

1. Brainstorm List – Major Groupings of Offices for Information

Who is the key contact for each of the departments/offices?

- Dr. Zulma Toro, President
 - Dr. Peter Troiano, VP Student Affairs
 - Union Presidents (Louise Williams – AAUP; Lisa Bigelow – SUOAF – other names are being identified)
 - Dr. Richard Bachoo, VP Administrative Affairs
 - Dr. David Dauwalder – VP Academic Affairs, Provost
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- a. Office of Diversity and Equity
 - b. Human Resources
 - c. Office of Student Conduct
 - d. Office of Victim Advocacy
 - e. CCSU Police Department
 - f. University Counsel
 - g. Unions (AAUP, AFSCME, SUOAF, Unite Here Local 217 . . .)
 - h. Ombudsperson
 - i. Residence Life
 - j. Student Wellness – Counseling
 - k. Student Wellness – Health
 - l. Women’s Center
 - m. LGBT Center
 - n. Sexual Assault and Interpersonal Violence Resource Team (SART)?
 - o. Women, Gender, Sexuality Studies – programmatic initiatives – what other academic departments/programs are involved? Do they report activities (especially if they receive funding), if so, to whom?
 - p. Threat Assessment Team (w /VP Student Affairs)
 - q. CCW (Center for the Concerns of Women)

2. Overview of Recommended Plan to Collect Information:

- Collect written reports/documents;
- Review written reports/documents and create list of questions to ask representatives listed above;
- Conduct independent interviews with representatives from offices listed above;
- Conduct focus groups with relevant representatives (based on findings from independent interviews).

3. Key Offices to Contact for Initial Information Request:

- Human Resources
- ODE
- Union Leadership (Presidents of all 7 unions)
- CCSU Police

For each of the four offices listed above we are requesting:

1. Current policy documentation and any historical records/updates to these policies
 - a. Ex. Any policy documentation that existed in the last 10-years (which includes the change in ODE leadership)
2. Documented guidelines for procedures (ex. forms, reporting flowcharts, etc.) and protocol (step by step instructions), any information regarding training in the procedures and protocol for office personnel.
3. Annual Reports (current and going back 10 years, to 2007)
4. Any annual/periodic reports submitted by the offices/departments they oversee

4. Additional Offices to Contact for Initial Information Request

- Dr. Troiano (VP Student Affairs)
With specific reference to...CHARGE #4: Examine programmatic initiatives currently in in place to prevent sexual misconduct behaviors. From Dr. Troiano, we are requesting any information/annual reporting received from the various offices he oversees (see list above in #1).
 - Programming – events, campaigns, marketing, etc.
 - Training activities

5. Brainstorm List of Questions for Specific Offices/Departments

Questions for key offices (ODE, HR, CCSU Police, Union Presidents):

- Describe the procedures and protocols for responding to a “disclosure.”
- Describe the procedures and protocols for initiating an “investigation.”
- Describe how the information pertaining to a disclosure and investigation/report are recorded and stored.
- Describe how outcomes from disclosures and investigations/reports are resolved.
- Describe how outcomes from disclosures and investigations/reports are shared and disseminated with individuals, groups, and the general public.

Below are questions we hope will be addressed in the answers to the questions above:

- Clarity over when and how does the “disclosure” that is brought to ODE from faculty, confidential sources, etc. become an investigation
 - Must the investigation have the consent/participation of the victim?
- Confidential disclosure – how much information must be revealed to ODE
- Are there intake forms for reporting?
- What assistance is offered for those reporting an incident/disclosure (i.e. help filling out forms, clarifying information).

Questions for the key reporting offices (e.g. OVA, Women’s Center, etc.)—we will fine-tune these questions based on information provided in the above interviews:

- Is there a standard process (form, instructions, etc.) for accepting/dealing with a disclosure.
- Find out what the current/system is for each office/department. What are the consistencies?
- What is the communication between the different offices regarding specific disclosures or reports? What information is shared (or not)?

- What is the timeline for communicating with different offices? All roads lead to ODE...but is the communication reciprocal when
- Copies of any documentation regarding policies and procedures in place

Provost

- Do you collect any information from academic departments, interdisciplinary programs, etc. regarding training, activities, programming reports, etc. as well as reporting of incidents.

Follow-up Questions for Richard:

- What's the timeline for making the information requests? Since the requests are quite general in nature, do you want to get them out as soon as possible, or bring them to the next TF meeting on June 28th for input from other members?
- Who will send out the request? Richard (as Chair?) from his email? New TF email account?
- Should Richard ask President Toro to send a pre-emptive email to the key contacts (HR, ODE, Unions, VP Student Affairs and CCSU Police) asking for their timely cooperation to supply information that will assist our research into the processes and procedures.

Follow-up Questions for meeting on June 28th at 10:00 AM

How are we going to store the information as it comes in? Create a drive that we all have access to (both on and off campus TF members)

How are we going to divide up the work? Review the documents for different offices with regard to:

- Policies and procedures
- Training and programmatic initiatives