

Team Charter
Barton Community College
Sexual Misconduct & Assault Resources Team
2016-2017

Name of Team

Sexual Misconduct & Assault Resources Team

Purpose

The Sexual Misconduct & Assault Resources Team (SMART) is responsible for a campus collaborative approach to issues related to Title IX and preventing and addressing sexual misconduct. The SMART serves in an advisory capacity to campus leadership and community members about best practices in policies, education, prevention, and response to sexual misconduct.

Duration and Time Commitment

The team has been commissioned as a permanent institutional team. The time commitment for team members will vary with a minimum of 1.5 hours per week for team meetings.

Boundaries & Limitations

When necessary, the Committee may form additional sub-committees for the purpose of addressing specific issues relevant to Title IX (i.e., sexual misconduct, civil rights equity resolution, equal opportunity, LGBTQ, campus safety, etc.). A minimum of one meeting per month shall be held to review agenda items and take action. Additional meetings will be scheduled as needed. The Title IX Coordinator shall facilitate the meetings by working closely with SMART members to ensure the management of coordinating activities (i.e., scheduling, agenda, and minutes).

Expected Results

The SMART shall:

- Ensure accountability for college-wide compliance with local, state, and federal laws and regulations.
 - Advocate for appropriate responses to new or different compliance obligations.
 - Support efforts to comply with related compliance areas including ADA, Title VI, Title VII, and other local, state, and federal laws and regulations.
- 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.
- Provide leadership role on policy and procedures concerning sexual misconduct by:
 - Ensuring the SMART and campus stakeholders are informed about current federal and state mandates, executive orders, and laws and the College's sexual misconduct policies and procedures;

- Reviewing campus policies, procedures, and practices to ensure consistent response to incidents of sexual misconduct;
 - Providing feedback on draft policies, advising when a policy needs revision, and/or identifying the need for a policy;
 - Developing campus policies and procedures to meet federal and state mandates, executive orders, and laws; and
 - Establishing a central data collection process for the analysis of indicators of sexual misconduct on campus
- Coordinate prevention, education, and awareness programs with campus communications by:
 - Driving consistent messages about Barton 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 SMART'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).

Reporting

The team leader will provide a monthly update that outlines accomplishments, progress of primary tasks, future plans, and future resource needs.

Assets Available

Budget Authority	-	None – funding proposals submitted to President based annual plan
Human Resources	-	Appointed Membership limited to identified positions
Administrative Support	-	Sponsor: Dr. Carl Heilman Coach: Dr. Robin Garrett Standing members of the Committee (Athletic Mentor, Counselor, Dean of Students, Dean of Fort Riley Learning Services & Military Operations, Director of Human Resources, Lead Campus Safety Officer, Nurse, Title IX Coordinator, and Vice President of Instruction and Student Services)
Other Resources		
Membership	-	College mission statement, Committee Charter, sub-committee
Team Membership	-	Athletic Mentor: Stephanie Joiner Coordinator of Facility Management: Jim Ireland Dean of Students: Angie Maddy Dean of Fort Riley Learning Services & Military Operations: Ashley Arnold Director of Human Resources: Julie Knoblich Lead Campus Safety Officer: Lucas Stoelting Nurse: Kathy Brock Title IX Coordinator (Interim): Stephanie Joiner Vice President of Instruction and Student Services: Dr. Robin Garrett
Terms of Office	-	Permanent

Evaluation -

The SMART shall annually evaluate their activities and accomplishments in a report to the sponsor. Committee charters shall be reviewed annually and revised as needed.

SMART 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 SMART to identify gaps, as well as evaluate trends in campus data. SMART will use three primary tools to evaluate gaps and weaknesses: (1) regular student and staff surveys to evaluate changing campus climate, (2) data analysis of indicators about incidents of sexual misconduct on campus, and (3) annual plan and evaluation of education and training efforts. Central data collection points should be identified. These indicators will be defined annually and will also assist in providing suggestions for needed system-wide and/or local focus in the areas of preventing and responding to sexual misconduct.