

The Equity Office sends out annual Qualtrics surveys to individuals (Reporting Party, Responding Party, mandated reporter, etc.) involved in an Equity Office complaint. The surveys are sent to identify areas in which to improve. The Equity Office has historically only resolved complaints involving employees. This past academic year, 2017-2018, is the first year the Equity Office was charged with investigating complaints involving students. One survey was sent to individuals involved in student complaints while a second survey was sent to individuals involved in employee complaints. Individuals had approximately two weeks in which to complete a survey before the survey was closed. Responses provided were anonymous.

After reviewing the results, the Equity Office has identified several areas in which to focus on during the 2018-2019 academic year:

- Continue efforts to communicate the investigative process from start to finish. This includes keeping Reporting and Responding Parties up-to-date on the progress of the investigation. Review all applicable policies, especially *Policy 156*, continually throughout the process.
- Provide biweekly status updates to parties.
- Continue to inform mandated reporters what will and will not be shared with individuals other than Reporting and Responding Parties (i.e. mandated reporters). Inform the mandated reporters when a complaint is closed.
- Explain what actions the Review Committee may or may not take. Clarify in *Policy 156* the Equity Office's authority regarding the enforcement of sanctions as determined by a Review Committee. Explain what findings are possible during the Student Conduct Process.
- Be cognizant of the appearance of racial bias. Work with Student Affairs to ensure this does not occur during the conduct process.
- Maintain transparent investigative process that substantiates credibility of Equity Office. This will deter allegations of report fabrication, etc.

The Equity Office will consider using only one survey in the future with more open-ended questions.

September 14, 2018