

UC Common Charter – The Coordinated Community Review Team for Sexual and Gender-Based Violence and Misconduct (CCRT)

CHARGE

The Coordinated Community Review Team for Sexual and Gender-Based Violence and Misconduct (CCRT) is responsible for a campus collaborative approach to preventing and addressing sexual misconduct. The CCRT serves in an advisory capacity to campus leadership and community members about best practices in policies, education, prevention and response to sexual misconduct.

MINIMUM REQUIREMENTS FOR AN EFFECTIVE CCRT

The CCRT will focus on reviewing and recommending policies and procedures, helping to identify and provide education and prevention training, connecting campus constituents, and communicating messages about University efforts to prevent and respond to sexual misconduct. (For purposes of this charter, sexual misconduct includes dating violence, domestic violence, sexual violence, sexual assault, and stalking). The CCRT provides written communications to the campus and community to assist with the visibility of this group and its membership, as well as to better understand the team's efforts to prevent and address sexual misconduct on campus. Minimally, the CCRT must will develop an annual report for distribution to key constituents.

Minimum responsibilities:

1. Serve as a clearinghouse for campus resources about sexual misconduct by:
 - Helping to foster a trauma-sensitive culture on campus,
 - Advertising basic information and services available for those who have been recipients of sexual misconduct (e.g. free ride to hospital) and affording faculty, students, and staff with clear accessibility to these services, and
 - Collaborating with subject-matter experts and campus departments on prevention and education and awareness programs.
2. Provide leadership role on policy and procedures concerning sexual misconduct by:
 - Ensuring the CCRT and campus stakeholders are informed about current federal, state, University, and campus policies;
 - Reviewing campus policies, procedures, and practices to ensure consistent response to incidents of sexual misconduct;
 - Providing feedback to system on draft Presidential policies, advising when a policy needs revision, and/or providing input as to need for a policy; and
 - Developing campus procedures or additional policies to support the systemwide policies (i.e. the CCRT may call upon campus policy staff to develop drafts for review by the team).
3. Coordinate prevention, education, and awareness programs with campus communications by:
 - Driving consistent messages about University and campus prevention and response policies and procedures;

- Engaging, integrating, and empowering student members to spread the word about prevention and education efforts across campus and in the CCRT's focus; and
- Developing liaison functions for various campus stakeholders (i.e. empowering people on campus to know how they can help prevent and respond to sexual misconduct).

STRUCTURE & OVERSIGHT

Oversight

The CCRT reports to the Chancellor, or the Chancellor's designee; however, if using a designee, that person should be a direct report to the Chancellor (e.g. Campus Ethics and Compliance Officer, Associate Chancellor, etc.).

Leadership & Coordination

Leadership of this team may vary from campus to campus. It is important that collaborative leadership be modeled between the different functions of advocacy, reporting and investigations, and student conduct areas to enhance communication. The CCRT leads are responsible for escalating concerns to campus leadership. The CCRT coordinator is responsible for, among other responsibilities, administering the work of the CCRT. The coordinator ensures meetings are scheduled, completes documentation of meeting discussion, and follows up with CCRT members to ensure timely completion of tasks, as well as bear responsibility for data collection and reporting to provide accountability to the campus community for the CCRT's work.

Structure

The CCRT meets, at a minimum, every quarter. Meetings should be scheduled in advance and on a consistent basis. Subcommittees and working groups may meet more often as dictated by the needs of the CCRT. The team has the flexibility to define subcommittees and focus (see "Suggested Membership" for more about how the CCRT receives the most effective input). The CCRT should ensure that it:

1. Has the ability to plan and execute all tasks with available resources,
2. Conducts policy reviews,
3. Reviews education and training efforts for effectiveness,
4. Discusses faculty and staff training mandates, and
5. Develops marketing and prevention strategies to address larger campus environmental issues.

The above tasks are meant to represent the responsibilities of this team rather than operational efforts. Operational efforts would be led by the appropriate responsible campus office. The CCRT should work to build assessment mechanisms into each core area above. The CCRT should identify and designate someone to be the training liaison with CARE: Advocacy Office for Sexual and Gender-Based Violence and Misconduct and other appropriate training and education offices to ensure the campus achieves its training needs. The CCRT may also designate someone other than the Title IX officer or the CCRT Coordinator to serve as a liaison to any University CCRT or committee working toward the same goals on a systemwide level.

SUGGESTED MEMBERSHIP

Suggested Core Membership

The CCRT should be larger in nature to encompass representative functions across the campus and in the community, as this group will bear responsibility for driving messages about campus efforts to prevent and respond to sexual misconduct. For that reason, membership should include, but not be limited to, the following list of campus and community groups.

Campus and Community Resources

- Academic Personnel Directors
- Advocates
- Athletics
- Communications and Public Relations
- Cross-Cultural and Gender-Related Centers (including LGBTQ centers)
- Disability Centers
- Domestic Violence Centers
- Human Resources
- Faculty and/or Academic Senate
- Greek Life
- Police or Safety (campus)
- Policy Coordinators
- Rape Crisis Centers
- Representative from District Attorney
- Residential Life
- Staff
- Student Conduct
- Student Health & Counseling
- Students and/or Student Government Leaders
- Study Abroad
- Title IX
- Training Coordinators
- Additional Wellness Groups, including Alcohol & Drug Programs

Student Input

Student interaction and input needs to be a part of the policy, prevention, and education processes. The CCRT must engage and ensure there is student feedback in each of the core areas of focus. It is recommended that the CCRT create a formal student subcommittee, with at least one member of that subcommittee sitting as a full member of the larger CCRT. This subcommittee should incorporate students through existing government infrastructure and leadership, and also provide opportunities for interested students to join who do not participate in these existing structures. Particular attention should be paid to representation for groups with students in vulnerable settings, under-represented student populations, males, LGBTQ, students who identify with a variety of gender identities, students of color, and international students. There should also be an additional mechanism for students to provide feedback to this group outside the subcommittee.

Suggested student participation for inclusion: graduate students, graduate student administrators, Greek Life, Athletics, International Students, undocumented students, students representing LGBTQ students, disabled students, and representatives from groups across campus.

Faculty Input

There should be a strong faculty voice and participation in the CCRT because faculty members are integral to aspects of this process, including training and education, and need guidance about reporting misconduct and working with complainants needing accommodations. Additionally, the CCRT should incorporate faculty discussion and feedback through both the Academic Senate and senior faculty leadership related to campus climate around preventing and responding to sexual misconduct.

Staff Input

This group also encompasses prevention and response to staff incidents of sexual misconduct, so the CCRT should include staff participation outside of administrative subject-matter experts in this area.

SUGGESTED COMMUNITY PARTNERSHIPS

While it is not practical or necessary to involve every community group with an interest in preventing and responding to sexual misconduct, the CCRT should develop community champions through better communication of campus efforts. Suggested methods for communication might include: sending meeting minutes to external groups, assigning a liaison to communicate with external groups, as well as publishing and disseminating meeting minutes to all campus constituencies.

ASSESSMENT & EVALUATION

CCRT should ensure that each core responsibility and overall efforts are built with the ability to assess and evaluate the effectiveness of its work. These program reviews allow the CCRT to identify gaps, as well as evaluate trends in campus data. Campus trends should use two primary tools to evaluate gaps and weaknesses: (a) regular student surveys to evaluate changing campus climate, and (b) data analysis of indicators about incidents of sexual misconduct on campus. Central data collection points should be identified. Reporting of metrics, as established by the systemwide task force, will occur periodically to the system and/or local campus. These indicators will be defined every six months and will also assist in providing suggestions for needed systemwide and/or local focus in the areas of preventing and responding to sexual misconduct.