



Office of Equity  
and Inclusion  
2015 – 2016  
Annual Report

# Table of Contents

<b>2015 – 2016 Office of Equity and Inclusion (OEI)</b> .....	2
<b>Mission Statement</b> .....	2
<b>The Staff</b> .....	2
Notice of Non-Discrimination .....	4
Title IX 5	
Title IX Governance.....	5
Sexual Misconduct Policy.....	6
Summary of Incident Reports .....	6
Campus Climate Survey .....	7
Education & Prevention.....	7
<b>Diversity &amp; Inclusion</b> .....	9
<b>APPENDIX</b> .....	12
<b>Appendix A</b> .....	13
Title IX Governance 2015 – 2016.....	13
<b>Appendix B</b> .....	14
<b>2015-2016 Educational Programs</b> .....	14
<b>Creating an Inclusive Campus Climate (3 part series)</b> .....	14
<b>ABC’s of Diversity</b> .....	14
<b>Intercultural Team Building</b> .....	14

# 2015 – 2016 Office of Equity and Inclusion (OEI) Annual Report

## Mission Statement

The Office of Equity and Inclusion's (OEI) mission is to provide leadership and support in creating an equitable, diverse and inclusive working and learning environment for all in our community. OEI is responsible for Title IX, non-discrimination, affirmative action policies and compliance, university diversity initiatives, and on-going education to the campus community in all of these areas. OEI provides support and resources for complainants during grievance procedures and assists with informal mediation and problem-solving of issues.

## The Staff

The Office of Equity and Inclusion is located in 305 Hullahen Hall. Our hours are 8 a.m. to 4:30 p.m., Monday through Friday. The office reports to the Chief Human Resource Officer (CHRO) and is a branch of Human Resources. For Title IX purposes, the director reports to the President of the University.

Below was the staffing for OEI during the 2015-2016 academic year.

*Susan L. Groff, Ed. D., Director, Institutional Equity & University Title IX Coordinator*

Sue's responsibilities include:

- Coordinates the activities of the office;
- Serves as the University's Title IX Coordinator;
- Conducts strategic planning for the office;
- Manages the office budget;
- Oversees University policies, which address discrimination, sexual misconduct and affirmative action initiatives; and
- Manages the performance of the office.

*Fatimah Stone, Sr. Associate Director*

Fatimah's responsibilities include:

- Investigates alleged violations of the sexual misconduct policy;
- Oversees Title IX education and prevention for the University community, including students, faculty, staff and visitors;
- Presents and facilitates trainings and educational workshops related to sexual misconduct;
- Develops, implements and monitors the University's affirmative action compliance;
- Processes informal complaints involving allegations of harassment and discrimination; and
- Assists in investigations of other unlawful harassment and discrimination outside of sexual misconduct.

(Note - Fatimah accepted a position in the university's Office of General Counsel in May 2016.)

*Jennifer Daniels, Associate Director for Diversity and Inclusion*

Jennifer's responsibilities include:

- Oversees all facets of diversity initiatives in collaboration with the Vice Provost for Diversity;
- Serves as the primary administrator and liaison to the University's nine diversity caucuses;
- Assists with affirmative action compliance;
- Processes informal complaints involving allegations of harassment and discrimination;
- Plans, develops and facilitates on-going awareness programs to educate the University community on matters such as intentional and unintentional bias, harassment and discrimination, etc.; and
- Acts as liaison to the Center for the Study of Diversity on research and best practices for diversity and inclusion.

*Mike Kelly, Associate Director, Special Investigations*

Mike's responsibilities include:

- Investigates alleged violations of the sexual misconduct policy;
- Presents and facilitates sexual misconduct education to the University community;
- Serves as the primary liaison to law enforcement agencies, including the University Police Department and the Newark Police Department;
- Studies best practices in the area of sexual misconduct investigations and education;
- Assists in the development of sexual misconduct training and education for University employees;
- Manages policies and procedures which govern programs on the University campus involving minors;
- Maintains a database of programs on the University campus involving minors and ensuring those programs are in compliance with University policies; and
- Maintains a database and files for restraining orders or protections from abuse orders submitted by students, faculty and staff.

*Adam Foley, Ph.D., Program Coordinator*

Adam started with our office in June 2016 previously working as an adjunct professor in the department of Women's and Gender Studies. Adam's primary responsibilities are:

- Assist in the development and implementation of educational programming;
- Manage publications and all communications for the office;
- Develop and implement data assessment techniques to determine program effectiveness; and
- Assist in any event planning and programming in OEI, VP for Diversity office and in matters pertaining to sexual misconduct.

*Michelle Pergeorelis, Administrative Assistant*

Michelle's responsibilities include the following:

- Assists and supports office staff as directed;
- Manages office operations;
- Manages nursing mother rooms;
- Coordinates all program arrangements.
- Manages monitoring and implementation of all on-line trainings; and
- Oversees records retention and archives.

## **Equal Opportunity Employer**

The University of Delaware is an equal opportunity employer and ensures that its non-discrimination notice is appropriately disseminated and updated. The notice can be found, among other places, on the University website at the following link: <http://www.udel.edu/aboutus/legalnotices.html>.

## **Notice of Non-Discrimination**

The University of Delaware does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, gender identity or expression, or sexual orientation, or any other characteristic protected by applicable law in its employment, educational programs and activities, admissions policies, and scholarship and loan programs as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and University policies. The University of Delaware also prohibits unlawful harassment including sexual harassment and sexual violence.

For inquiries or complaints related to Title IX, please contact:

Susan L. Groff, Ed. D.,  
Director, Institutional Equity & Title IX Coordinator  
305 Hullihen Hall, Newark, DE 19716

**302-831-8063**

[titleixcoordinator@udel.edu](mailto:titleixcoordinator@udel.edu)

For complaints related to Section 504 of the Rehabilitation Act of 1973 and/or the Americans with Disabilities Act, please contact:

Anne L. Jannarone, M.Ed., Ed.S.  
Director, Office of Disability Support Services  
Alison Hall, Suite 130  
Newark, DE 19716  
**302-831-4643**

OR contact the [U.S. Department of Education - Office for Civil Rights](#).

For complaints related to Title VII and age discrimination, please contact:

Patty Fogg  
Director, Employee Relations Department of Human Resources 413 Academy Street  
Newark, DE 19716  
302-831-2171

## **Title IX**

### **Title IX Governance**

For the 2015-2016 academic year, the governance structure was streamlined as follows:

1. Oversight Committee – reviewed and amended the sexual misconduct policy based on recommendations made by the Policy and Communications Committee; reviewed and approved changes to education and prevention for students, faculty and staff; reviewed how UD responds to reports; and reviewed our data collection and dissemination of information to the UD community.
2. Case Advisory Board – members served as an advisor to the Title IX Coordinator and assisted in coordinating the University's response to reports of potential violations of the Sexual Misconduct Policy.
3. Education/Training/Prevention for Students – this committee will focused on the following 5 goals for final implementation in fall 2016.
  - a. Reviewed and recommended an online training program for all students (undergraduate, graduate, non-traditional, international). The committee selected HAVEN, our current program, after piloting others with our students;
  - b. Formalized the Sexual Assault Prevention and Education committee (SAPE), a volunteer-based, grassroots group, to give it teeth and structure as well as consistent funding sources for its programming needs;
  - c. Developed learning outcomes for NSO and 1743 Welcome Days and implemented them in the 2016-2017 programming;

- d. Recommended and purchased a bystander intervention program, Bringing in the Bystander, and began to train staff to train others; work continues with the implementation of this program; and
4. Policy & Communications – monitored the implementation of the Sexual Misconduct Policy and made recommendations to amend to the Oversight Committee; and the Division of Intercollegiate Athletics & Recreation Services established a task force to review Title IX components in May 2016. The division will work with an outside consultant late summer/early fall 2016 to further review and recommend changes to ensure compliance with the law.

The members of these committees can be found in [Appendix A](#).

### **Sexual Misconduct Policy**

**Sexual misconduct** is a term used to encompass a variety of behaviors. Prohibited offenses within our policy include sex discrimination, sexual assault, sexual harassment, dating and domestic violence and stalking. Sexual misconduct may be committed by anyone, including but not limited to, an intimate partner, a friend, an acquaintance, a supervisor, a faculty member, or a stranger. Anyone can be a victim or perpetrator of sexual misconduct, regardless of their sex, sexual orientation or gender identity. Sexual misconduct can occur when perpetrator and victim are different sexes or the same sex. Sexual misconduct can involve conduct that occurs on campus, off-campus, or via electronic means, including online, by social media, or by text. For the full definition of sexual misconduct and the prohibited offenses, please refer to the Sexual Misconduct Policy by [clicking here](#).

### **Summary of Incident Reports**

From July 1, 2015 through June 30, 2016, the Title IX Coordinator received a total of 221 reports from members of the University community alleging offenses such as sex discrimination, sexual harassment and sexual assault. Please note that these numbers may differ from the number of incidents contained in the [University's Annual Security Report \(ASR\)](#). The Clery Act does not include sexual harassment or sex discrimination as a reportable crime and the geography requirements for the Clery Act are much narrower than the geography requirements for reporting incidents to the Title IX Coordinator.

#### Summary of Incident Reports:

- Sex discrimination – 3
- Sexual assault – 91
- Sexual harassment – 38
- Domestic violence – 6
- Dating violence – 19
- Stalking – 18
- Other<sup>1</sup> – 46

Below is a comparison to last year's information:

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<sup>1</sup> This number consists of reports that did not allege an offense that would fall under Title IX, did not have enough information to categorize appropriately, or alleged incidents that occurred prior to the reporter being a student or employee of the University.

	2014 – 2015	2015 – 2016	Difference
<u>Sex discrimination</u>	1	3	+2
<u>Sexual assault</u>	59	91	+32
<u>Sexual harassment</u>	55	38	-17
<u>Domestic violence</u>	6	6	0
<u>Dating violence</u>	25	19	-6
<u>Stalking</u>	19	18	-1
<u>Other</u>	42	46	+4
<b><u>Total</u></b>	<b>207</b>	<b>221</b>	<b>+14</b>

We attribute the increase in the number of reports to our education and awareness efforts on our campus. More and more students, as well as employees, are learning about OEI and are becoming comfortable with not only reporting but the process to investigate formal complaints.

### **Campus Climate Survey**

In the spring of 2015, under the guidance and leadership of John Sawyer, Associate Provost for Institutional Research and Effectiveness, the Faculty Senate Commission on Sexual Assault & Sexual Harassment developed a survey instrument to gather data from undergraduate students to inform the institution in the areas of policy, communication, education and prevention, resources and response to incidents. The results of the survey were shared and distributed to the campus community in February 2016. To see the results please click [here](#).

### **Education & Prevention**

In the fall semester, UD implemented an online training to all employees (faculty and staff/full-time and part-time) with the purpose of educating and informing the community about federal and state laws as well as UD policy on sexual misconduct. This year's completion rates are below:

Full-time faculty	67%
Full-time staff	99%
Part-time faculty & staff	62%
Total overall completion rate:	71%

In addition to online training, six in-person workshops were offered in the spring to further inform and educate our community about sexual misconduct. All sessions were full with 50+ attendees each session.

The Title IX Education/Training/Prevention for Students committee updated the curriculum of NSO/1743 Days to further inform new students and parents about sexual misconduct; formalized the Sexual Assault Prevention & Education Committee (SAPE) to give it structure within our community; purchased a bystander invention program, Bringing in the Bystander; and has developed learning outcomes that will map



and align with the campus programming in all of these areas. The SAPE in conjunction with Sexual Offense Support (SOS) and Student Wellness & Health Promotion offers year-round programming. To see this information please click [here](#).

## **Diversity & Inclusion**

### **Affirmative Action (AA)**

This year, OEI and HR recruitment presented affirmative action data to the President's Round Table, and received approval to work with individual units on compliance and improvement in their respective areas. Going forward, HR will provide each unit with their respective AA goals and assist them in the development of a tailored recruitment and retention plan as well as provide search committee information and training to search committee members. OEI and HR also plan to work with the deans and VPs to conduct succession planning for the leadership positions in their units, also looking at talent across the university, which is in furtherance of reaching our AA goals. OEI will monthly compliance with recruitment on a quarterly basis.

### **Non-discrimination/Bias Reporting**

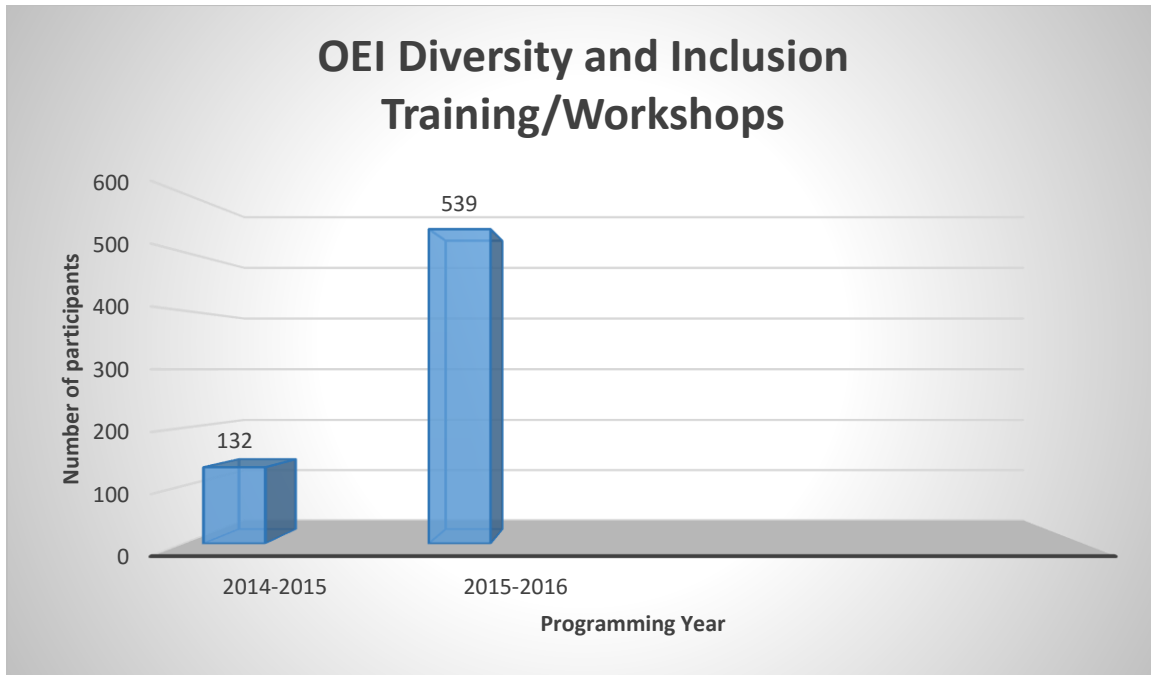
OEI and the Office of Dean of Students co-chaired the bias reporting committee. The committee, which was comprised of many different departments (HR, student conduct, faculty, UDPD, student life, grad school, CBC...) came out of the need for the university to develop a comprehensive non-discrimination policy, which would address the complaint and investigation process for allegations of discrimination based on race, ethnicity, national origin, age, ability status and veteran status, similar to what was done for Title IX/Sexual Misconduct policy. The committee made a policy recommendation to the Dean of Students and the Director of OEI. The policy and implementation are awaiting approval.

### **Education and Awareness**

OEI is committed to fostering and supporting a diverse campus environment that is equitable and inclusive. In efforts to actualize this sentiment, OEI has provided various campus workshops and customized trainings for the UD faculty, staff and students. OEI utilized its educational programming as a way to cultivate and leverage diversity by bringing awareness to various barriers that inhibit inclusion. The purpose of OEI's workshops and programs is to foster a positive campus community that supports and celebrates diversity and inclusion.

In 2015-2016, OEI created a three part educational series titled, *Creating an Inclusive Campus Climate*, which focuses on various contexts of inclusion that can further leverage diversity within our university. There were three workshops that made up the series *Creating an Inclusive Campus Climate: Unintentional Bias, Understanding Harassment, and Respect and Courtesy in the Workplace*. These workshops covered topics on micro-aggressions, unlawful harassment, unintentional biases, and incivility in the workplace. In addition to the *Creating an Inclusive Campus Climate* programs, OEI also debuted another program, ABCs of Diversity which educated participants on the status of various identity groups, the meaning of diversity and its importance of diversity in our organization.

The OEI worked diligently to broaden our education and awareness outreach. OEI focused its efforts on creating programming that was insightful and relevant to the experiences of many UD community members. In the past year, OEI quadrupled its outreach and raised awareness within our community on numerous diversity and inclusion topics. See the chart below for number of participants the past two years.



For information about the workshops mentioned above, please see [Appendix B](#).

### **Informal Complaints/Concerns in the Workplace**

OEI maintains an open door policy for UD community members. OEI is a place where employees and students can have private conversations about adverse interactions they may have experienced in their working/learning environments. OEI has addressed concerns with employees and students regarding discriminatory harassment, workplace bullying/civility in the workplace, and other equity issues. Whether it be for informal conversations regarding employee/student rights or connecting UD community members to the appropriate resources in order to resolve various types of conflict, OEI was committed to advocating and supporting the UD community.

### **Campus Connections**

In addition to providing advocacy and support to the individual, OEI also engaged community partnerships and connections. OEI partnered and supported several departments across campus such as The Center for Diversity, HR - Employee Development, Office of Institutional Scholars and Studies, the department of Graduate and Professional Education and the Center for Teaching and Assessment Learning. OEI has worked with student groups such as Haven, Blue Hen Leadership Program and the leadership in Student Life. From co-sponsorships to trainings, OEI gave a valiant effort in giving voice and support to various groups, especially those that targeted and focused their support of underrepresented populations.

## Caucuses

OEI firmly believes in providing a platform for underrepresented and marginalized groups to be heard. During the 2015-16 year, OEI supported the nine diversity caucuses. The caucuses, similar to affinity groups, purpose is to champion and provide support to the populations they serve. The caucuses represent their constituents and the particular university concerns they may face. The caucuses serve as a resource, advocate and support system to various underrepresented groups.

Quarterly meetings were held with the caucuses this year to share administrative updates as well as to provide each caucus the opportunity to bring their constituents' concerns to the attention of the Vice Provost for Diversity and to the Director of OEI. During the course of the year, we heard the following concerns from the caucus leadership group:

- Requests for increased funding for programming
- Guidance on increasing membership
- Overburdening of diversity stakeholders and supporters
- Role as caucus chair is not supported by individual's department/supervisor

Individual caucus reports and updates can be found at each of their respective websites available at [www.udel.edu/oei/get-involved/caucus.html](http://www.udel.edu/oei/get-involved/caucus.html)

# APPENDIX

**Title IX Governance 2015 – 2016**



## **2015-2016 Educational Programs**

### **Creating an Inclusive Campus Climate (3 part series)**

**Series 1: Unintentional Bias:** the Context of Discrimination: This workshop analyzes the subtle ways that racial, ethnic, gender and sex biases inhibit a positive and inclusive campus environment. The training provides participants with strategies on increasing awareness of microaggressions and how to mitigate the effects of unintentional biases. (Sept. 29th 2pm-3:30pm, Oct. 8th 1pm-2:30pm, & Oct. 15th 9-10:30am)

**Series 2: Understanding Harassment:** This training enables employees to correctly identify issues of harassment and discrimination, understand their mandatory reporting options, and implement strategies on how to respond to people and various scenarios. (Oct. 20th 2-3:30pm, Oct. 27th 1-2:30pm, Nov. 4th 9-10:30am)

**Series 3: Respect & Courtesy in the Workplace:** This workshop aims to tackle the pervasiveness of workplace bullying by helping participants identify troubling behavior and how to be an effective bystander. (Nov. 10th 2-3:30pm, Nov. 18th 9-10:30am, Dec. 3rd 1-2:30pm)

### **ABC's of Diversity**

This training is an introduction to the basics of diversity as it relates to various populations such as the LGBT and other underrepresented communities. This program will also touch on the importance of diversity in higher education. (Jan. 19th 9-11am, & March 17th 9-11am)

### **Intercultural Team Building**

This workshop aim to assist departments with unifying individuals comprised of diverse backgrounds and cultures. This workshop will place emphasis on creating positive and collaborative work relationships by educating participants on strategies for effective communication and conflict management.