**Name:**

**Bias Response Team -- BRT**

**Purpose:**

Work collaboratively with existing groups on campus to offer proactive education related to hate/bias incidents and advise college administration regarding a comprehensive response to hate/bias incidents that impact the college community.

**Role:**

In support of the BRT’s purpose, the team will:

* Inform the college community about reporting options for hate/bias incidents
* Collect and analyze reports from across campus related to hate/bias incidents
* Assess the severity and reach of a hate/bias incident inclusive of fact finding with students and employees
* Advise college administration regarding a comprehensive and timely response to hate/bias incidents that impact the college community
* Refer incidents to existing groups and/or provide immediate assistance to those impacted by hate/bias incidents
* Collaborate with college groups and individuals (inclusive of students and employees) to offer proactive education related to hate/bias incidents
* Collaborate with college groups and individuals (inclusive of students and employees) to offer post hate/bias incident response programming
* Ensure post incident response review

**Membership:**

Chair: Executive Director of Equity, Diversity, and Inclusion :

Members:

* Executive Director of HR (representing needs of employees)
* VP of Student services (representing needs of students)
* PIO/Director of Communications and Marketing (ensures messaging remains in line with college messaging)
* Conduct Officer (access to student conduct history)
* Director of Campus Public Safety (relationship to Police Department; access to safety reports)
* Office of Instruction (provides knowledge and context of instructional issues)
* Coordinator of Equity, Diversity, and Inclusion (manages the RISE center; direct knowledge of student impact)
* Chair or other EDIC Designee (insight into EDIC work and liaison to council)
* 1-4 members at large to address the following areas of expertise as needed:
  + Institutional knowledge
  + Referral expertise (internally and externally)
  + Faculty voice
  + Classified staff voice
  + Passion for EDI work

**Proactive Education:**

In order to “work collaboratively with existing groups on campus to offer proactive education related to hate/bias-based incidents” the BRT will:

* Inform the college community about reporting options for hate/bias incidents
  + Quarterly email to College Community (employees and students) regarding reporting options
  + Fall in-service training for employees
  + Fall training for student leaders
  + Social media campaign
  + Digi-signs
  + Create content for use during employee on-boarding and new faculty orientation
  + Explore online training options
* Collect and analyze reports from across campus related to hate/bias incidents
  + Use analysis of reports to inform recommendations about trainings, both broad campus wide trainings and department specific as indicated by the data
  + Share trends in annual EOY reports to cabinet and college community
* Assess the severity and reach of a hate/bias incident
  + Internal training for the BRT related to how to serve in this role this may include presenters from:
    - KPD
    - MSSDC
  + Training topics may include:
    - First amendment rights with AAG
    - Difference between Bias Incidents and Hate Crime
    - Issues related to frequently targeted groups
* Advise college administration regarding a comprehensive and timely response to hate/bias incidents that impact the college community
  + Table top exercise with BRT and also with cabinet related to possible situations
* Refer incidents to existing groups and/or provide immediate assistance to those impacted by hate/bias incidents
  + Create and provide training to possible referral groups/individuals so they are prepared to receive referral information. Including but not limited to:
    - CARE team
    - Title IX investigators
    - Conduct Officer
    - Coordinator for EDI
    - EDIC
    - Campus Public Safety
  + Training would include both a written resource for how to engage a referral (referral guidelines) as well as an in person session for folks most likely to receive a referral.
* Collaborate with college groups and individuals to offer proactive education related to hate/bias incidents
  + Build consensus on BRT about most pertinent topics for campus education based on (campus, local, state, national, etc. issues)
  + Annually meet with campus groups to recommend programming related to BRT data. This includes but is not limited to:
    - RISE center coordinator;
    - EDIC professional development sub group;
    - Manager of Engagement and Learning;
    - HR Director;
    - Student programs
  + Suggest on campus and off campus individuals with appropriate expertise to assist with trainings as needed
* Collaborate with college groups and individuals to offer post hate/bias incident response programming
  + Training for BRT on effective post incident actions
  + Create a model for effective post incident programming
* Ensure post incident response review
  + Create a rubric/template for assessing post incident responses; must be inclusive of both quantitative and qualitative information

**Comprehensive Response:**

In order to “advise college administration regarding a comprehensive response to hate/bias-based incidents that impact the college community” the BRT will:

* Inform the college community about reporting options for hate/bias incidents
  + Formal messaging to the community about incidents will always include information about how to report incidents on campus
* Collect and analyze reports from across campus related to hate/bias incidents
  + Use trends to inform changes to policies and procedures across campus
  + Sharing data publicly and reference how the college takes these reports seriously and more information is always available online (with link)
* Assess the severity and reach of a hate/bias incident
  + Call for emergency meeting of BRT
  + Determine the targeted groups
  + Consider cause/impetus/external influences
  + Reach consensus on severity and reach
  + Determine timelines for response
  + Determine type of response needed; including need to involve college leadership or not
* Advise college administration regarding a comprehensive and timely response to hate/bias incidents that impact the college community
  + A BRT designee will meet with college leadership to share the assessment and proposed action plan (timelines and type of response as determined above)
  + BRT designee will loop back to full group with final decisions
* Refer incidents to existing groups and/or provide immediate assistance to those impacted by hate/bias incidents
  + Reach consensus on referrals needed and associated timelines for the referral lead (i.e. if the BRT refers a student to the Veteran’s coordinator for support, the coordinator may be asked to reach out to the student within 24 hours and keep the BRT posted on the interaction)
  + Referrals must be accompanied by email with referral guidelines attached
* Collaborate with college groups and individuals to offer proactive education related to hate/bias incidents
  + Review recent proactive education opportunities to encourage folks who have received training to participate in personalized messaging to their students and/or departments following a specific incident (i.e. Safe Zones trainers after a LGBTQ+ incident encourage former participants to send a message of support to their departments/student groups/etc. following an incident)
* Collaborate with college groups and individuals to offer post hate/bias incident response programming
  + Implementation of action plan from above
* Ensure post incident response review
  + Implementation of rubric/template

**Meeting schedule:**

* Monthly, 2 hours each time
* As needed for emergent situations
  + Any team member who becomes aware of an emergency situation will immediately email the full team requesting an urgent meeting
  + Any available members will meet in order to follow BRT protocols and make recommendations