



Channel Islands

CALIFORNIA STATE UNIVERSITY

OFFICE OF THE PRESIDENT

TITLE IX IMPLEMENTATION PLAN

PREPARED BY

Title IX Implementation Team (TIXIT) of CSU Channel Islands

Approved September 25, 2024

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INTRODUCTION

The California State University (CSU) Board of Trustees engaged Cozen O'Connor in March 2022 to conduct a systemwide assessment of its Title IX and Discrimination, Harassment, and Retaliation (DHR) programs to strengthen its systems of care and compliance following high-profile reports of sexual harassment and other misconduct with the CSU.

The Cozen O'Connor team visited all 23 campuses and the Chancellor's Office headquarters between July 2022 and April 2023 and administered a systemwide survey that garnered nearly 18,000 responses between December 2022 and February 2023. A report identifying core observations and recommendations for improvements at both the system and university levels was shared systemwide on July 17, 2023.

California State University Channel Islands received its individualized [campus report](#) on July 17, 2023, as well as information from a separate systemwide [audit](#) conducted by the State. These reports have become a roadmap to guide our efforts. Upon receiving the recommendations from Cozen O'Connor and the Chancellor's Office, Cal State Channel Islands created an Implementation Team to evaluate, assess, and implement the Cozen O'Connor recommendations at Cal State Channel Islands.

IMPLEMENTATION TEAM

To facilitate the implementation of recommendations, CSU Channel Islands formed the Title IX Implementation Team (TIXIT) to serve as an advisory, communications, and working group. Pursuant to guidance from the Chancellor's Office, our Implementation Team includes the Title IX Coordinator / DHR Administrator as a subject matter expert; representative members of staff, faculty, and student leadership, to provide community perspective and have visibility into progress on the recommendations; and, a member of senior leadership, who can assist with securing resources, removing operational roadblocks, and aligning institutional priorities.

The members of TIXIT include:

- Helen Alatorre, ASI Executive Director
- Gina Sanchez Gibau, AVP for Faculty Affairs Success & Equity
- Renee Fuentes, Manager of Title IX & Inclusion and Deputy Title IX Coordinator
- Eboni Ford Turnbow, Vice President for Student Affairs
- Katie Johnson, Deputy Title IX Coordinator
- Andrew Fox, ASI Student Government President
- Pearce Harris, ASI Student Government Vice President

- MariaElena Plaza, AVP for Administrative Services & HRO
- Lindsey O'Connor, Associate Professor of Sociology
- Kristin Steiner, Director of University Communication
- Cassandra Sumano, Analyst to the Dean of Students & CARE Case Manager
- Erica Taylor, Title IX Coordinator & DHR Administrator / Implementation Team Co-Chair
- Kaia Tollefson, Chief of Staff / Implementation Team Co-Chair

UNIVERSITY DEMOGRAPHICS AND POPULATION

The below chart reflects key metrics and demographic information for CSU Channel Islands as provided in the Cozen O'Connor report.

CALIFORNIA STATE UNIVERSITY, CHANNEL ISLANDS		
Location Information		
Location: Camarillo, CA	County: Ventura	Locale Classification:
University Information		
President: Richard Yao		
Designations: Federally designated Hispanic Serving Institution		
Enrollment		
Total Number of Students (as of Fall 2023)	5,127	
Student Ethnicity		
White	22.6%	
Hispanic/Latino	60.9%	
Asian	6.2%	
Two or More Races	3.8%	
Race and Ethnicity Unknown	3.1%	
Black/African American	2.2%	
International Student	1.0%	
Native Hawaiian/Other Pacific Islander	0.2%	
American Indian/Alaska Native	0.2%	
Instructional Faculty		
Total Number of Faculty	395	
Tenure-Track	23.9%	
Lecturer	76.1%	
Percent Full-Time	54.9%	
Percent Part-Time	45.1%	
Staff		
Total Number of Staff	473	
Percent Full-Time	94.1%	

Percent Part-Time	5.9%
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ABBREVIATION GUIDE

Abbreviation	Title
AD-SC	Associate Director of Student Conduct & CARE
AVP-AP&CI	Associate Vice President for Academic Programs & Continuous Improvement
AVP-FASE	Associate Vice President for Faculty Affairs, Success & Equity
CAPS	Counseling & Psychological Services
CO	Chancellor's Office
COS	Chief of Staff
DS	Dean of Students
ED-TIX	Executive Director of Title IX/DHR Administrator
EPCS	Education, Prevention, and Compliance Specialist
FASE	Faculty Affairs, Success & Equity
HRO	Human Resources Officer
PACIE	President's Advisory Council on Inclusive Excellence
PEOC	Prevention and Education Oversight Committee
SG	Student Government
TIXIT	Title IX Implementation Team
UPD	University Police Department
VPBFA	Vice President for Business & Financial Affairs
VPSA	Vice President for Student Affairs

PROGRESS TO DATE

From early Fall 2023 through early Spring 2024, the Title IX Implementation Team at CSU Channel Islands developed its first complete draft of a Title IX Implementation Plan in response to all Cozen O'Connor recommendations, submitting it to the CSU Chancellor's Office on Feb. 9, 2024. A significant amount of progress was made toward addressing those recommendations during the

2023-24 academic year, summarized in this [campus global email](#) sent from President Yao in May 2024 to all students and employees. A final draft of the plan was submitted to the Chancellor's Office August 16, 2024.

PLAN SUMMARY

The Cozen O'Connor recommendations for CSU Channel Islands are divided into five areas: 1) Infrastructure and Resources; 2) Strengthening Internal Protocols; 3) Communications; 4) Prevention, Education, Professional Development, Training and Awareness; and 5) Responding to Other Conduct of Concern (where "Other Conduct of Concern" refers to reports of conduct that fall outside of the Nondiscrimination Policy).

Within the plan, priority levels for the recommendations are provided based on immediate, intermediate, and longer-term timelines. A level 1 designation identifies work already begun or to be begun in our first year of implementation. A level 2 designation identifies work that will begin in 2025-26, and level 3 tasks will begin in 2026-27. A Chancellor Office Initiative identifies work that is collaborative and led by Chancellor office guidance.

A. INFRASTRUCTURE AND RESOURCES

The Title IX Implementation Team (TIXIT) aims to strengthen our Title IX/DHR program by strategically addressing key recommendations outlined on pages 4-6 of the CSU Channel Islands Cozen O'Conner report. This phased approach centers on budget allocation to sustain current initiatives and bolster ongoing efforts. With a focus on personnel, infrastructure, records management, general oversight of Title IX/DHR activities, and continuous training for campus leadership and Title IX professionals, this plan endeavors to create a robust and comprehensive framework to ensure the well-being of our campus community in the realms of Title IX/DHR.

PLAN SUMMARY – INFRASTRUCTURE AND RESOURCES

Task 1: Work with the Chancellor's Office to develop a project plan for addressing gaps and implementing recommendations.

Task A1 Response:

- Project Leaders: TIXIT Co-Chairs, Chief of Staff (COS) and Executive Director of Title IX & Inclusion/Title IX Coordinator (ED-TIX)
- Stakeholder Offices: Office of the President and Title IX & Inclusion
- Anticipated Project Completion: 8/31/2024
- Priority Level: 1
- Status: Completed
- Notes/Solutions: This Title IX Implementation Plan is being utilized as the strategic plan for the Title IX & Inclusion office.

Task 2. Share existing budget line information with the Chancellor's Office, including historic and anticipated annual fees for external investigators, hearing officers, and other Title IX/DHR related resources, as well as budget line information related to the confidential campus advocates, prevention and education specialists, and respondent resources (recognizing that these resources are typically outside of the Title IX/DHR budget).

Task A2 Response:

- Project Leaders: Vice President for Business & Financial Affairs (VPBFA); ED-TIX
- Stakeholder Offices: VPBFA and Title IX & Inclusion
- Anticipated Project Completion: 12/20/2024
- Priority Level: 1
- Status: Completed
- Notes/Solutions: Information was shared with the Chancellor's Office on November 27, 2024, after the FY24/25 budget was developed and completed.

Task 3. Map functions within the Title IX/DHR program to ensure sufficient personnel to cover all core functions, including intake and outreach, case management, investigations and hearings, informal resolution, sanctions and remedies, prevention and education, training, data entry and analysis, administrative tasks, and additional resources to support legally-compliant, effective Title IX/DHR programs, as well as the essential care side of campus responses.

3.1. To be fully resourced, at a minimum, the Title IX & Inclusion office would have a Title IX Coordinator/DHR Administrator, a prevention and education coordinator, a support and intake coordinator/administrative manager, and one to two investigators (the need for which may increase over time or may be subsumed by the CSU Center for Investigations and Resolutions). The addition of a support and intake coordinator would allow the office to have more consistent separation between the care and support functions of the office (i.e., the support and intake coordinator) and the resolution function of the office (i.e., investigators). This would allow for a reallocation of workload to the prevention and education coordinator, who would be able to track training requirements and ensure follow-through.

Task A3 Response:

- Project Leaders: VPBFA; ED-TIX
- Stakeholder Offices: VPBFA; Title IX & Inclusion office
- Anticipated Project Completion: 8/31/2024
- Priority Level: 1
- Status: Completed

- Notes/Solutions: The Title IX & Inclusion office mapped all current position description responsibilities to ensure all core functions are covered among the five positions. Minor gaps have been addressed with updated position descriptions. Also, the campus, in Summer 2024, filled two positions: (1) Education, Prevention, & Compliance Specialist and (2) Title IX & Inclusion Administrative Assistant.

Task 4. Based on benchmarking and recommendations from the Chancellor's Office, identify recurring baseline (or line item) funding (both source and amount) for the Title IX/DHR program.

Task A4 Response:

- Project Leaders: VPBFA; ED-TIX
- Stakeholder Offices: VPBFA; Title IX & Inclusion office
- Anticipated Project Completion: Dependent upon CO
- Priority Level: 2
- Status: Chancellor Office Initiative - In Progress
- Notes/Solutions: Includes: operational memberships & technology, staff training, professional development, programming (workshops, events), and three full investigation hearings annually (\$150,000). Implementation of student assistants is a goal for the 24-25 academic year.

Task 5. Work with the Chancellor's Office to implement an enterprise-level case management system and develop protocols for consistent collection and retention of data.

Task A5 Response:

- Project Leader: ED-TIX
- Stakeholder Offices: Title IX & Inclusion
- Anticipated Project Completion: 5/30/2025
- Priority Level: 1
- Status: Chancellor Office Initiative - In Progress
- Notes/Solutions: Awaiting recommendations from CO for the systemwide case management system. However, we currently utilize Maxient, which provides consistent collection and retention of data on Cal State Channel Islands' campus.

Task 6. Ensure an adequate supervisory model that includes a routine cadence of supervisory meetings, guidance about how to ensure effective oversight and accountability measures, an appropriate level of detail for review, development, integration and tracking of decision-making frameworks, and balancing implementers' independence and autonomy with the need to identify and elevate critical issues and concerns about safety/risk.

Task A6 Response:

- Project Leaders: President; VPBFA; ED-TIX
- Stakeholder Offices: Office of the President; VPBFA; Title IX & Inclusion
- Anticipated Project Completion: 8/15/2024
- Priority Level: 1
- Status: Completed
- Notes/Solutions: Weekly check-ins between ED-TIX and general counsel, Chancellor's Office Title IX Liaison, and Chancellor's Office Civil Rights Lawyer to discuss ongoing case management. Monthly Executive Report meeting with VP of Business Finance and Administration, Chief of Staff, and Chancellor Office Liaisons. The Executive Director of Title IX & Inclusion has a weekly 1:1 with her supervisor to communicate office needs and update on case management as appropriate.

Task 7. Commit to the consistent investment in professional development and continuous learning for Title IX and DHR professionals and senior leaders who oversee the Title IX/DHR program (CLEs, conferences, system training, etc.)

Task A7 Response:

- Project Leaders: VPBFA; ED-TIX
- Stakeholder Offices: Title IX & Inclusion
- Anticipated Project Completion: 8/15/2024
- Priority Level: 1
- Status: Completed
- Notes/Solutions: The ED-TIX will utilize The SUNY Student Conduct Institute (SCI) membership to assign regular training and attend live virtual training as a team. Training topics include due process, trauma-informed investigations and adjudications, questioning and weighing of evidence, and other crucial best practices in the investigation and conduct process that comply with Title IX, and the Clery Act. As well as exploring webinars for parenting, ADA, discrimination, harassment, and inclusion.

Task 8. Identify a sustainable model to provide respondent support services.

Task A8 Response:

- Project Leaders: VPBFA; Provost; Vice President for Student Affairs (VPSA)
- Stakeholder Offices: BFA (HRO and ED-TIX); Academic Affairs (AVP-Faculty Affairs, Success & Equity); Student Affairs (Dean of Students; Associate Director of Student Conduct & CARE)
- Anticipated Project Completion: 1/15/2026
- Priority Level: 3
- Status: Not Yet Started
- Notes/Solutions: The TIXIT is currently evaluating other CSU campus models for Respondent Advisor programs. The current Executive Director and Deputy

Coordinator in Title IX & Inclusion have experience with the STARSSA program designed to address sexual harm in a college student population. Training for STARSSA is required, and the development of an advisor program will be necessary if resources are available to implement. Toward this end, we will investigate possible collaborations with other CSU campuses. In the meantime, the Prevention, Education, Compliance, Specialist will work to identify community and national resources to expand the support available for respondents.

Task 9. Consider moving EIO to a more centrally-located office space that is readily accessible to university community members.

Task A9 Response:

- Project Leader: HRO
- Stakeholder Offices: Facilities; Title IX & Inclusion
- Anticipated Project Completion: 8/1/2024
- Priority Level: 1
- Status: Completed
- Notes/Solutions: In the Summer of 2024, the Title IX & Inclusion office moved to a new wing on Lindero Hall's first floor. This wing features additional space, a dedicated front office allowing for more confidentiality and gatekeeping, and an accessible layout.

B. STRENGTHENING INTERNAL PROTOCOLS

The goal of the CSU Channel Islands Title IX Implementation Team is to promote accountability and strengthen internal protocols within the Title IX/DHR program by focusing on related recommendations in the campus report. The work of the Implementation Team focuses on the life span of a Title IX/DHR report, from intake to resolution, as well as other key recommendations, such as separating advocacy functions from investigations, strengthening campus collaboration through a multidisciplinary team model, and developing tools and written processes for effective case management.

PLAN SUMMARY - STRENGTHENING INTERNAL PROTOCOLS

Task 1: Coordinate with the Regional Director, Systemwide Title IX/Civil Rights Division, and subject matter experts to:

- 1.1: Map the case resolution process from reporting and intake through to investigation and resolution process.

1.1.1: Compare the current process against standard practices and identify any concerns related to timeliness, conflicts, gaps in communication, or gaps in consistent process.

1.1.2: Identify, map, and reconcile intersections with faculty/staff grievance and disciplinary processes.

Task B1.1 Response:

- Project Leader: ED-TIX
- Stakeholder Offices: Title IX & Inclusion; Chancellor's Office Staff
- Anticipated Project Completion: 8/31/2024
- Priority Level: 1
- Status: Completed
- Notes/Solutions: The Title IX team prepared a process map outlining the case resolution process through working with the CO to outline case resolution processes. This process (referral of other conduct of concern) has always occurred but has been formalized by all stakeholders, including Title IX, HR, Student Conduct and Faculty Affairs.

1.2: Develop robust intake, outreach, and case management protocols for supportive measures and resources.

1.2.1: Develop internal protocols and written tools (e.g., templates and checklists) for intake and outreach, oversight of supportive measures, and decision-making regarding emergency removal or administrative leave.

1.2.2: Seek to hold an intake meeting with all individuals who make a report of conduct that would potentially violate the Nondiscrimination Policy.

1.2.3: Develop protocols for notifying and coordinating with the confidential advocate at the intake meeting, if possible.

1.2.4: Develop or update protocols for information sharing to ensure that the Title IX/DHR Office can fulfill its responsibility of documenting all supportive measures offered, requested, and implemented, and if measures are denied, the reasons for the denial.

1.2.5: Create a feedback loop to acknowledge responsible employee reports and confirm receipt of the report and next steps.

1.2.6: Establish standardized protocols for outreach to complainants that involve multiple modalities, systems to document outreach, and a protocol for how and when to make additional outreach in cases with non-

responsive complainants, including the potential for outreach through a third-party or a responsible employee.

Task B1.2 Response:

- Project Leader: ED-TIX
- Stakeholder Offices: Title IX & Inclusion office & CO Staff
- Anticipated Project Completion: 8/31/2024
- Priority Level: 1
- Status: Completed
- Notes/Solutions:

1.2: The Title IX & Inclusion office is in the process of developing an intake folder (containing common templates, email messages, referral procedures, support measure requests, etc.), which will be vetted through University Counsel and the CO. Anticipated to be completed by 1/1/25 due to the implementation of a new Nondiscrimination Policy as a result of 2024 changes in Federal Title IX guidance.

1.2.1: The Title IX & Inclusion office is in the process of reviewing its existing protocols to identify ways to enhance and refine these processes. Title IX & Inclusion is utilizing guidance and materials issued by the Chancellor's Office such as an Intake and Initial Assessment Checklist.

1.2.3: Title IX/DHR sends outreach in response to all reports received, with follow-up communication sent as needed. This outreach includes an invitation to meet with Title IX/DHR for an intake meeting as well as supportive measures immediately available.

1.2.4: Title IX/DHR will work with the confidential advocate to assess how best to implement this recommendation such that it can be fully effective by the Fall 2024 semester. Information about the confidential advocate and other resources is provided in all cases, as appropriate.

1.2.5: The campus will be implementing the CO-issued Intake and Initial Assessment Checklist, which prompts the Title IX/DHR office to document these details.

Confirmation of the receipt of the report and next steps is provided to the responsible employee making a report.

1.2.6: The new CO-provided Intake and Initial Assessment Checklist has been in use since Nov. 1, 2023. The Title IX office conducts outreach via multiple modalities (email & text). Contact attempts are currently

maintained via spreadsheet as well as within Maxient (case management system).

1.3: Develop integrated, written processes for initial assessment designed to evaluate known facts and circumstances, assess and implement supportive measures, facilitate compliance with Title IX and Clery responsibilities, and identify the appropriate institutional response after triaging the available and relevant information; as part of the initial assessment, the Title IX Coordinator/DHR Administrator should:

1.3.1: Take steps to respond to any immediate health or safety concerns raised by the report.

1.3.2: Assess the nature and circumstances of the report to determine whether the reported conduct raises a potential policy violation and the appropriate manner of resolution under the Nondiscrimination Policy.

1.3.3: Assess the nature and circumstances of the report, including whether it provides the names and/or any other information that identifies the complainant, the respondent, any witness and/or any other individual with knowledge of the reported incident.

1.3.4: Provide the complainant with both oral and written information about on- and off-campus resources (including confidential resources), supportive measures, the right to contact (or decline to contact) law enforcement or seek a civil protection order, the right to seek medical treatment, the importance of preservation of evidence, the right to be accompanied at any meeting by an advisor of choice, and an explanation of the procedural options available.

1.3.5: Refer the report to appropriate campus officials to assess the reported conduct and determine the need for a timely warning or other action under the Clery Act.

1.3.6: Assess the available information for any pattern of conduct by respondent.

1.3.7: Discuss the complainant's expressed preference for manner of resolution and any barriers to proceeding (e.g., confidentiality concerns).

1.3.8: Explain the policy prohibiting retaliation and how to report acts of retaliation

1.3.9: Determine the age of the complainant and, if the complainant is a minor, make the appropriate report of suspected abuse consistent with state law.

1.3.10: Evaluate other external reporting requirements under federal or state law or memoranda of understanding.

1.3.11: Develop, and follow, a comprehensive written checklist/form to ensure that all required actions are taken under state and federal law.

1.3.12: Develop a checklist of factors to consider in determining whether to move forward without a complainant or whether informal resolution is appropriate and ensure sufficient documentation of the determination.

1.3.13: Provide a written statement of concern at the conclusion of the initial assessment to ensure that the complainant (and as appropriate, the respondent) have a clear understanding of the nature of the report and the proposed resolution path.

Task B1.3 Response:

- Project Leader: ED-TIX
- Stakeholder Offices: Title IX & CO Staff
- Anticipated Project Completion: 8/31/2024
- Priority Level: 1
- Status: Completed
- Notes/Solutions:

1.3: The CO provided Intake and Initial Assessment Checklist and has been in use since Nov. 1, 2023.

1.3.1: Use of Intake and Initial Assessment Checklist and documented assessment made as a priority in all cases to identify and respond to any immediate health or safety concerns.

1.3.2: Title IX Coordinator/DHR Administrator conducts and documents this assessment in relation to each report received by the Title IX/DHR office.

1.3.3: Creation of intake folder with common templates, etc. and information packets to be provided to all TIX visitors with a menu of services will ensure consistent, timely communication with all parties in a concise way.

1.3.4: Clery reporting and management is currently housed in the Title IX office. A potential Clery crime is elevated to the VPDBFA and the Chief of

Police for timely warning assessment. We will continue partnership begun in 2023-24 through 2024-25 with former UPD Chief of Police, John Reid, on improving our Clery procedures and processes.

1.3.5: This is conducted as part of each intake and initial assessment process. Every time a Title IX/DHR report is made in Maxient system, Title IX Coordinator, Deputy Coordinator, and General Counsel are alerted. Weekly meeting with Counsel will be held to discuss new cases and provide updates on current cases.

1.3.6: This is a standard and ongoing practice.

1.3.7: Retaliation policy is currently being added to revamp templates to ensure compliance with Nondiscrimination Policy.

1.3.8: This is a standard and ongoing practice. Title IX accesses all parties identifying information via PeopleSoft at the time the report is uploaded into Maxient.

1.3.9: This is a standard and ongoing practice.

1.3.10: Use of Intake and Initial Assessment Checklist issued by CO. The content is incorporated into Maxient and details are notated in the notes of the Maxient case file.

1.3.11: We will utilize a CO-provided checklist of criteria and factors to consider as they are made available. Determinations will be documented.

1.3.12: The Title IX office is currently drafting a post-intake email, documenting what was discussed during the intake meeting, proposed steps forward, and due dates for the process. This ensures the Complainant's allegations are correct and provides the information talked about in the meeting.

1.4: Consistently separate support/advocacy functions from investigation to avoid role confusion and ensure clear demarcation between the individuals who provide supportive measures to a complainant, respondent or other individual in need of assistance, and the investigator.

Task B1.4 Response:

- Project Leader: ED-TIX
- Stakeholder Offices: Title IX & Inclusion; CO Staff
- Anticipated Project Completion: 6/30/2024
- Priority Level: 1
- Status: Completed

- Notes/Solutions: To ensure separation of intake and investigation, we reviewed and revised job duties of existing Title IX staff. The staff member who conducts intake is never the investigator, to ensure there is no role confusion in the process.

1.5: Strengthen campus collaboration and information-sharing through a multidisciplinary team (MDT) model.

1.5.1: The Title IX Coordinator/DHR Administrator, in conjunction with the Chancellor's Office, should identify essential university partners to serve on the MDT-BIT and set standards for meeting goals and sharing real time information. MDT-BIT members may include representatives from Student Affairs/Student Conduct, Faculty/Academic Affairs, Human Resources, UPD, Title IX Coordinator/DHR Administrator/Clergy Coordinator, and University Counsel.

1.5.2: The MDT-BIT should meet regularly and at a minimum, weekly, to review all new reports.

1.5.3: The MDT-BIT should ensure that all known and available information about the parties and the reported incident is shared with TIX/DHR to inform TIX/DHR's initial assessment and any steps determined to take in response (including information maintained outside of Title IX/DHR's recordkeeping systems and information that may only be known to another unit or individual).

1.5.4: The Title IX Coordinator/DHR Administrator should follow a protocol for securely sharing parties' university ID numbers or names and basic information about the reported incident in advance of MDT-BIT meetings to enable all participants to query their records systems and bring forward any relevant information.

1.5.5: The Title IX Coordinator/DHR Administrator should ensure that the multidisciplinary team is trained to treat information confidentially, with sensitivity, and consistent with state and federal privacy laws.

1.5.6: The MDT-BIT should engage in consultation to inform decisions, including those about emergency removal, administrative leave, the reasonable availability of supportive measures, and questions about the scope of the university's education program or activity.

1.5.7: The MDT-BIT meetings should serve as natural opportunities for documenting the factors considered in reaching key decisions and

documenting what information was known, when it was known, by whom it was known, and what impact it had on the Title IX Coordinator/DHR Administrator's analysis.

1.5.8: The MDT-BIT should facilitate the development of shared fluency and knowledge among key university partners related to the legal and regulatory requirements, policy frameworks, and considerations related to care and informed and equitable processes.

Task B1.5 Response:

- Project Leader: ED-TIX
- Stakeholder Offices: Title IX & CO Staff
- Anticipated Project Completion: 8/31/2024
- Priority Level: 1
- Status: Completed
- Notes/Solutions:
 - To establish an MDT-BIT, we will utilize a committee that is already organized and working on campus. Members of our Behavioral Intervention Team (BIT) have the expertise needed to help the ED-TIX to think incidents through and ensure that best practices are followed. With the entire BIT participating in these conversations with the ED-TIX, we will be providing broad professional development to the entire team and building up skills across units. Needed campus partners who are not members of BIT for any particular case will be brought in on a case-by-case basis. We will utilize the coming months while awaiting further guidance from the CO on MDT-BITs, shifting campus language and website information to transition the BIT to adopting its new name of MDT-BIT.
 - High-level (non-identified) monthly executive reports are created by the ED-TIX, reporting on case status and Other Conduct of Concern cases referred to Faculty Affairs Success & Equity (FASE), HR, and Student Conduct. This report is shared with our CO Liaison, as well as with our General Counsel, President, COS, and VPBFA. The Office of the President will support ED-TIX, HRO, AVP-FASE, and Student Conduct to track and follow up as needed regarding OCC referrals.

1.6: Develop tools for consistent, informed, effective documentation and case management.

1.6.1: For quality control, develop a case opening and closing checklist to ensure that all relevant documents, correspondence, and information are captured and preserved electronically.

1.6.2: To the extent feasible, seek to maintain data in a usable and searchable electronic format for efficient decision making, analysis, and review.

1.6.3: Migrate all historical DHR reports and Title IX reports into the enterprise-level case management system, if not already included.

1.6.4: Develop periodic reviews for quality assurance.

Task B1.6 Response:

- Project Leader: ED-TIX
- Stakeholder Offices: Title IX & CO Staff
- Anticipated Project Completion: 8/31/24
- Priority Level: 1
- Status: Completed
- Notes: The campus currently utilizes Maxient effectively for documentation and case management. An Intake and Initial Assessment Checklist has been issued, and a case closure checklist is in development. The campus will utilize these checklists in order to meet this recommendation. While awaiting an enterprise-level case management system, the campus will continue to use Maxient to ensure reports are maintained in an accessible and organized format to facilitate successful migration. Creating an investigation report template and getting this template approved by the CO office to ensure consistency in writing and deliverables to parties. The ED-TIX has conducted her own review of current practices.

1.7: Oversee investigations for quality and consistency of prompt and equitable processes.

1.7.1: Establish a protocol to ensure the timeliness of investigations, with routine quality control mechanisms throughout the investigation process.

1.7.2: Develop quality control processes for monitoring active investigations for thoroughness and timeliness and ensure timely communications to parties throughout the investigative process (e.g., calendar internal 30-day, 60-day and 90-day alerts to prompt the investigator or case manager to make outreach to the parties).

1.7.3: Ensure each report has sufficient review by the Title IX Coordinator/DHR Administrator and University Counsel (for legal review of sufficiency and adherence to policy).

Task B1.7 Response:

- o Project Leader: ED-TIX
- o Stakeholder Offices: Title IX & Inclusion; CO Staff
- o Anticipated Project Completion: 6/10/2024
- o Priority Level: 1
- o Status: Completed
- o Notes/Solutions: We utilize an investigation report template to ensure consistency in writing and deliverables to parties. All investigation reports are reviewed by CO Liaison and/or OGC.

Task 2. Continue to evaluate barriers to reporting and engagement at the university level, with aggregation of data and advice and guidance by the Chancellor's Office.

Task B2 Response:

- o Project Leaders: TIXIT
- o Stakeholder Offices: Title IX & Inclusion; HR; FASE; Student Conduct
- o Anticipated Project Completion: N/A
- o Priority Level: 1
- o Status: Process Created - / Annual Review Completed
- o Notes/Solutions: Administrative Support Staff Kaylen Sanchez created an anonymous survey that is distributed on the third and final outreach to all parties that choose not to move forward with their report. This survey provides parties to share insights as to why they may not have wanted to move forward with the Title IX & Inclusion process.

Task 3. Review and revise tone, content, and format of reporting forms and other template communications.

Task B3 Response:

- o Project Leaders: ED-TIX; TIXIT
- o Stakeholder Offices: Title IX & Inclusion
- o Anticipated Project Completion: 8/31/2024
- o Priority Level: 1
- o Status: Process Created - / Annual Review Completed
- o Notes/Solutions: This is a standard and ongoing yearly practice where the team reviews, outreach and notification templates, and all official process letters.

Task 4. Review the current post-Title IX/DHR disciplinary processes for faculty and staff to ensure promptness, equity, and informed communication.

4.1: Ensure the Title IX Coordinator/DHR Administrator remains engaged in any disciplinary processes, including sanctions and appeals, until finalized.

4.2: Ensure that decisions about negotiated settlements are supported by a careful and coordinated review by all relevant campus and system level administrators.

Task B4 Response:

- o Project Leaders: ED-TIX; HRO; AVP-FASE
- o Stakeholder Offices: Title IX & Inclusion; HR; FASE; General Counsel, CO Liaison
- o Anticipated Project Completion: 7/31/2024
- o Priority Level: 1
- o Status: Process Created - Completed
- o Notes/Solutions: The Executive Director of Title IX & Inclusion meets bi-weekly with the Associate Vice President of Human Resources and Associate Vice President for Faculty Affairs to discuss processes, timeliness, and communication for all Title IX/ DHR matters as well as any matters that were referred as Other Conduct of Concern.

Task 5. Develop and implement a process to routinely collect post-resolution feedback from the parties and all impacted individuals.

- o Project Leader: ED-TIX
- o Stakeholder Offices: Title IX & Inclusion, Institutional Research, CO Liaison
- o Anticipated Project Completion: 6/30/2026
- o Priority Level: 2
- o Status: In Progress
- o Notes/Solutions: This is a project that will be developed in partnership with campus Institutional Research, with CO guidance to develop a questionnaire that will be disseminated, as appropriate, to parties who met with the Title IX & Inclusion office (i.e., being mindful of trauma-informed practices).

C. COMMUNICATIONS

The goal of the CSU Channel Islands Title IX Implementation Team is to support the campus community's immediate and ongoing needs as it relates to Title IX and DHR by implementing marketing and website improvements, as well as initiating short- and long-term strategic communication plans by which to create greater awareness of policies and resources related to

these programs. Additionally, this plan sets in place clear mechanisms by which to maintain transparency and accountability with the University's internal and external stakeholders about Title IX and DHR at CSU Channel Islands, as well as the progress of the Implementation Team as the University works to meet the recommendations of the Cozen O'Connor report.

PLAN SUMMARY - COMMUNICATIONS

Task 1: Ensure distribution of a clear and consistent communication plan each semester that includes, at a minimum:

- 1.1: Dissemination of the Notice of Non-Discrimination.
- 1.2: Dissemination of the Nondiscrimination Policy.
- 1.3: Information about reporting and resources.

Task C1 Response:

- o Project Leader: ED-TIX
- o Stakeholder Offices: HRO, AVP- FASE
- o Anticipated Project Completion: Week 1 of each semester
- o Priority Level: 1
- o Status: Annual Review – Completed
- o Notes/Solutions: At the beginning of each semester, annually, a global email will be issued to all students, faculty, and staff at the beginning of each semester.

Task 2. Develop an intentional marketing campaign to raise awareness about the role of the Title IX & Inclusion office, available resources, and resolution options.

- 2.1: Prioritize the messages of care, supportive measures, and resources.
- 2.2: Differentiate and educate about the difference between confidential resources and reporting options.
- 2.3: Partner with campus communications professionals to create and promote effective marketing materials, including through the use of professional branding that can be used across platforms (print, web, social media, imprinted on giveaway products).

Task C2 Response

- o Project Leaders: TIXIT; Director of University Communication (D-UC)
- o Stakeholder Offices: Title IX & Inclusion, All Divisions
- o Anticipated Project Completion: N/A
- o Priority Level: 1
- o Status: Completed

- o Notes/Solutions: The ED-TIX and D-UC will work collaboratively to ensure accessibility and awareness of the Title IX & Inclusion office. The ED-TIX will create an in-person workshop to share updates about the Title IX & Inclusion Office, new interim policy, and what happens when a report is received, introduce new staff members, and explain new processes to rebuild and maintain trust with the community. This education and prevention plan will start with a workshop for cabinet members, faculty deans and chairs, and the staff council. Following these workshops, department leads will be able to sign their departments up for a virtual workshop to ensure their teams are equipped with the knowledge of their responsible employee responsibilities and improvements to the Title IX & Inclusion Office. In addition, a concentrated effort to increase social media occurred. From September 19th, 2024, to December 17th, 2024, TIX's Instagram account reach has increased by 193%.

Task 3. Improve the Title IX/DHR website and other external-facing communications.

- 3.1: Review and revise web content, across all relevant webpages, for clarity, accuracy, and accessibility.
- 3.2: Ensure that web content includes: photographs and contact information for Title IX/DHR staff, Notice of Non-Discrimination, a link to the Nondiscrimination Policy, an overview of procedural and resolution options (with accessible graphics), how to make a report (to Title IX/DHR or UPD), on- and off-campus confidential resources, the difference between confidentiality and privacy, supportive measures, employee reporting responsibilities, an FAQ, and prevention and education programming.
- 3.3: Update written Notice of Non-Discrimination and conform across all university websites and locations in print (e.g., handbooks, admissions materials, employment websites).
- 3.4: Develop updated Title IX & Inclusion website that includes the recommendations in the report above.
- 3.5: Gather, evaluate, and update all existing informational materials, web resources, posters/flyers, social media information, and other public-facing communications about the Title IX/DHR program to ensure that those materials:
 - 3.5.1: Reflect the current staffing and structure of the office, the current CSU Nondiscrimination Policy and resolution processes, and current information about on- and off-campus resources including confidential resources.

3.5.2: Are written in clear language, accessible (from both a disability perspective and a reading comprehension perspective) and consider strategic placement of newly developed print materials in areas frequented by students, staff, and faculty.

3.6: Use standardized email addresses and/or materials that are able to be updated quickly (e.g., use of QR codes that point to dynamic webpages that can be updated; using, for example, "TitleIX@[name of university].edu," so that print materials do not become outdated if there is a personnel change, etc.)

Task C3 Response:

- o Project Leader: ED-TIX
- o Stakeholder Offices: Title IX Staff, TIXIT Subcommittee, Instructional Technology Web Redesign Team
- o Anticipated Project Completion: 9/1/2024
- o Priority Level: 1
- o Status: Completed
- o Notes/Solutions: Title IX & Inclusion collaborated with ITS to update the website to be more user-friendly and intuitive and to clarify reporting options, the Title IX process, and supportive resources. The Office will continue to update and expand the website information to include more information about upcoming programs and workshops. A review of the website will be conducted annually.

Task 4. Develop an expanded annual report with meaningful information/data.

Task C4 Response:

- o Project Leader: ED-TIX
- o Stakeholder Offices: CO, All Divisions
- o Anticipated Project Completion: October 1, annually
- o Priority Level: 1
- o Status: Completed
- o Notes/Solutions: The CO disseminated updated Annual Survey instructions with a due date of October 1. Annual reports will be made public on the Title IX & Inclusion website and the Chancellor's Office website/Dashboard by, February 2025.

Task 5. Develop standing committee of representative student, faculty and staff ambassadors to support and facilitate institutional efforts to more effectively communicate with campus constituents.

Task C5 Response:

- o Project Leaders: TIXIT

- o Stakeholder Offices: Office of the President; Title IX & Inclusion; HR; FASE; Student Conduct
- o Anticipated Project Completion: N/A
- o Priority Level: 1
- o Status: Ongoing
- o Notes/Solutions: The TIXIT Communication Subcommittee is charged with providing feedback and guidance to Title IX & Inclusion (i.e. marketing campaigns, web resources, outreach efforts, etc.).

Task 6. Identify and prioritize opportunities for in-person engagement with Title IX/DHR staff (e.g., pop-up events, tabling at an information fair, open houses in various central locations, routine scheduled short presentations to key audiences, and/or sponsored or co-sponsored events).

Task C6 Response:

- o Project Leader: ED-TIX
- o Stakeholder Offices: Title IX Staff
- o Anticipated Project Completion: 1/02/2025
- o Priority Level: 1
- o Status: Completed
- o Notes/Solutions: The hiring of an Education, Prevention, and Compliance Specialist in Summer 2024 will put these opportunities into practice. Each training, workshop, and event will have an assessment that includes attendance, learning objectives, and collected feedback that can be compiled every semester. This is in alignment with the creation and implementation of Title IX & Inclusion Prevention Education Plan.

D. PREVENTION, EDUCATION, PROFESSIONAL DEVELOPMENT, TRAINING AND AWARENESS

The CSU Channel Islands Implementation Team seeks to establish a comprehensive framework for Title IX/DHR prevention education programming by addressing key recommendations outlined on pages 29-32 of the CSU Channel Islands Cozen O'Connor report. Collaborating with students, staff, and faculty, this plan seeks to develop an evidence-based educational peer-to-peer programming approach focusing on affirmative consent, bystander intervention, healthy relationships, substance-related education, and the importance of Title IX/DHR proactive supportive measures. The strategy integrates ongoing assessment mechanisms to adapt to evolving campus dynamics and uphold compliance with the Violence Against Women Act (VAWA) provisions of the Clery Act. This plan emphasizes a dedication to sustained prevention and education programming, training, and professional development, and seeks to cultivate a campus culture characterized by legal adherence and a culture of respect.

PLAN SUMMARY – PREVENTION, EDUCATION, PROFESSIONAL DEVELOPMENT, TRAINING AND AWARENESS

Task 1: Allot sufficient budget lines to ensure consistent, baseline funding for personnel, legally-required programming, and technology/learning management systems.

Task D1 Response:

- o Project Leaders: VPBFA
- o Stakeholder Offices: HRO
- o Anticipated Project Completion: 6/30/2024
- o Priority Level: 1
- o Status: Completed
- o Notes/Solutions: Toward this task, we have: (1) funded the position of Education, Prevention, and Compliance Specialist; (2) funded utilization of Vector's online educational opportunities for students, (3) Funded a budget for all workshops and programs. CSU Learn resources, provided to the campus at no cost, is used for online educational opportunities for employees.

Task 2. Proactively coordinate with system-level subject matter experts to assist with education, training, materials and communications related to complex and difficult issues facing all CSU institutions.

Task D2 Response:

- o Project Leaders: ED-TIX; HRO; AVP-FASE; DS; AD-SC; CO Staff
- o Stakeholder Offices: Professional Development Staff/HR and CO Staff
- o Anticipated Project Completion: N/A
- o Priority Level: 1
- o Status: Chancellor's Office Initiative - Completed
- o Notes/Solutions: The CO provides annual systemwide training. Additionally, we have purchased access to the SUNY training dashboard, which provides live virtual training on Title IX and DHR policies, procedures, investigator training, and report writing training.

o

Task 3: Designate one individual with specific oversight of all university prevention and education planning and programming, preferably a full-time role without other job responsibilities.

Task D3 Response:

- o Project Leaders: President & VPBFA
- o Stakeholder Offices: Title IX & Inclusion
- o Anticipated Project Completion: 9/03/2024
- o Priority Level: 1
- o Status: Completed

- o Notes/Solutions: Education, Prevention, and Compliance Specialist hired Summer 2024 and started 9/16/2024. This role will oversee the prevention education and programming for all undergraduate and graduate students.

Task 4: This coordinator should be tasked with oversight of and responsibility for all legally-required programming under Title IX, the Clery Act, and California law.

Task D4 Response:

- o Project Leaders: President & VPBFA
- o Stakeholder Offices: Title IX & Inclusion; All Divisions
- o Anticipated Project Completion: N/A
- o Priority Level: 1
- o Status: Completed
- o Notes/Solutions: See Task 3.

Task 5: Convene a university-wide Prevention and Education Oversight Committee to coordinate and align programming across the university.

Task D5 Response:

- o Project Leaders: TIXIT Co-Chairs, ED-TIX and COS
- o Stakeholder Offices: All Divisions
- o Anticipated Project Completion: N/A
- o Priority Level: 1
- o Status: In Progress
- o Notes/Solutions: The TIXIT will work with the Education, Prevention, and Compliance Specialist to brainstorm and plan prevention and programming. This group will also review/analyze all feedback from prevention education and programs to ensure we are meeting learning outcomes and participation goals.

Task 6: The Committee should include all departments who provide training, prevention and education, including, at a minimum, representatives from the Title IX/DHR program, the confidential advocate, student affairs, student health, counseling, UPD, fraternity and sorority life, residential life, human resources and employee labor relations, academic/faculty affairs, DEI professionals, identity-based affinity centers, university subject-matter experts, and staff, faculty, and student representatives.

Task D6 Response:

- o Project Leader: Education, Prevention, Compliance Specialist
- o Stakeholder Offices: Title IX & Inclusion, UPD, HR, Labor Relations (BFA); CAPS, Student Conduct, Residential Education, Cultural Centers (DSA); FASE, Faculty (DAA); PACIE (OTP)
- o Anticipated Project Completion: 9/01/2026
- o Priority Level: 2

- o Status: In Progress
- o Notes/Solutions: The Education, Prevention, and Compliance Specialist hired in Summer of 2024 will create a Prevention Education Plan in 2024-25, bringing stakeholders together who provide updated information for the Annual Security Report (ASR) and meet bi-annually. The Education, Prevention, and Compliance Specialist will create a Prevention and Education Oversight Committee (PEOC) and collaborate with the implementation of Title IX & Inclusion Prevention & Education Plan.

Task 7: The Committee should include subcommittees, as determined by the Committee. Committees may focus on the needs of various constituencies (undergraduate students, graduate students, staff, administrators, and faculty) or the types of programming (compliance, professional development, prevention and education, bystander intervention, etc.)

Task D7 Response:

- o Project Leaders: Education, Prevention, Compliance Specialist
- o Stakeholder Offices: Title IX & Inclusion, UPD, HR, Labor Relations (BFA); CAPS, Student Conduct, Residential Education, Cultural Centers (DSA); FASE, Faculty (DAA); PACIE (OTP)
- o Anticipated Project Completion: 9/01/2025
- o Priority Level: 2
- o Status: In Progress
- o Notes/Solutions: The Education, Prevention, and Compliance Specialist will identify a co-chair and subcommittees upon the inaugural meeting of the PEOC.

Task 8: The Committee should be charged with reviewing prevention program content, evaluating proposed programming or speakers, ensuring that prevention-related communications are reaching all constituents, and developing and implementing a mechanism for assessing effectiveness including by monitoring participation levels and measuring learning outcomes.

Task D8 Response:

- o Project Leaders: Education, Prevention, Compliance Specialist (EPCS)
- o Stakeholder Offices: Title IX & Inclusion, UPD, HR, Labor Relations (BFA); CAPS, Student Conduct, Residential Education, Cultural Centers (DSA); FASE, Faculty (DAA); PACIE (OTP)
- o Anticipated Project Completion: 9/01/2025
- o Priority Level: 2
- o Status: In Progress
- o Notes/Solutions: Each semester, the PEOC will review all data on program evaluations, using formative assessment to make improvements.

Task 9: With assistance from the Chancellor's Office, develop a strategic plan for university programming that identifies all training requirements under federal and state law and CSU policy,

all constituencies and constituent groups in need of training, and all potential university partners that can collaborate to deliver content.

Task D9 Response:

- o Project Leaders: EPCS
- o Stakeholder Offices: Chancellor's Office
- o Anticipated Project Completion: 9/01/2025
- o Priority Level: 2
- o Status: Chancellor's Office Initiative - In Progress
- o Notes/Solutions: The Education, Prevention, Compliance Specialist will collaborate with the Chancellor's Office to finalize the Prevention Education Plan and brainstorm resources.

Task 10: Constituent groups subject to required training should include students (undergraduate and graduate); targeted student populations (athletes, fraternity and sorority life, residential students, residence life student staff, international students, student leaders); senior leadership; faculty (deans, department chairs, leads, lecturers); staff (managers, supervisors); and campus partners who assist in the implementation of Title IX/DHR.

Task D10 Response:

- Project Leaders: EPCS
- Stakeholder Offices: Title IX & Inclusion, HR, Student Conduct, FASE
- Anticipated Project Completion: NA
- Priority Level: Completed
- Status: 1
- Notes/Solutions: All groups currently on campus are already required to participate in training. The Education Prevention Compliance Specialist will evaluate this training for best practices within the Prevention Education Plan for the Fall 2025 semester. This includes training for Greek Life, Resident Advisors, and Embedded Peer Mentors.

Task 11: Identify all university partners who provide programming, including affinity and identity-based centers and student affairs personnel.

Task D11 Response:

- o Project Leaders: EPCS
- o Stakeholder Offices: Title IX & Inclusion; HR; FASE; Student Conduct
- o Anticipated Project Completion: NA
- o Priority Level: 1
- o Status: Completed
- o Notes/Solutions: The Education, Prevention, Compliance Specialist has identified and met with all campus partners who provide programming and seek opportunities to collaborate.

Task 12: Identify opportunities for virtual and in-person engagement.

Task D12 Response:

- o Project Leaders: EPCS
- o Stakeholder Offices: Title IX & Inclusion; HR; FASE; Student Conduct
- o Anticipated Project Completion: N/A
- o Priority Level: 1
- o Status: Completed
- o Notes/Solutions: The Education Prevention Compliance Specialist will ensure the Prevention Education Plan includes in-person and virtual learning opportunities to increase reach, accessibility, and engagement.

Task 13: Develop core principles and standards for content development.

Task D13 Response:

- o Project Leaders: EPCS
- o Stakeholder Offices: Title IX & Inclusion; HR; FASE; Student Conduct
- o Anticipated Project Completion: 9/01/2025
- o Priority Level: 2
- o Status: Completed
- o Notes/Solutions: The Education, Prevention, Compliance Specialist will work with the Executive Director of Title IX & Inclusion to identify core principles, goals, and assessment metrics for all programming initiatives. Principles and goals include one learning outcome attached to the policy, one collaboration, and an assessment for every event and training.

Task 14: Build a university calendar that includes online modules, social norm campaigns, orientation for students and employees, recurring opportunities for programming, and awareness events.

Task D14 Response:

- o Project Leader: EPCS
- o Stakeholder Offices: Prevention and Education Oversight Committee
- o Anticipated Project Completion: 9/01/2025
- o Priority Level: 2
- o Status: In Progress
- o Notes/Solutions: The Education, Prevention, and Compliance Specialist hired in Summer 2024 will ensure that this task is embedded in the Prevention Education Plan developed in collaboration with the PEOC.

Task 15: Facilitate a consistent communication plan each semester that includes dissemination of the policy, Notice of Non-Discrimination, reporting options and resources.

Task D15 Response:

- o Project Leader: ED-TIX; EPCS

- o Stakeholder Offices: Title IX & Inclusion
- o Anticipated Project Completion: NA
- o Priority Level: 1
- o Status: Completed
- o Notes/Solutions: ED-TIX will work with the Education, Prevention, and Compliance Specialist to ensure consistent campus communication. Same as Task 1, global emails will be issued to all students, faculty, and staff at the beginning of each semester.

Task 16: Ensure that programming is coordinated, communicated, and tracked.

Task D16 Response:

- o Project Leaders: EPCS
- o Stakeholder Offices: Title IX & Inclusion
- o Anticipated Project Completion: NA
- o Priority Level: 1
- o Status: Completed
- o Notes/Solutions: The Education, Prevention, and Compliance Specialist will work with the PEOC to ensure that all programs are assessed regularly. All programs, trainings, and workshops are required to have an assessment.

Task 17: Develop a university website dedicated to prevention and campus programming that is kept current, facilitates distribution of prevention and education materials, and incorporates the opportunity for feedback and recommendations.

Task D17 Response:

- o Project Leader: EPCS
- o Stakeholder Offices: Title IX & Inclusion
- o Anticipated Project Completion: 9/01/2025
- o Priority Level: 2
- o Status: In Progress
- o Notes/Solutions: The Education Prevention Coordinator will develop and maintain a webpage on the Title IX & Inclusion website to showcase all upcoming prevention education workshops & programs.

Task 18: Identify social media platforms and other vehicles for distributing programming information on a regular basis.

Task D18 Response:

- o Project Leader: EPCS; PEOC
- o Stakeholder Offices: Title IX & Inclusion; Communication & Public Relations; DSA Student Marketing Center
- o Anticipated Project Completion: 9/01/2025
- o Priority Level: 2
- o Status: Completed

- o Notes/Solutions: Facebook and Instagram are currently being utilized. The Education, Prevention, and Compliance Specialist and PEOC will evaluate the effectiveness of current social media platforms and create a digital marketing campaign.

Task 19: In conjunction with the Chancellor's Office, expand professional development and training for faculty and staff, including senior leadership, deans, department chairs, managers and leads on Title IX and DHR; respectful and inclusive environments; conflict resolution; bystander intervention strategies; effective leadership and supervision; and, reporting responsibilities under Title IX, the Clery Act, and CANRA.

Task D19 Response:

- o Project Leaders: ED-TIX
- o Stakeholder Offices: Title IX & Inclusion; HR; FASE; CO Staff
- o Anticipated Project Completion: NA
- o Priority Level: 1
- o Status: Completed
- o Notes/Solutions: Executive Director of Title IX & Inclusion & Title IX Coordinator has created a prevention education workshop to be delivered annually to Cabinet members, deans and chairs, and directors across campus to ensure all campus leaders and supervisors are aware of reporting obligations, in changes in staffing, policy, or procedures, and receive trauma informed best practices in responding to reports.

Task 20: Ensure the training includes information about prohibited consensual relationships given the significant overlap of prohibited consensual relationships with Title IX, DHR and other conduct of concern.

Task D20 Response:

- o Project Leader: ED-TIX
- o Stakeholder Offices: Title IX & Inclusion; HR; FASE; CO Staff
- o Anticipated Project Completion: NA
- o Priority Level: 1
- o Status: Completed
- o Notes/Solutions: Consensual relationship prohibition reminders will be included in all annual training provided.

Task 21: Create routine training, education, and professional development opportunities to cultivate competencies in navigating difficult conversations, bridging differences, and modeling respect and civility.

Task D21 Response:

- o Project Leaders: ED-TIX
- o Stakeholder Offices: Title IX & Inclusion, UPD, HR, Labor Relations (BFA);

CAPS, Student Conduct, Residential Education, Cultural Centers (DSA);
FASE, Faculty (DAA); PACIE (OTP); OCC Committee; CO Staff

- o Anticipated Project Completion: 9/01/2024
- o Priority Level: 1
- o Status: Completed
- o Notes/Solutions: Executive Director of Title IX & Inclusion & Title IX Coordinator will work in collaboration with Human Resources, FASE, and Student Conduct to ensure that there is consistent education across campus to achieve identified competencies in this area.

Task 22: Evaluate the potential opportunities for curricular or course-based programming and credential-based options.

Task D22 Response:

- o Project Leader: ED-TIX; Academic Senate Chair; AVP for Academic Programs & Continuous Improvement (AVP-AP&CI); AVP-FASE; Academic Deans (DAA-Deans)
- o Stakeholder Offices: Title IX & Inclusion; DAA (AVP-AP&CI; Chairs; Faculty)
- o Anticipated Project Completion: 1/1/2026
- o Priority Level: 2
- o Status: In Progress
- o Notes/Solutions: The Title IX & Inclusion Education Specialist will work with the Title IX Implementation Committee to explore these opportunities with identified programs and faculty.

Task 23: Incorporate information about the Nondiscrimination Policy, reporting options/obligations, and confidential resources in syllabi statements.

Task D23 Response:

- o Project Leader: ED-TIX; Senate Chair
- o Stakeholder Offices: Title IX & Inclusion; DAA (Chairs, Faculty); FASE
- o Anticipated Project Completion: 6/30/2024
- o Priority Level: 1
- o Status: Completed
- o Notes/Solutions: Engaged faculty on the importance/benefits of including a statement on faculty syllabi in presentations in fall 2024. A syllabi statement template is available for use and posted on the Title IX & Inclusion website as a resource for faculty.

Task 24: Commit to providing programming regarding bystander engagement.

Task D24 Response:

- o Project Leaders: ED-TIX; HRO; AVP-FASE; DS; AD-SC; COS

- o Stakeholder Offices: Title IX & Inclusion, UPD, HR, Labor Relations (BFA); CAPS, Student Conduct, Residential Education, Cultural Centers (DSA); FASE, Faculty (DAA); PACIE (OTP)
- o Anticipated Project Completion: 1/1/2025
- o Priority Level: 1
- o Status: In Progress
- o Notes/Solutions: The Education, Prevention, and Compliance Specialist will review options for bystander engagement outside of the currently required training available with Vector Solutions.

Task 25: Participate in national conferences, listservs, networking events and other opportunities to coordinate with other professionals dedicated to prevention.

Task D25 Response:

- o Project Leader: ED-TIX
- o Stakeholder Offices: Title IX Staff
- o Anticipated Project Completion: 7/31/2024
- o Priority Level: 1
- o Status: Completed
- o Notes/Solutions: President Yao has expressed full support of the professional development of our Title IX/DHR team and relevant campus community members, emphasizing opportunities in alignment with best practices and desired outcomes. Intentionality in utilizing these funds will be paramount. Given the current travel chill due to budgetary constraints, the Office will continue to explore virtual opportunities in alignment with our colleagues.

Task 26: Engage students in the development and delivery of programming through peer educator/peer advocate programs.

Task D26 Response:

- o Project Leader: ED-TIX
- o Stakeholder Offices: VPSA, Dean of Students, TIX Staff
- o Anticipated Project Completion: 1/1/2026
- o Priority Level: 2
- o Status: In Progress
- o Notes/Solutions: Partnering with Wellness student assistance to help develop and directly deliver Title IX policy-related programming. The budget will be key to assisting in these efforts. The Education, Prevention & Compliance Specialist will work with Wellness and the Title IX Implementation Committee to identify opportunities to create a Title IX & Inclusion Peer Educator Program. The intentional research and allocated funds to initiate this task will be an ongoing commitment with the goal of implementing in the 2026-27 academic year.

Task 27: Identify student leaders who can serve as ambassadors/promoters of this work.

Task D27 Response:

- o Project Leader: Dean of Students (DS); Student Government (SG); ED-TIX
- o Stakeholder Offices: Title IX & Inclusion; DSA
- o Anticipated Project Completion: 8/31/2026
- o Priority Level: 2
- o Status: Ongoing
- o Notes/Solutions: The Education, Prevention, and Compliance Specialist will work with Student Senate leaders to advance initiatives related to Title IX issues. Conversations have begun with various academic departments to collaborate with students on equity-based Capstones.

Task 28: Develop consistent on-campus opportunities to be visible and present in the community.

Task D28 Response:

- o Project Leader: ED-TIX
- o Stakeholder Offices: Title IX & Inclusion
- o Anticipated Project Completion: Ongoing
- o Priority Level: 1
- o Status: Completed
- o Notes/Solutions: Utilizing the communication plan, there will be ongoing evaluation as to the effectiveness of outreach and efforts to increase visibility.

E. RESPONDING TO OTHER CONDUCT OF CONCERN

The plan put forth by the CSU Channel Islands Implementation Team addresses behavior that may not necessarily fall under protected status of discrimination or harassment but could still disrupt the learning, living, or working environment and violate other University policies as outlined on the CSU Channel Islands Cozen O'Connor report page 32. The initial phase entails creating a set of communal agreements that establishes expectations for how members of the CSU Channel Islands community should treat one another. Additionally, the development of conflict resolution mechanisms, restorative approaches for remedial actions regarding culture and climate, targeted prevention and education programming, and ongoing management of issues of concern will be focused on.

PLAN SUMMARY - OTHER CONDUCT OF CONCERN

Task 1: In conjunction with the Chancellor's Office and CSU's Office of General Counsel, develop a written policy, document, or statement by senior leadership to establish expectations, guidelines, and/or definitions of conduct.

- 1.1 The written framework should address unprofessional conduct, abusive conduct, microaggressions, acts of intolerance, and other disruptive behavior in the living, learning and working environment.
- 1.2 The written framework must also address intersections with free speech and academic freedom, including the explicit recognition that the CSU cannot discipline for protected speech.

Task E1 Response:

- o Project Leader: COS
- o Stakeholder Offices: OTP; FASE; HR; Student Conduct; Title IX & Inclusion; Academic Senate; Staff Council; Student Government
- o Anticipated Project Completion: 1/15/2025
- o Priority Level: 1
- o Status: Ongoing
- o Notes/Solutions: Per CO direction, we are awaiting further guidance on Other Conduct of Concern, though a working group was convened in Summer 2024 by the Chief of Staff with the stakeholder offices listed above to begin working on this statement (which we believe must address not only intersections with free speech and academic freedom, but also with policy), which must include the explicit recognition that the CSU cannot discipline protected speech. Given that legal explanations for free speech do not adequately address the needs of those who are most adversely impacted by said free speech (e.g., a student with concerns about potential discrimination/retaliation from a professor who posts what the students perceives to be hateful/discriminatory speech on personal social media), how can an OCC statement ensure appropriate support? This is where the need for guidance lies; we are hopeful that information from the CO will provide uniform support for all campuses in the system.

Task 2. Reinforce CSU values and expectations about respect, tolerance, and professionalism through programming and opportunities for in-person engagement.

Task E2 Response:

- o Project Leaders: HRO; AVP-FASE; DS; AD-SC; Vice President for Student Affairs (VPSA); ED-TIX

- o Stakeholder Offices: Title IX & Inclusion, UPD, HR, Labor Relations (BFA); CAPS, Student Conduct, Residential Education, Cultural Centers (DSA); FASE (DAA); PACIE (OTP); CO Staff
- o Anticipated Project Completion: 1/15/2025
- o Priority Level: NA
- o Status: Ongoing
- o Notes/Solutions: See previous comments about data collection on interventions addressing this point. We will ensure we are devoting resources towards interventions that result in increased engagement and desired outcomes. Additionally, within CSUCI's Addendum to the new systemwide Time, Place, and Manner Policy submitted in August 2024, we have detailed an education plan, to be led by our VPSA, CSUCI's Designated University Official, with the following goals in mind. Each goal is further defined in our TPM Addendum with anticipated learning outcomes and programming/activity ideas:
 - o Equip students with knowledge of free speech rights and responsibilities within the academic environment
 - o Enhance faculty understanding of academic freedom and its relationship with free speech.
 - o Provide staff with the tools to support free speech while ensuring a safe and respectful campus.
 - o Equip administrators with the knowledge and skills to support free speech, academic freedom, and campus safety.
 - o Inform members of the public about the University's commitment to free speech, how the First Amendment intersects with Academic Freedom, and University policies governing the exercise of First Amendment rights on campus.

While these educational efforts are specific to the Time, Place, and Manner Policy, educational programming provided by our Title IX Education, Prevention, Compliance Specialist will be planned in conjunction with these efforts to leverage the work done across relevant campus support offices (i.e., Title IX, HR, Faculty Affairs, and Student Conduct).

Task 3. Strengthen and expand available competencies regarding conflict resolution, navigating interpersonal conflict, restorative justice, and other forms of remedial responses.

Task E3 Response:

- o Project Leaders: HRO; AVP-FASE; Title IX & Inclusion; Student Conduct; Dean of Students
- o Stakeholder Offices: All divisions
- o Anticipated Project Completion: 1/15/2025

- o Priority Level: 1
- o Status: Ongoing
- o Notes/Solutions: The reinforcing of values and provision of in-person engagement opportunities described in response to Task 2, above, is relevant to our response to Task 3. These learning opportunities will include educational programming on conflict resolution, navigating interpersonal conflict, and restorative justice. Additionally, we will explore and identify learning opportunities provided by offices/units other than Title IX, HR, Faculty Affairs, and Student Conduct, such as through CSUCI's Teaching & Learning Innovations (TLi) and Systemwide Learning and Development (CSU Learn). Asynchronous learning materials will be posted to the OCC website that we anticipate launching by 1/15/2025.

Task 3.1. Strengthen traditional employee relations functions within human resources to assist in responding to concerns involving faculty and staff.

Task E3.1 Response:

- o Project Leaders: HRO, AVP-FASE
- o Stakeholder Offices: HR; FASE
- o Anticipated Project Completion: 1/15/2025
- o Priority Level: 1
- o Status: Ongoing
- o Notes/Solutions: We anticipate that improved reporting and tracking mechanisms for OCC will result in at least an initial uptick in reports made, which will have staffing implications for our HR team, as well as for FASE and Student Conduct. We will therefore be using the OCC Team convened in Summer 2024 as a mutual support system for navigating OCC, providing support across units (i.e., HR, FASE, Student Conduct, Title IX) as we work to improve communication, timeliness, and responsiveness, and tracking of OCC at CSUCI.

Task 3.2. Strengthen competencies of managers, supervisors, deans and department chairs by providing expanded training and professional development to meet the needs of assigned roles.

Task E3.2 Response:

- o Project Leaders: HRO; AVP-FASE; ED-TIX
- o Stakeholder Offices: HR; FASE; Title IX & Inclusion
- o Anticipated Project Completion: Ongoing
- o Priority Level: 1
- o Status: Ongoing
- o Notes/Solutions: See previous comments related to professional development in relation to specific constituent groups. Enhanced training will be essential. We look forward to seeing what we can do to support/augment training developed by CO. As noted above, the OCC

Team convened in Summer 2024 will meet regularly to provide support across units as we work to strengthen competencies of managers, supervisors, deans, and department chairs charged with responding to OCC.

Task 3.3. Consider the need for additional personnel, such as an Ombuds or a conflict resolution professional, including those with expertise in restorative justice and mediation.

Task E3.3 Response:

- o Project Leader: President
- o Stakeholder Offices: OTP
- o Anticipated Project Completion: NA
- o Priority Level: 0
- o Status: Ombuds office closed Sum24 / Completed
- o Notes/Solutions: We opened an Ombuds office at CSUCI in 2019. Unfortunately, given the enrollment and budgetary challenges we are facing, difficult decisions about the allocation of precious resources are necessary. The ROI for campus climate created through generation of traffic to the Ombuds office was insufficient to justify continued provision of this service. Fortunately, CSUCI's new Executive Director of Title IX and DHR Administrator (a member of the OCC Team convened in Sum24) brings deep skills as a restorative justice coordinator, facilitator of structured conversations, and restorative justice/mediator who can lead parties involved in OCC complaints in creating agreements and finding resolutions.

Task 3.4. Develop communications competencies to embrace the tension of difficult issues including the intersections of speech in the contexts of politically and socially-charged events and issues.

Task E3.4 Response:

- o Project Leaders: Vice President of Student Affairs (VPSA), the Delegated University Official for new CSU Time, Place & Manner Policy
- o Stakeholder Offices: HRO; AVP-FASE; Dean of Students; University Response Team supporting Time, Place, and Manner Policy (formerly Preparedness Working Group); all divisions
- o Anticipated Project Completion: Ongoing
- o Priority Level: NA
- o Status: Ongoing
- o Notes/Solutions: See above comments on the intersection of free speech, academic freedom, and policy, the provision of educational programming and activities, and CSUCI's Time, Place, and Manner Addendum detailing such programming for students, faculty, staff, administrators, and non-affiliates.

Task 3.5. Communicate the new and available conflict resolution suite of resources through web content, annual training, and awareness campaigns.

Task E3.5 Response:

- o Project Leader: HRO; AVP-FASE; Dean of Students; Student Conduct; ED-TIX; TIXIT
- o Stakeholder Offices: All divisions
- o Anticipated Project Completion: 1/15/2025
- o Priority Level: 1
- o Status: Ongoing
- o Notes/Solutions: The Title IX Implementation Team will collaborate with the OCC Team to evaluate and deliver effective messaging around resources as they are developed (e.g., OCC website, educational programming and activities provided by HR, FASE, Student Conduct, Title IX, and other relevant campus service providers).

Task 3.6. Invest in education and training about conflict resolution.

Task E3.6 Response:

- o Project Leaders: HRO; AVP-FASE; DS
- o Stakeholder Offices: HR; FASE; Student Conduct
- o Anticipated Project Completion: 1/15/2025
- o Priority Level: 1
- o Status: Ongoing
- o Notes/Solutions: The Other Conduct of Concern Committee (OCC) will work to identify virtual workshop opportunities to enhance the community's conflict resolution skills.

Task 4. Create a centralized reporting mechanism that includes online and anonymous reporting options.

Task E4 Response:

- o Project Leaders: HRO; AVP-FASE; DS; AD-SC; COS; ED-TIX
- o Stakeholder Offices: Title IX & Inclusion; HR; FASE; DSA; OTP
- o Anticipated Project Completion: 12/15/2025
- o Status: Completed
- o Notes/Solutions: Will utilize existing Maxient reporting form that will allow for anonymous reporting.

Task 4.1. Ensure that the landing page for the anonymous reporting option includes appropriate caveats about the university's limited ability to respond to an anonymous report.

Task E4.1 Response:

- o Project Leaders: HRO; AVP-FASE; DS; AD-SC; COS; ED-TIX

- o Stakeholder Offices: HR; FASE; DSA; OTP
- o Anticipated Project Completion: 12/20/2024
- o Status: Completed
- o Notes/Solutions: Will utilize existing Maxient reporting form that will allow for anonymous reporting.

Task 5. Build a triage model/review process to ensure that all reports are assessed by Title IX and DHR professionals (and a subset of the Title IX/DHR MDT) and evaluate potential avenues for resolution that include the following:

- 5.1 Identify potential policy violation and investigative response, if any.
- 5.2 Refer to the appropriate administrator/department to coordinate/lead the response.
- 5.3 Identify reasonably available individual supportive measures, if any.
- 5.4 Identify appropriate community remedies, if any.

Task E5 Response:

- o Project Leader: ED-TIX
- o Stakeholder Offices: Title IX & Inclusion, HR, FASE, Student Conduct
- o Anticipated Project Completion: 1/15/2025
- o Status: Completed
- o Notes/Solutions: The MDT-BIT and CARE teams convene when appropriate regarding these cases. The Title IX & Inclusion office confers with Conduct, OGC, and HR as cases come up and refer accordingly.

Task 6. The reporting and resolution processes must ensure sufficient documentation system to track responsiveness, patterns, and trends.

Task E6 Response:

- o Project Leaders: HRO; AVP-FASE; DS; AD-SC; COS
- o Stakeholder Offices: HR; FASE; DS; AD-SC; OTP
- o Anticipated Project Completion: NA
- o Status: Completed
- o Notes/Solutions: ED-TIX will meet on a biweekly basis with General Counsel and CO TIX Liaison, with Chief of Staff brought in as needed for institutional questions/issues. We are creating an investigation report template and getting this template approved by the CO office to ensure consistency in writing and deliverables to parties.

Task 7. This information should be tracked and analyzed on an annual basis at minimum to inform the need for remedial actions regarding culture and climate, targeted prevention and education programming, and ongoing issues of concern.

Task E7 Response:

- o Project Leaders: HRO; AVP-FASE; DS; AD-SC; COS
- o Stakeholder Offices: Title IX & Inclusion; HR; FASE; DSA; OTP
- o Anticipated Project Completion: NA
- o Status: Ongoing
- o Notes/Solutions: This data will become available as we have a new annual reporting mechanism through the CO. There are also reports/filters available in Maxient for data collection to base cases on age/graduating class/major, etc.