American River College
Bias Response Team Report
Fall 2022



Background

Convened in spring 2022, the Bias Response Charter and work completed by the team are intended to provide a recommended model for responding to acts of bias against members of the ARC community. This work reflects ARC's commitment to inclusion in an environment that promotes liberation and honors the dignity, humanity, and contributions of all members of our community.

Specifically, this team has been tasked with providing a recommended model for responding to acts of bias against members of the ARC community. The model reflects that at ARC inclusion and the relationships between individuals are valuable and important. This model is also intended to foster an environment that further promotes employee development and retention in support of the college mission. The model also intends to be responsive to all forms of bias, with a particular focus on Disproportionately Impacted populations at ARC* including, but not limited to:

- People of color including Black and African American, Asian and Asian American, Pacific Islander American, Latinx, Native American, multiracial, and other people disadvantaged due to racial and ethnic identity
- Lesbian, gay, bisexual, transgender, queer, and others (LGBTQ+)
- Women-identified and females
- Undocumented, DACA, AB540, and mixed-status families
- Low-income and first-generation
- Current and former foster youth
- People with disabilities
- Non-majority religious and spiritual groups
- Refugees and persons holding Special Immigrant Visas (SIV)
- International students
- People with limited use of the English language
- Additional communities not listed above that may be impacted by bias.

*NOTE: This list is derived from ARC's Institutional Equity Plan.

Bias Response Project Team Members

Project Leads:
Parrish Geary, Dean of Student Engagement and Completion
Kolleen Ostgaard, Dean of Student Services, Support Programs

Members:
Jill Birchall, Deaf Culture & ASL Studies, Professor/Dept. Chair
Barry Frazier, Student Representative
Doug Herndon, Dean of English/Journalism/Dual Enrollment
Rajinder Lal, Professor, Mathematics and Statistics
Fleurdeliza (Liza) Lipscomb, Administrative Assistant to the Dean of Student Services
Steve Roberson, Dean of Kinesiology and Athletics
Caitlyn Spencer, Interim Outreach Specialist, Dual Enrollment
Corey D. Winfield, UNITE Center Clerk
Bill Zangeneh-Lester, Professor and Chair, Department of Humanities and Religious Studies

Project Purpose and Scope

This project considered bias response as a strategic mechanism to enable the college to achieve its strategic goals, identified in ARC's Strategic Goals 2017-2021. The project team also considered how the college might best create a comprehensive, integrated, and intentionally sequenced bias response model in support of the following goals:

- Strategic Goal 1: Students First
- Strategic Goal 3: Exemplary Working and Learning Environment

- Strategic Goal 4: Vibrancy and Resiliency

Underlying all of these goals is the institutional imperative: a commitment to social justice and equity that strives to uphold the dignity and humanity of every student and employee.

As such, the project took into consideration questions such as:

- How can a bias response model be structured to foster ARC's commitment to inclusion, social justice, and equity?
- How can recommendations of the Institutional Equity Plan related to bias response be integrated?

Project Objectives

Objective 1: Gather resources to inform the planning process such as initial insights from the institutional equity planning process, promising practices from other institutions, and other relevant research.

Based on our team's research, below are key elements that helped to create a successful model for bias reporting and response at the following nine colleges that the team examined.

Summary of Common Elements of Bias Response Teams Across Eight Colleges

Napa Valley College

Maryland University

Portland State University

University of Wisconsin-Madison

Western Washington University

Iona University

Smith College

Princeton University

Role of BRT:

- The primary role of the team is to assess reported instances of bias in the campus community and to facilitate a college response based on the details of the incident, and to educate the campus community about bias and bias reporting protocols.
- The team would not exist to supplant current protocols that exist to resolve other reports of issues around discrimination, sexual misconduct or harassment, student conduct violations or violations of criminal law. Instead, the team would serve the community by ensuring an effective and efficient response to complaints of bias.

Process:

Through a form available on the Bias Response website, the team makes an initial assessment of the report, and determines the appropriate route for resolution. It may be routed to a more appropriate entity or compliance office, such as the Student Conduct Office, Campus Police, HR or other compliance officer or it may reside with the team for resolution.

Typical Team Members:

Team structure vary, but these elements were consistent among the colleges we considered:

- The BRT is housed in the the Office of Equity and Inclusion and includes representatives from
- Campus police
- Student conduct
- Student Life
- Counseling
- Office of Equity and Inclusion

Websites:

The most robust of the websites we consulted included:

- Goals of the team
- Definition of bias and hate-related incidents
- Explanation of how the reporting process works
- Annual reports which included annual statistics
- A "Bias Dashboard" (only accessible to campus employees)
- Team members and contact information

Models for consideration:

University of Wisconsin-Madison

Bias Response Advisory Board Purpose:
Is to advise the process of responding to incidents of bias or hate and also support the Bias Response and Advocacy Coordinator in their role as a student advocate.

UW-Madison Bias Advisory Board 2021-2022 Members

- Vice Provost for Faculty and Staff Affairs, Provost Office
- Associated Students of Madison
- Director Office of Inclusion Education
- Assistant Director of Residence Life and Inclusion, University Housing

- Director of Maintenance, Facilities, Planning & Management
- Dean of Students, Student Affairs
- Asst. Vice Provost for Student Diversity and Scholarship Programs, DDEEA
- Director of Clery Compliance, UW Police Department
- Associate Vice Chancellor for Student Affairs/Identity and Inclusion, Student Affairs Heather Shimon, Science & Engineering Librarian, Libraries
- Assistant Director, Dean of Students Office/Bias Response
- Vice Provost for Teaching and Learning, Provost Office
- Assistant Dean of Students, Dean of Students Office
- Director of Academic Services, Graduate School
- Senior Special Assistant -Workforce Equity, Diversity Education, & Outreach, DDEEA
- Special projects coordinator for student affairs, Student Affairs
- Student Life Coordinator, Diversity and Inclusion, Wisconsin School of Business
- Student Conduct Coordinator, Office of Conduct and Community Standards
- EDI Director of Teaching and Learning Innovation, UW School of Education
- Director of Mental Health Services, University Health Services

UW-Madison Reporting Process

The following processes are taken directly from UW-Madison's Dean of Students Office Student Affairs webpage.

1. Bias or hate incidents reported through the official reporting form.
2. Staff member from the Dean of Students Office acknowledges receipt of the report. Offer to meet with the reporter to discuss next steps and connect them to resources. Reporting form can also be submitted anonymously.
3. Responses to incidents of bias or hate will vary depending on the severity of the event and can range from referrals to appropriate offices on campus to restorative conversations between the targeted individual and the respondent.
4. If the person reporting the incident requests follow-up, the Bias Response and Advocacy Coordinator will contact them to provide support and resources.
5. When the student code of conduct is violated, the Office of Conduct and Community Standards begins their own investigation and will determine possible sanctions. When criminal activity occurs, UWPD or Madison Police Department are notified and pursue their own investigation and respond accordingly.When cases involve faculty or staff as respondents, Human Resources and the Office of Compliance work on addressing the incident or concern.
6. An official log of the incident is made and published.

Portland State University

Bias Review Team Goals

- Enhance communication to promote awareness of bias and the BRT reporting processes
- Develop educational and outreach programs based on data collected from bias reports
- Improve the campus climate by identifying trends and confronting bias incidents

BRT Stakeholders

- Chair: Associate Vice President, Global Diversity & Inclusion
- BRT Coordinator: Equity and Compliance Consultant, Global Diversity & Inclusion
- Chief of Police
- Campus Safety - Clery Officer
- Vice Provost, Student Affairs
- Dean of Student Life
- Director of Employee and Labor Relations, Human Resources
- Director of University Housing and Residence Life
- Athletics Director
- Director of Counseling
- Director of the Queer Resource Center
- Associate Director, International Student Life, International Affairs
- Coordinator, Illuminate (Relationship & Sexual Violence Prevention)
- Director, Teaching, Learning and Assessment, Office of Academic Innovation
- Cultural Resource Center Representative, Global Diversity and Inclusion
- University Communications representative
- Faculty member representative
- Student representative

Reporting Bias

- Reporting is through their Bias Incident Report Form. With a note stating that this form "does not initiate an employee and harassment or student conduct investigation."
- The Office of Equity & Compliance will work with whomever filed a complaint of discrimination against a PSU student, staff, or faculty member. Forms: Student Conduct Complaint Form & Employee Complaint Report Form.
- Those who report an incident will…
    - Increase PSU's ability to identify individual and systemic bias incidents, and
    - Receive resources and support (if desired)

Objective 2: Assess the current state of ARC practices related to bias response, such as the Crisis Assessment Support Team (CAST).

ARC does not currently have a formalized process/structure in place for the campus community to report bias concerns. Offices and Officers to whom bias *may* be reported include:

- Student Grievance Officer
- Title IX Officer
- Title V Officer
- ADA Office
- Crisis Assessment and Support Team (CAST)
- Office of Equity and Inclusion | American River College
- LRCCD's local policies and regulations:
- Los Rios District Regulations - 2000 Student Series
    - Student Rights and Responsibilities (LRCCD Regulation 2411)
    - Student Grievance Procedures (LRCCD Regulation 2412)
    - Discrimination and Harassment Complaint Procedures (LRCCD Regulation 2423)
    - Standards of Conduct (LRCCD Regulation 2441)
    - Due Process (LRCCD Regulation 2442)

There does not appear to be any formalized process specific to bias reporting. The above-mentioned may address bias concerns, but that is not their specific mandate. A reporting/investigation process geared towards incidents of bias would be helpful to the campus community.

The closest process we have to bias reporting is through the Office of Equity and Inclusion via the Title V compliance officer/discrimination reporting (see link above).

Objective 3: Assess practices and efforts at the College that pose barriers to an effective bias response model.

Possible barriers include, but are not limited to:

- ARC's Student Standards of Conduct Guide
    - Would benefit from a close reading through a bias lens to avoid a process that is based more on equality than equity.
- Los Rios Policies and Regulations
    - Los Rios District Regulations - 2000 Student Series
- District administrative (instructional) policies and culture that focus on equality over equity.
    - Example: Deans are trained that in order to avoid the appearance of bias, any special arrangements offered to one student must be offered to all students. This

policy does not allow instructional faculty to address issues of equity within the classroom setting.
- Lack of structured, thorough training for those in charge of grievance procedures
- Fragmented structures for various reporting/compliance processes:
    - Example: Title V, Title IX, and ADA compliance officers are housed in different areas of the college, and are typically people with demanding jobs outside of their compliance responsibilities.
    - These officers change regularly
- Possible barriers to students with language deprivation using English - the information could be inaccessible to students if it is provided solely in English.

Objective 4: Consider the composition/membership of a bias response team that would be most effective.

The Bias Response Team is the college's first response to addressing reported bias incidents in which an equity approach is necessary. The Bias Response Team will meet, as needed, in response to receiving a bias incident report referral. The Bias Response Team shall consider and undertake the appropriate measures to address the incident. Such measures, depending on the nature and severity of the incident, may need other campus resources to assist the affected person(s).

We recommend the following individuals to serve on the college's Bias Response Team:

CORE TEAM:

- Associate Vice President of Equity, Institutional Effectiveness, and Innovation (Designee)
- Title IX Officer
- Discipline Officer
- Instructional Dean or other representative
- Instructional and counseling faculty representative
- Campus Police
- Student Services Dean or other representative

Core team members should meet, as needed, to review complaints, to participate in regular training, to help develop college-wide training opportunities and to assist with the college response to local/national/worldwide events that may trigger bias incidents and/or create the need to support impacted college community members.

As someone appointed to serve on the Bias Response Team, individual team members agree to participate regularly in meetings, training and other Bias Response Team-sponsored events/training.

Each member of the core team should be trained to be part of the college response when incidents of bias are reported. It will be the team's responsibility to review such reports, determine course of action and potentially be part of any action taken to support the individual (s) impacted by the report.

OTHER AREAS/DEPARTMENTS TO POTENTIALLY INCLUDE ON A CASE-BY-CASE BASIS SUCH AS:

- UNITE Center representative
- Associated Student Government representative
- Athletics representative
- DSPS representative
- Human Resources representative

Objective 5: Project the future needs of a bias response model considering the ARC Redesign the rapidly changing environment, and ARC student population, including disproportionately impacted groups.

The Bias Response Team's future needs should reflect ARC's diverse campus. It also needs to be accessible to everyone and not have too many reporting steps. It is important to have the team meet regularly to review the cases, attend training to develop their skills in the area of bias and bias response, and provide appropriate training to the campus community in conjunction with ARC's Professional Development and Training Plan.

Entities at ARC that address concerns that may be related to bias need to have clearly identified and outlined roles so that the campus community can easily connect to the appropriate reporting structure. This team recommends the development of one website where each of these structures/processes are clearly explained (e.g., Bias Response Team, CAST, Student Conduct, compliance processes, etc.).

Objective 6: Consider training and development needed for employees who participate as members of a bias response team, as well as for members of the broader college community.

It is recommended that the Bias Response Team is provided with regular access to training to understand their roles, support their ongoing work, and to stay up-to-date on national trends/training opportunities related to effectively addressing bias response. Additionally, team members should be provided race conscious training to support the equity work of the college and to help ensure that those who report incidents of bias receive the most appropriate support from team members (suggestion from SSC/ELT).

Once team members are appointed, consider a Bias Response Team retreat where members will get to know one another, discuss training needs, start the process of developing a reporting and intake process and consider the timeline for report responses. These are all important considerations to take into account in the development of a Bias Response Team to help ensure that:

- The process is readily available to all members of the community;
- The process is developed and tested prior to its rollout;
- The process is timely to ensure that concerns are being addressed within a specific timeframe;
- The process includes not only the appropriate response to acts of bias, but also appropriate referrals for support be made to help ensure the victim (s) well-being (e.g., CAST referral, Los Rios mental health support, etc).
- A process is developed when a college response is needed to local/national/worldwide events that may trigger bias incidents and/or create the need to support impacted college community members.

Additionally, this team should support crucial training to advocate for the prevention of bias incidents and hate by providing workshops, training, seminars, continuing education, or retreats for staff, students, and faculty.

Consider identifying a budget for this group so that they have the resources necessary for training.

NOTE: CAST has a good process in place for responding to referrals. This group may be a good resource and the BRT develops its own response process. See CAST Flow Chart in appendix.

Objective 7: Identify clear priorities for bias response at ARC.

The following is a suggested prioritization of action items necessary to implement a bias response reporting process and team at ARC.

PRIORITY ONE:

- Connect bias work to ARC's Institutional Equity Plan.
- Determine where the Bias Response Team is housed at ARC.
- Determine membership of team Bias Response Team that reflects ARC's diverse campus community.
- Consider the length of Bias Response Team appointments (Consider a 6-semester appointment at least initially so that team members can have time to develop their processes and develop as a team; after that possibly 4 semesters. Also keep in mind that

referrals may potentially be submitted during summer months and at least a few team members need to be available outside of traditional fall/spring semesters to respond).
- Identify and recruit members.
- Train team for its work in supporting bias reporting.
- Establish boundaries for various reporting processes at the college to avoid confusion and/or duplication of efforts.
- Identify opportunities to incorporate campus climate research associated with the Bias Response Team.

PRIORITY TWO:

- Bias Response Team works to create a website and reporting mechanism.
    - Including an option to file a report anonymously.
    - Establish protocols after an incident report is submitted (workflow).
    - Establish reporting protocols for students and community members for whom English is not their first language including American Sign Language.
    - Establish engagement protocols with campus leadership after an incident is addressed.
    - Create a communication plan to ensure most impacted communities are aware of the Bias Response Team and reporting process.
- Offer broader bias training for the campus community (consider videos and other means to provide ongoing training as opposed to just occasional training opportunities).
- Provide combined training for all compliance officers, CAST and Bias Response Team to help ensure that roles are understood and for ease of making referrals, as needed, to other reporting processes.
- Provide training to counselors and other key campus personnel so that they can refer students appropriately based on the nature of their concern.
- Create a process for the Bias Response Team to respond to acts of hate on campus (eg., racist graffiti) including information to support instructional faculty with resources, talking points and other directions on how to support conversations in the classroom.
- Provide clear and consistent communication with the campus community on the status of bias reporting.
- Establish timelines for regular communication on bias incidents and production of an annual report.

PRIORITY THREE:

- Work to bring more cohesive community structure to all campus entities that engage with and work to resolve issues of grievances, discrimination, inequity and bias.
    - Example: The leads of these teams and college compliance officers meet monthly or each semester to address holes in these processes.

- Consider having BRT, or other assigned groups, go through ARC discipline and grievance policies with the goal of removing implicit and explicit bias in those processes. For example:
    - Student Conduct Guide
    - Grievance policies protocols
    - Discipline policies
- Provide prevention training during flex opportunities.
- Provide an avenue for ongoing training for Associated Student Government, other student groups and college councils.

Objective 8: Develop recommendations that are actionable.

The following is a suggested prioritization of action items:

PRIORITY ONE:

- Identify and appoint a Bias Response Team including the team lead.
- Identify location of the Bias Response Team within ARC structure (possibly Office of Equity and Inclusion).
- Develop online reporting process and structure.
- Develop training for Bias Response Team members.
- Provide training to the campus community in consultation with the Center for Teaching and Learning.
- Research methods of capturing and reporting data.
- Create a bias response website and reporting structure.
    - Define or share examples of bias incidents on website and in training materials.

PRIORITY TWO:

- Add bias response to Institutional Equity Plan and other campus resource materials.
- Establish a message that can be shared with the campus community each semester.
- Provide training resources the campus can utilize to address bias incidents.
- Establish campus and community contacts to assist with bias training.
    - Establish "Key Collaborators" Council. These entities are not officially part of the BRT, but work as active engaged resources in working through bias complaints. Examples:
        - UNITE Center representative
        - Associated Student Government representative
        - Athletics representative
        - DSPS representative
        - Human Resources representative

PRIORITY THREE:

- Establish a broad communication plan.
    - Establish regular campus messaging and timeline for annual report.
    - Identify communities most impacted by bias for targeted training on bias reporting.
    - Consider including a bias reporting process during student orientation and/or other outreach opportunities to help ensure that students are aware of this resource.

Appendix

ARC's Institutional Equity Plan

https://arc.losrios.edu/arc/main/doc/ARC06-About%20Us/ARC-Our-Values/ARC-Equity-and-Diversity/ARC-Institutional-Equity-Plan.pdf

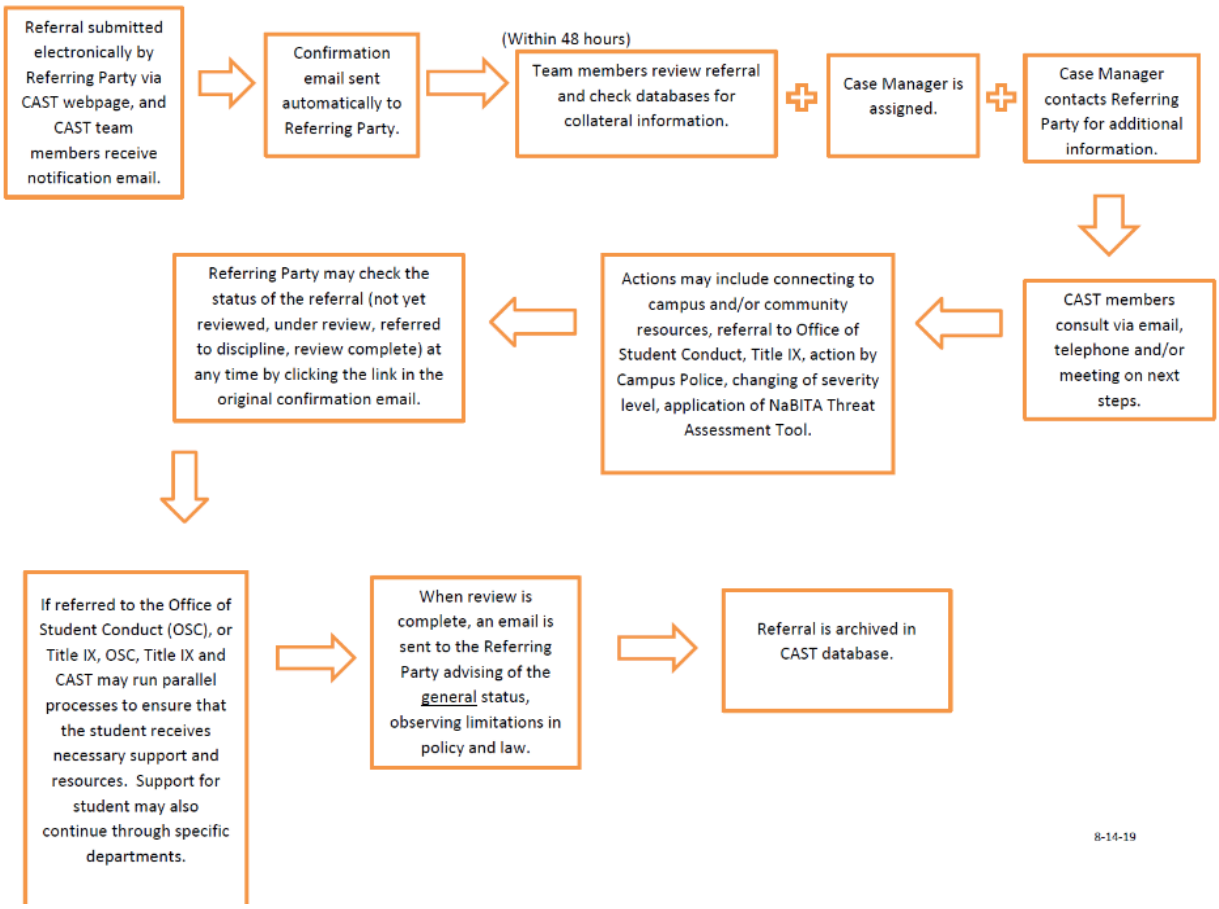
ARC's Strategic Goals

https://inside.arc.losrios.edu/pd-guidelines-goals-and-competencies/pd-guidelines-goals-and-competencies/pd-guidelines-goals-and-competencies

Every Student Belongs
Bias Incident Response Guide

Oregon Department of Education
October 2020
https://drive.google.com/drive/folders/1ge9r6Zk_zbxpRP5J4FsFNzWhHIFKxGfU

CAST Procedures Flow Chart



CAST Procedures Flow Chart

CAST Case Manager Process*

1. When assigned to be a CM, go into CAST database, assign yourself as CM and include date/time information.
2. CM to contact RP for additional information/support/resources and/or to notify RP that you are reaching out to POC.
3. Update notes following conversation with RP.
4. Review case notes for additional information on POC.
5. Reach out to POC to provide support/resources.
6. Update notes following communication/action with POC.
7. Follow up with POC, RP and/or CAST as needed and continue to update notes.
8. Notify RP once CM is ready to archive to ask if anything else is needed to support POC.
9. CM to make recommendation to close/archive referral when appropriate.
10. CM notifies RP once referral is archived.

*Goal is to respond to each referral ASAP – 24 hours at most. If a CM is unable to respond to referral within 24 hour window please request that another member is asked to serve as CM.

BRT: Best Practices of Other Colleges

Napa Valley College

- The purpose of the NVC Bias Incident Response Team is to support and assist with a campus response to a bias incident or hate crime and to support the college's commitment to provide a "hate free zone." It acts to prevent bias incidents and hate crimes by constantly assessing the climate of the campus community and by recommending educational programs that create awareness and that combat intolerance.
- Developing and recommending response protocols for bias incidents and hate crimes that occur on campus.
- Identifying and recommending partnerships with campus and regional community individuals, groups, and organizations involved in supporting victims and in preventing bias incidents and hate crimes.
- Independent group of campus community members who have received specialized training in the prevention of and response to bias incidents and hate crimes. This team is accountable to the college president and campus police chief.
- Although it's most helpful to know who is making the report, you can remain anonymous. The report you make below will go directly to the Bias Incident Response Team and Campus Police for follow-up. If you prefer to make a report in person, you can go directly to Campus Police (707-256-7777) or you can contact a member of the Bias Incident Response Team.
- What is a hate crime? A "hate crime" is any violation of criminal law motivated by the victim's actual or perceived race, ethnicity, nationality, gender, religion, sexual orientation, or disability.
- What is a bias incident? An act that is not a violation of criminal law, but that is motivated by bigotry or hate based on the victim's actual or perceived race, ethnicity, nationality, gender, religion, sexual orientation, or disability. Bias incidents could include violations of College Policy or Codes of Student Conduct. Use of racial slurs or name calling are examples of a bias incident.
- Online form (similar to CAST) for reporting incidents.
- Other content on site:
    - FAQ
    - Available training presentations
    - Team Members
    - Faculty Member, 256-7503
    - ADMJ Coordinator, 256-7710
    - Director CJTC, 256-7705
    - Faculty member, 256-7654
    - Chief of Police, 256-7777
- A lot of info related to Safe Space programs
- A lot of info for LGBTQ community

Portland State University

The Bias Review Team (BRT), which includes key campus-wide stakeholders, communicates and meets regularly to respond to reported bias incidents, and to assure students, employees, and community members who experience or witness an act of bias receive support and access to resources. The BRT collaboratively works to address bias incidents that affect Portland State University (PSU) students, faculty, staff, and community members.

The goals of the BRT are:

- Enhance communication to promote awareness of bias and the BRT reporting processes
- Develop educational and outreach programs based on data collected from bias reports
- Improve the campus climate by identifying trends and confronting bias incidents
- Any person who has experienced, witnessed, or heard of a bias incident is encouraged to complete the form. Please note that completing this form does NOT initiate an employee discrimination and harassment or a student conduct investigation.
- You may file a complaint of discrimination against a PSU student, staff, or faculty member who you believe is engaging in discriminatory conduct against you or others. The Office of Equity & Compliance will work with you to determine if an investigation is appropriate.
- If you have a concern relating to a student in crisis, you may also file a CARE Team Report.

BRT composition:

  - Chair: Associate Vice President, Global Diversity & Inclusion
  - BRT Coordinator: Equity and Compliance Consultant, Global Diversity & Inclusion
  - Chief of Police
  - Campus Safety - Clery Officer
  - Vice Provost, Student Affairs
  - Dean of Student Life
  - Director of Employee and Labor Relations, Human Resources
  - Director of University Housing and Residence Life
  - Athletics Director
  - Director of Counseling
  - Director of the Queer Resource Center
  - Associate Director, International Student Life, International Affairs
  - Coordinator, Illuminate (Relationship & Sexual Violence Prevention)
  - Director, Teaching, Learning and Assessment, Office of Academic Innovation
  - Cultural Resource Center Representative, Global Diversity and Inclusion
  - University Communications representative
  - Faculty member representative
  - Student representative

- What Happens After A Person Reports A Bias Incident? When an individual completes a BRT incident report, the person has the option of identifying themselves and asking to

be contacted. The BRT report goes to the Office of Equity and Compliance (OEC) and the OEC team will first determine if the person impacted by the bias should be referred to the CARE Team or any other campus partner for support and safety planning. Additionally, the OEC team may reach out to the person to obtain additional information to evaluate appropriate follow-up.

- Additionally, the OEC staff evaluates the matter to determine what appropriate actions should occur. The following are examples of immediate responses:
    - If the matter may be a hate crime, it may be referred to the Campus Public Safety Office (CPSO). CPSO can also evaluate whether a person who is not a student or employee should be excluded from PSU's campus.
    - If the reported bias involves a student's conduct, the matter is referred to the Dean of Student Life (DOSL) office, Student Conduct and Community Standards, to determine if there is a violation of the Student Code of Conduct. DOSL may open an investigation into the matter or may meet with the student to provide coaching to stop the conduct. Sanctions cannot be put into place against a student without an investigation and hearing. However, DOSL can put No Contact Orders in place between students without any investigation.
    - If the reported bias involves an employee's conduct, the OEC team will first determine if the matter should be handled as a discrimination complaint. If so, an intake for a discrimination complaint will occur and a determination of whether to conduct a formal investigation is made based on PSU's Prohibited Discrimination and Harassment Policy. Corrective action can only take place if there is a formal investigation. However, if a discrimination complaint will not be investigated, the OEC team will contact the supervisor of the reported employee or the Chair and/or Associate Dean of Academic departments and ask for them to provide coaching to stop the reported conduct.
    - If the reported bias involves a non-PSU student or employee, the OEC team will determine if there is an external entity that can be contacted to address the bias incident. This could include a business on or around PSU's campus, TriMet/Metro, or the City of Portland.
    - University Communications and Global Diversity and Inclusion will continue to provide communications to the campus when bias incidents impact our university. In 2020, the BRT provided a memorandum to PSU's Executive Council and University Communications to request that the BRT is consulted on communications and response when there will be communication or action resulting from a bias incident.
- Students and Staff were, respectively, the largest groups of those who reported bias incidents
- It is worth noting that Other/Unknown (n = 54) includes people not affiliated with PSU, or that there was not enough information provided to accurately identify who the offending party was. Of the accused parties, Faculty (n = 21) was cited the most often followed by Staff (n = 17) and Students (n = 16).
- Most accusations were against those in the "other" category.
- They include definitions, which also state how bias is expressed.

University of Maryland

- The primary role of the Hate-Bias Response Team is to review hate-bias incidents, to provide appropriate responses based on the nature of the incident and to work collaboratively to provide educational outreach to the campus.
- The team does not replace any of the current procedures and protocols in place to resolve alleged violations of policies regarding student conduct, discrimination, sexual misconduct, or violations of criminal law. Rather, the team seeks to ensure that there is a more streamlined and effective process for handling hate-bias incidents, including providing support to impacted parties.
- The team does not seek to limit academic freedom, but rather, to foster a campus community where students, faculty and staff of all identities feel welcomed and supported.

The Hate-Bias Response Team is made up of members from the following campus units:

- The Counseling Center
- The Office of Civil Rights and Sexual Misconduct
- The Office of Diversity and Inclusion
- The Office of Resident Life
- The Office of Student Conduct
- The University of Maryland Police Department
- The University Health Center

Key Collaborators (these are not members of the team)

The Hate-Bias Response Team also works closely with various divisions across campus who can provide expertise. These include:

- The Graduate Student Government
- The LGBTQ+ Equity Center
- The Nyumburu Cultural Center
- The Office of Multicultural Involvement & Community Advocacy [MICA]
- The Office of Strategic Communications
- The Student Government Association
- The University Chaplains
- The University of Maryland Department of Fraternity and Sorority Life

This webpage also includes a complaint form regarding accommodations issues.

https://diversity.umd.edu/uploads/files/BISS-by-the-numbers-2022.pdf

Princeton University (sample bias reporting website)

https://inclusive.princeton.edu/addressing-concerns/bias-discrimination-harassment

Bias, Discrimination, Harassment

- Electronic and Online Attacks and Harassment
- Online Harassment Resources

Sexual Misconduct

Disability & Accessibility

Freedom of Expression

Equal Opportunity

Step by Step Process

Policies

FAQs

- Free Expression and Inclusivity
- Retaliation

Bias, Discrimination, and/or Harassment

Princeton University is committed to creating and maintaining an educational, working, and living environment that is free from discrimination and harassment and allows every member to thrive. Princeton's **Policy on Discrimination and/or Harassment** is guided by federal and state law and protects members of the University community from discrimination and harassment on the basis of protected characteristics including those covered by Title VI and Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, and the New Jersey Law Against Discrimination. All members of the University are encouraged to report all acts of bias, discrimination and harassment so that the University can take appropriate action to help improve the campus climate. To learn more about reporting bias, discrimination and harassment generally, visit our **FAQs on Discrimination and/or Harassment**.

Bias is a broad category of behaviors including discrimination, harassment, and other actions which demean or intimidate individuals or groups because of personal characteristics or beliefs or their expression. Some forms of bias, including discrimination and harassment, including harassment by electronic means, are prohibited under law and/or University policy.

- If you are the target of online or electronic harassment, follow the guidance on **Electronic and Online Attacks and Harassment**.
- Bias-related incidents involving offensive speech or expression are challenging because the University maintains a **Statement on Freedom of Expression**. You can learn more about the **intersections of free expression and inclusivity** by reviewing our frequently asked questions.

Step by step process on how to get help

Step 1: Who do you talk to?

When you feel that you have been subjected to bias, discrimination and/or harassment or have observed such behavior directed at others, you have many options, including consulting with a Confidential Resource or a non-confidential resource, or formally reporting what happened.

Step 2: What options do you have?

There are several options to submit a report or complaint of bias, discrimination and/or harassment to the University.

Step 3: What to expect next

Knowing what happens after filing a report or complaint of bias, discrimination and/or harassment can help inform your decision-making in terms of whether to respond to what happened informally on your own or to make a formal complaint to the University.

Contact



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Resources

Policy on Discrimination and/or Harassment
Confidential Resources
File a Report

Related Information

Annual Bias Report
FAQs
Definitions
Electronic and Online Harassment
Policies
Rights, Rules, Responsibilities

Napa Valley College (sample bias reporting webpage)

https://www.napavalley.edu/President/BIRT/Pages/birtincidentform.aspx

