



Webinar Registration Form

Title IX Investigations: How To Write A Report That Complies With The New Federal Regulation

Tuesday, December 15 ~ 3:00-4:15pm (Eastern)

Once the live date has passed, this training will be available on demand.

Overview

Since the new Title IX regulations were published in May of this year, institutions have had to prepare their campus' ability to comply during an extremely challenging time in our nation's history. And all this amidst a barrage of other significant changes to other federal regs that affected educational institutions.

Out of the many new changes required of institutions in addressing campus sexual harassment cases, the manner in which investigative reports (and investigations in general) were written also changed. In addition to the overall equitable manner required in which parties were provided information by the institution and/or the ability to provide their own witnesses and engage in the grievance process, the look and feel of an investigative report that carries the same "equitable" presentation of evidence and information has become a hallmark of the Title IX grievance process under the new regs.

This webinar will assist participants in understanding the basics of how an investigative report that complies with the new regs should be written and provides examples and information regarding critical sections of an investigative report.

Objectives:

- Understand new regulation requirements relating to investigative reports
- Understand the basics of writing a Title IX investigative report
- Identify sections and formats used in creating an investigative report
- Discuss language that should or should not be used in the report
- Provide examples of verbiage institutions may want to include in an investigative report

Who Should Attend?

- Administration
- Decision Makers/adjudicators
- Human Resources
- Title IX Coordinators
- Student Services/Affairs
- Faculty
- Executives
- Any educator interested in learning more about writing Title IX investigation reports



Title IX Investigations: How To Write A Report That Complies With The New Federal Regulation

Tuesday, December 15 ~ 3:00-4:15pm (Eastern)

Speaker(s)



"Title IX Investigative Reports that are written in an appropriate and comprehensive manner helps to build the campuses' faith in the process. It is one of the major indicators of the institution's ability to properly address sexual harassment on a campus."

Beverly Baligad has been a member of the Michigan State Bar since 2004. She currently serves as the Director of Compliance/Title IX Coordinator at the University of Hawaii- West Oahu campus. An alumna of University of Hawaii at Manoa (BA-English 1993) and Western Michigan University- Cooley Law School (J.D.- Litigation, 2003), she was previously employed at a mid-sized, urban public commuter college (20,000+ students). Since 2005, she has worked in various areas in higher education, including but not limited to: Labor Relations, Executive leadership, Adjunct Faculty, Compliance and Title IX. She has extensive experience in the development and implementation of key compliance areas such as training, investigations, programming/awareness events, process reviews, and case management.

She has been a consultant and trained (face to face and webinar formats) institutions across the nation in the areas of Title IX, Title IV, Behavior Intervention Teams (BITs), VAWA/Campus SaVE /Clery Act, ADA/Section 504, FERPA, EDGAR Part 86, Student Conduct, Due Process and First Amendment. She served as the Michigan State Coordinator (2009-2013) for the Association of Student Conduct Administrators (ASCA) and is a current member on the National Association of College and University Attorneys (NACUA) NACUA Notes Editorial Board, the Association of Title IX Administrators (ATIXA), Association of Threat Assessment Professionals (ATAP), Threat Team Oahu (TTO) and most recently University Risk Management and Insurance Association (URMIA).

She continues to train institutions and present nationally as a consultant.

Bio current as of Nov, 2020.

Newsletter



Title IX Investigations: How To Write A Report That Complies With The New Federal Regulation

Tuesday, December 15 ~ 3:00-4:15pm (Eastern)

Registration Information

Print Name		Job Title	
Institution/Organization			
Address			
City	State/Province	Zip/Postal Code	Country
Telephone	Fax	Email	
Innovative Educators Password (Choose a password for our records and future registrations)		Assistant's email (For registration confirmations & pre-conference communication)	
How did you hear about this event? (email, listserv, colleague, conference, other) _____			

Payment Method

You can call us at 303.955.0415 or fax the completed form to 1.866.508.0860. If you would like to mail in the registration form and/or check, please send it to: Innovative Educators, 3277 Carbon Place, Boulder, CO 80301.

Paying by: (select one) Credit Card Check Purchase Order (if applicable) P.O.#: _____
(If you select PO as your payment method, a PO number is required.)

Credit Card



Name on card		Account Number	
Billing Address	Billing City	Billing State	Billing Zip/Postal Code
Exp. Date	Security Code (last 3 digits on the back of Visa and MC)		

Packages & Pricing

Select your webinar package:

\$425 - 1 webinar (Unlimited connections at your institution and recording for one year)
\$900 - 3 webinars (Save \$375)

\$1500 - 6 webinars (Save \$1050)
\$4995 - Purchase Go2Knowledge to receive unlimited access to webinars & recordings for one year (Best Deal!)



Title IX Investigations: How To Write A Report That Complies With The New Federal Regulation

Tuesday, December 15 ~ 3:00-4:15pm (Eastern)

Login Directions

The login directions provide the following information:

- A link and a password for the event.
- A link to test webinar access. Please test your computer prior to the event.
- The date and time of the webinar. Please be sure to reference the time zone converter on the login directions to confirm your event time.
- Audio instructions: You can stream the audio over your computer speakers, but you may want to have a phone available for backup purposes.

You will receive the login directions twice via email. The process is as follows:

- 1 week prior to the live event: You will receive login instructions.
- 1-2 days prior to the event: You will receive a link to the presentation and any additional handouts. Copies can be made for attendees if desired.
- The day of the event: Participants can log in to the IE Webinar 30 minutes prior to the start time. Once logged in, participants can see the PowerPoint slides, ask questions, and make comments via the chat feature.
- Participants are encouraged to save and print the login directions to refer to on the day of the webinar.

You will receive the login directions twice via email. The process is as follows:

- If you registered for a **live webinar**, you will receive a separate email with the login instructions closer to the date.
- If you registered for an **on-demand webinar**, you will receive a separate email with the access instructions typically within 2 business days.
- If you did not receive a separate email with login/access details, **please check your junk/spam email or your promotions folder.**

Recording Information

The Monday following the live event you will receive a link to the recording, it can be forwarded to all faculty and staff for viewing anytime, anywhere.

Recording Benefits:

- Share the presentation with other staff members
- Pause presentation for convenient viewing
- Review the presentation after the live event
- Train new hires throughout the year
- Show during an in-service training

Technical Details

Innovative Educators uses Zoom as its web conferencing provider. If you have not previously attended a Zoom event, please click [here](#) to make sure your computer is compatible with Zoom. Be sure to [complete a test](#) prior to the live conference. See system requirements in the login email for more information.

What equipment is required?

An Internet connection, computer speakers, and LCD projector are required if a large group is viewing the presentation. Participants can call in via phone if they are having trouble retrieving the audio over the computer. Please be sure to reserve a meeting room prior to the live event that can accommodate these requirements as well as your attendees. You should reserve the room 30 minutes prior to the webinar start time and allow at least 15-30 minutes after the webinar for discussion.

Cancellation Policy

- 30 days prior: Full refund
- 14 days prior: \$100 processing fee
- Less than 14 days: Credit towards another IE event

Satisfaction Guaranteed

We want you to be satisfied with your purchase. For questions, concerns, or problems, please email support@ieinfo.org or call 303.955.0415.