Interoffice Communication

Date: October 29, 2014

To: Jonathan Wickert, Senior Vice President and Provost

From: Thomas L. Hill
Senior Vice President for Student Affairs

Subject: Title IX Training push for all currently enrolled Students

The Division of Student Affairs is supporting the Office of Equal Opportunity’s (OEO) Title IX training initiative to comply with the current federal requirement to educate students on the prevention of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking.

To fulfill this mandate, OEO launched the Title IX Awareness and Violence Prevention for all enrolled students during the spring 2014 semester. Students who were employed by the university were also required to complete Unlawful Harassment Prevention for Staff. Various communications were sent out to students, faculty, and staff to reach out to students and provide instructions on completing the training.

At the end of the spring 2014 semester, the following completion rates were reported for all students:

- Title IX Awareness and Violence Prevention — 80%
- Unlawful Harassment Prevention for Staff (for student workers only) — 72%

This semester (fall 2014), Student Affairs and OEO targeted all newly enrolled students. Current completion rates for all newly enrolled fall 2014 semester students is:

- Title IX Awareness, Violence Prevention and Campus Save for Students — 61%
- Unlawful Harassment Prevention for Staff (for student workers only) — 15%

The portal to access the trainings this semester for all newly enrolled students closed on Oct. 22. **Our goal is to achieve 100% completion for both trainings for all currently enrolled students.** In order to achieve 100% completion, we are asking for communications assistance from faculty and staff.

**OEO will re-open the portal for all students who have NOT completed the training on Monday, Nov. 3. Students will have until Friday, Nov. 21 to complete the training.**

**Students who completed the training during the spring 2014 semester will not be asked to take the training again and will not receive any additional email notifications.**
All currently enrolled students (on and off campus, full-time, and part-time) who have NOT yet completed the training will receive an email notification from Senior Vice President for Student Affairs Thomas Hill. This email will include details on the requirement and instructions for completing the training. Information and instructions will be also pushed out to advisers and Learning Communities.

Please inform staff and faculty of this requirement. A separate email will be sent to the advisers listserv requesting that they communicate this information when they contact students for registration. Faculty and staff may also use the following script:

**Recommended Announcement**

Students who have not completed the required Title IX Awareness and Violence Prevention training will receive an email from the Senior Vice President for Student Affairs. This email will include instructions and a link to complete the mandatory training. The training will be available from Monday, Nov. 3 until Friday, Nov. 21. **Students must complete this training by Friday, Nov. 21.** Completion is being tracked and recorded. The interactive online training program will cover the following policies: Discrimination and Harassment, Sexual Misconduct, Sexual Assault, and Sexual Harassment Involving Students. If you completed the training during the spring 2014 semester, no further action is required.

**Timeline**

Thursday, Oct. 30 — An email will be sent to the advisers listserv and Learning Communities with details and instructions to communicate to students.

Monday, Nov. 3 — An email will be sent from Senior Vice President for Student Affairs Thomas Hill to all students who have NOT completed the training.

Wednesday, Nov. 5 — A targeted message reminder will be posted on AccessPlus to all students registering for spring 2015 who have not completed the training. This message will provide details about the required training along with instructions.

Monday, Nov. 10 — A reminder will be sent to advisers and students to complete the training by the Nov. 21 deadline. Reminders will also be sent through the Office of Equal Opportunity.

Friday, Nov. 21 — Last day to complete the required training.

We look forward to working with faculty and staff to implement this training for all enrolled students. Questions about the Title IX training initiative should be directed to the Office of Equal Opportunity, eooffice@mail.iastate.edu.

Copy: Robinette Kelley, Director, Office of Equal Opportunity