



ATIXA Coordinator Level One: Foundations Training & Certification Course Sample Agenda

Description:

Coordinator Level One: Foundations is one of two introductory courses in the Coordinator curriculum. This course focuses on an understanding of foundational law, case law, regulations, and regulatory guidance. ATIXA recommends that all Title IX Coordinators and Administrators – whether new or more seasoned – complete this course. Even those who have previously completed Coordinator One will find this revised course to be of value, given the substantial changes to Title IX that have taken place since the course was originally designed.

Learning Outcomes:

Participants will be able to...

- Explain the role of the Title IX Coordinator at each phase of the formal grievance process from intake through appeal
- Evaluate their institution's current Title IX Team structure for role conflicts and ability to meet compliance requirements across the institution
- Identify policy and process overlaps within the institution and recommend solutions for eliminating confusion and/or duplication
- Review a formal complaint and determine if Title IX applies
- Discuss the intersection of Title IX and VAWA Section 304 and their impact on policy and process requirements
- Develop recordkeeping protocols that meet regulatory requirements

Day 1

11:00 AM – 6:00 PM

Title IX Team Roles & Responsibilities

- Sample Team Structure
- Title IX Coordinator
- Investigator
- Decision-Maker
- Informal Resolution Facilitator
- Training the Team

Title IX Overview & History

- Text of the Law
- The Road to Title IX
- Where We are Today
- Key Title IX-Related Issues
- Essential Compliance Elements
- The IX Commandments

Significant Cases

The OCR & Title IX

- OCR's Role
- Civil Lawsuits v. Administrative Actions
- OCR Guidance
- OCR Resources

Clery Act Amendment: VAWA Section 304

When Does Title IX Apply?

- OCR's Role
- Civil Lawsuits v. Administrative Actions
- OCR Guidance
- OCR Resources

Creating and Implementing Appropriate Policy and Procedures

- Required Definitions
- ATIXA Definitions
- Consent Construct
- Navigating First Amendment Protections

Day 2

11:00 AM – 6:00 PM

Oversight and Coordinating Prompt and Equitable Grievance Procedures

- The Process
- Promptness
- Equity
- Clery: VAWA Section 304

Coordinating Overlap of Various Student and Employee Grievance Processes

- Potential Processes
- Title IX and Title VII
- One Policy-Two Processes

Point Person for Reports and Complaints

- Notice, Reporting, & Confidentiality
- Initial Assessment
- Supportive Measures
- Mandatory & Discretionary Dismissals
- Emergency Removal

Coordinating Informal Resolution

- Regulations Requirements
- Types of Informal Resolution
- Informal Resolution Considerations

Supervising Investigations

- Title IX Coordinator's Role
- When to Investigate
- Who Should Investigate
- Role of Law Enforcement

Elements of an Investigation

- 10 Steps
- Investigation Strategy
- Rights of the Parties
- Understanding Evidence
- Credibility
- Investigation Report
- G.A.S. Framework
- Credibility
- Evidence & Report Review

Coordinating the Decision-Making Stages

- Title IX Coordinator's Role
- Standard of Evidence
- Making a Determination

Ensuring Compliance with Final Sanctions

- Sanctioning Considerations
- Assuring Compliance
- Common Sanctions

Coordinating the Appeal Process

- Appeals
- Appeal Grounds
- Appeal Process

General Title IX Compliance Oversight

- Stop, Prevent, & Remedy
- Athletics Gender Equity
- Assessing Compliance
- Recordkeeping & Documentation

Note: Each training day will include one morning and one afternoon break (approximately 15 minutes each) and a one-hour lunch break. Training start and end times for in-person events are determined by the host site. All virtual training sessions take place from 11 AM – 6 PM ET unless otherwise specified.