Action item – please review survey and provide feedback to Cecilia by next Friday (August 3rd).

*\*each work group has 20-30 minutes to present approach and seek input, get questions answered and build a level of confidence that they are ready to launch the information and data gathering process.  We will use Webex, and you are invited to submit a power point presentation deck for your portion of the meeting.* |
| **Next Steps** | Brainstorm next steps and any additional action items* Dr. Toro will be sending out invitations for teleconference meeting – key contacts for information gathering – possibly August 7th or 8th
* Question for Jean – date recommendations for open forums – need to decide to announce August 1st – should we pick up dates that are open or when other meetings/events are scheduled (SGA retreat Aug. 10-12) – send out email to boards of different student groups
* Suggest week of Sept. 16, 2nd choice week of Sept. 9 – Jean will check for other major events, email Faculty Senate, etc. – Richard will connect with Jean regarding dates and more details regarding Training Work Stream
* Action Item – Richard will schedule a call with each of the work streams to touch base
* Vicki thinks we’ll get more than we anticipate – students are frustrated with what is happening on campus, social media is heating up.
* Action Item – volunteers for Open Forum Committee – Vicki, Christina (will check), Jean, others?
* Action Item – work streams need to review others’ questions to make sure there is coverage where needed
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| **Meeting Closure** | Summary and closure* Meeting adjourned at 3:00 PM
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