

How to Respond to Disclosure of an Incident

1. For faculty: before a disclosure, I recommend including a notice on your syllabus about your status as a “Mandated Reporter”. This proactively informs students that you are required to report, which provides them with information before they ever make a disclosure. It also communicates to students that you care about this issue by providing space for it on your syllabus.
2. When meeting with a student, you are sometimes able to tell that they are about to make a disclosure. I recommend letting the student know that you are a mandated reporter before they engage in disclosure. Again, this is in service of respecting students and letting them make informed decisions. If you cannot tell them before they start the disclosure, I recommend telling them as soon after, while not interrupting them.
3. When a student makes a disclosure, listen to them. Do not interrupt. Allow enough time for them to speak.
4. DO NOT INVESTIGATE. Do not ask any “who, what, where, when, why, how” questions (except for the ones in Step 6). They will make their own choices about what they wish to disclose. You do not have to gather information. Most of the time, this means that you will not fully understand or know what happened. That is completely normal.
5. Thank them for telling you.
6. Ask them how you can help them.
 - a. Specifically—this means: offering to connect them with medical services (if applicable), offering to connect them with support resources (Maddie Hamill, Campus Advocate, weave@csun.edu; Counseling Services, caps@csun.edu), and offering to help them make a police report.
7. Let them know how you’ll report to the University and what they can expect.
 - a. Let them know that you can report while they are there or after they leave. You can include them on a phone call or email or you can make the call or report when they are not in the office. Give them the opportunity to make their own choices.
 - b. They can expect that after the report is made, someone will reach out to them and request to meet with them. They are not required to attend that meeting. Multiple (2-4) attempts will be made.
8. Let them know that you will keep the information private. Tell them that you will only inform the individuals that need to know about the report.
9. Direct them to the website (<https://www.csun.edu/title-ix/>).
10. Follow-up: check in on them again in a few days to a week to see how they are doing. If they have asked for reasonable supportive measures, like turning in a paper late or missing a few days of class, work with them to allow those requests to be fulfilled while not compromising their academic progress.

How to Report an Incident

- Fill out an incident reporting form: <https://www.csum.edu/title-ix/formal-complaints.html>
- Email me: lmakin-byrd@csum.edu; titleix@csum.edu
- Call me: (707) 654-1460
- Set up an appointment: <https://granddriversolutionsevents.as.me/lori-makin>

In your report, include all details that you know. This includes location, timing, details of the incident, reporting student's name, and if known, respondent's name. Reports are routed by the role of the respondent (e.g. a report involving a student respondent is routed to different people than a report involving an employee respondent, etc.).

If you do not know these details, do not try to find them out. Record what is reported to you, but do not investigate further or request information that has not been offered.

What Happens After A Student-Based Report

- Someone from Title IX will reach out to the student by phone and/or email.
- There will be multiple attempts made to meet with the student.
 - If the student declines a meeting or repeatedly does not respond, options will be provided for the student to meet at a later time. Support resources and resolution options will be provided via email. The student will not be required to meet.
- The in-person meeting can best be thought of as an "options meeting". Options will be presented regarding medical services, support resources, police reporting, and University investigation. The student is not required to provide any information that they do not want to provide.
- Sometimes, a student requests no action by the University in response to a report. The default position of the University is to respect the wishes of the reporting student. The request needs to be examined with an additional consideration of campus safety. Therefore, there are times when this request cannot be granted, and the University needs to proceed with an investigation.
 - If the University proceeds with an investigation against the wishes of the reporting student, the reporting student will be informed. They will also be given the choice to participate or not participate in the investigation. No matter what level of participation they choose, the student will receive updates and outcomes of the investigation.
- If a student requests an investigation by the University, that investigation will be staffed to an appropriate investigator. The student will provide a full statement to the investigator, along with the names of any witnesses and any other evidence that they would like to provide.
- A member of the Title IX Office will meet with the respondent, provide a notice of investigation outlining the report made by the reporting student, and provide support resources to the respondent.
- The investigator will meet with the respondent student, who will provide a full statement, along with the names of any witnesses and any other evidence that they would like to provide.
- Both parties are allowed to have a support person of their choice throughout the entire process and present in any meeting. That support person can be any member of the campus community or any external individual, including parents or attorneys.
- We aim to complete the investigations as quickly as possible, without sacrificing the fairness or quality of the investigation. The typical investigation and resolution process may take up to 150 working days (approximately 7 months, excluding weekends, holidays, and campus closures).