



## **GICA Compliance Collaborative**

### **2018 Advanced Title IX Investigator Training**

**(6 Hours In-Person at Various Locations)**

#### **AGENDA**

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**9:00 a.m. – 10:00 a.m. Introductions; Title IX – Policy Review**

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**10:15 a.m. – 12:00 p.m. Interview Techniques & Report Writing**

##### **Interview Techniques**

- Discuss basic interview questions
- Conduct investigation
  - Using a case study format with pre-identified “facts”, attendees will interview Complainant, Respondent, and witnesses.

##### **Report Writing**

- Discuss requirements of Title IX reports
- Discuss confidentiality of Title IX report
- Discuss process for dissemination of Title IX reports
- Prepare Title IX report
  - Using notes prepared from the information presented during the interviews, attendees will prepare a report to be submitted to the Title IX Coordinator.

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**12:00 p.m. – 1:00 p.m. Lunch on your own/campus cafeteria**

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**1:00 p.m. – 4:00 p.m. Basic Hearing Panel Member Training**

- Case study method to conduct a mock hearing panel.
  - Using the report and other relevant data gathered during the investigation stage of the Title IX matter, attendees will participate in a mock hearing.

##### **Attendees will:**

- Bring a copy of their institution’s Title IX Policy and process
- Have “homework”. Attendees will receive the basics of the case study before the seminar in order for you to be prepared to have a mock hearing.
  - Attendees will not receive the interview “facts”. Attendees will listen to the interviews, identify relevant facts, and prepare the report using their own notes.

**Presenter:** Judy Spain, J.D., CCEP

Judy currently serves as the GICA Compliance Program Consultant. She is a tenured Professor, an attorney licensed in Kentucky, Ohio, New York, and Pennsylvania, and is a Certified Compliance and Ethics Professional. She served as General Counsel and Chief Ethics and Compliance Officer at Eastern Kentucky University and Manhattanville College, where she developed and implemented compliance programs. Judy is the author of the first book on higher education compliance, *“Higher Education Compliance: Blueprint for Success”*. Judy is also the author of “Compliance Risk Assessments: An Introduction” published by the Society for Corporate Compliance and Ethics.