

## Office of Equity and Inclusion, Minnesota State

### Event Planning Summary

At [Minnesota State](#), we strive to create a community of practitioners centered in the work of Title IX, in compliance with the federal Title IX of the Education Amendments of 1972 ([34 CFR Part 106](#)). This community includes Title IX Coordinators, Deputies, administrators, and their collaborators on the 54 campuses of Minnesota State, including 26 colleges and 7 universities. In addition to monthly meetings, we organize and schedule trainings and workshops to meet the ongoing needs of practitioners on the campuses.

Thank you for your willingness to agree to presenting a training/workshop for this community as it will make a positive impact on the students and employees within Minnesota State. It is through this network that we strengthen our skills and enrich the service and care to the folks we interact with and to the communities that we serve, providing equitable access.

**Title IX Training Compliance.** The following are key aspects provided by the federal Title Regulations ([34 CFR Part 106](#)) specific to training for Title IX personnel: Title IX Coordinators, investigators, decisionmakers, and any person who facilitates an informal resolution process.

- Serving impartially
- Avoiding sex stereotypes
- Understanding and avoiding conflicts of interest
- Understanding and avoiding bias
- Avoiding prejudgment of the facts at issue
- Communication skills, including interviewing and facilitating
- Specific knowledge areas (including but not limited to): athletics; pregnant and parenting conditions; employment matters; dating, intimate partner, and relationship violence; stalking; sexual violence prevention)

**Publication of Training Materials.** Per Title IX [[34 CFR 106.45\(b\)\(10\)\(i\)\(D\)](#)] a college/university must maintain for seven years all materials used to train Title IX Coordinators, investigators, decisionmakers, and any person who facilitates an informal resolution process. The institution must make these training materials publicly available on their website.

Typically training slides from PowerPoint are saved as a PDF, 2 slides per page with any exercises that may provide sensitive information removed, and the date of the training included. A notice may be inserted on a separate slide of the presentation to ensure any accessing, downloading, and/or printing of the slides includes reference to why the slides were made available, especially if the person didn't actually attend the training. A sample of such language is available upon request.

- Training slides (via PDF) for publication will need to be sent to the point of contact within 7 business days of the presentation.
- **Please indicate whether or not you are comfortable with providing your training slides, which will then be posted on the college and university websites for those who attended.**

**Recording.** The Minnesota State Title IX monthly meetings are hosted on Zoom and recorded to the cloud. The link to the recording is then made available within the Title IX Teams site, to allow those who were not able to attend to go back and watch. Individuals who present during a monthly meeting or separately scheduled training/workshop may choose if they are comfortable with the presentation being recorded via Zoom and posted through the internal team.

- **Please indicate whether or not you are comfortable with your training session being recorded and shared internally.**

**Presentation Information.** Below is a summary of your presentation as determined through our event planning communication. Please let me know if you would like to have any edits or additions made before it goes out folks on **DATE**.

Name(s) of presenter(s):	
Brief bio of presenter(s):	
Name/title of presentation:	
Length of presentation:	
Date and time of presentation:	
Anticipated Attendees:	
Brief presentation describe:	
Location/Platform:	

Please reach out with any questions or concerns you may have—now or later.

<b>Office of Equity and Inclusion</b>	
<p><b>Desiree' Clark, M.S. (she/her)</b>  <i>Civil Rights, Title IX, Affirmative Action  and Compliance Officer</i>  P: 651-724-9640  <a href="mailto:Desiree.Clark@MinnState.edu">Desiree.Clark@MinnState.edu</a></p>	<p><b>Ashley Atteberry, Ph.D. (she/her)</b>  <i>Associate Compliance Officer</i>  P: 651-724-9337  <a href="mailto:Ashley.Attebery@MinnState.edu">Ashley.Attebery@MinnState.edu</a></p>

Minnesota State is an  
affirmative action,  
equal opportunity  
employer and educator.