**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