

**The Indiana Coalition to End Sexual Assault and Campus Name  
Memorandum of Agreement  
August 20, 2017 – June 30, 2018**

The following Memorandum of Agreement (MOA) between the Indiana Coalition to End Sexual Assault (ICESA) and Campus Name outlines the commitment of ICESA and each of its campus partners to implement the Department of Health and Human Services, Office of the Assistant Secretary of Health, Office on Women's Health *College Sexual Assault Policy and Prevention Initiative*. This federally-funded initiative is carried out through the infrastructure of ICESA's statewide Campus Consortium. The Campus Consortium is currently in Year 2 of a 3-year funding period. ICESA plans to make the Campus Consortium sustainable after the initial 3-year funding period by continuously seeking new funding sources.

The purpose of this very specific MOA is to ensure that the collaborative agreements between ICESA and Campus Name are transparent and clearly explained, so that all parties feel the Campus Consortium relationship is mutually beneficial, and so that all campus partners in the Campus Consortium adhere to national best practices in sexual violence prevention and response.

**I. Background**

Currently, 1 in 5 female college students report having been sexually assaulted. A 2015 survey published by the Association of American Universities states that 23% of female undergraduate students have reported experiencing sexual assault since enrolling in college. According to the Washington Coalition of Sexual Assault Programs, nine out of ten rapes on college campuses are perpetrated by repeat offenders, and the average college rapist rapes up to six times. Crimes of sexual violence and violations of student conduct policies on college campuses are not new, and in recent years, colleges and universities have launched robust initiatives to reduce the number of incidences and to comply with federal mandates related to sexual assault response and prevention.

The *College Sexual Assault Policy and Prevention Initiative* provides an exciting opportunity for ICESA to work closely with approximately 15 post-secondary Indiana campuses through ICESA'S statewide Campus Consortium. The Campus Consortium brings together campus employees from all over the state to share best practices, develop customized guidance documents and needs assessments, engage in policy and procedure evaluations and enhancements, provide professional development and networking opportunities, and collaborate as partners to end campus sexual violence and improve sexual assault responses in Indiana.

The Campus Consortium provides a 3-year framework for its participating post-secondary schools:

- Year 1: Assessment Phase & Development of Task Forces and SARTs (ICESA produces assessment reports of campus policies and procedures; ICESA assists in developing task forces and SARTs)
- Year 2: Strategic Planning Phase (task forces work with senior-level administrators to develop official strategic plan for sexual violence prevention and education; SARTs work to develop strategic plan for sexual violence response)
- Year 3: Implementation Phase (task forces and SARTs begin to implement new/revised policies, procedures, and/or prevention initiatives)

Each year, the ICESA Campus Consortium plans to introduce new cohorts comprised of approximately 5 campuses. The incoming cohorts will begin in Year 1 of the framework and complete the 3-year cycle. By completion of the third year, campuses should have a solid institutionalized commitment to sexual violence prevention and response, and ideally, will remain in the Campus Consortium, capable of providing guidance and support to other schools in the Consortium. A goal of the Campus Consortium is to have all Indiana post-secondary campuses participate actively in the Consortium.

In its first year (2016-2017), the ICESA Campus Consortium provided many benefits to its campus partners, including the following:

- Development of the Campus Consortium infrastructure to provide guidance, assistance, networking, and professional development opportunities for campus employees throughout Indiana
- Development of customized campus assessment reports including data analysis from sexual misconduct policies, sexual misconduct procedures, campus self-assessment surveys, and campus climate survey reports
- Development of a campus task force guidance document
- Individual, customized guidance to help each campus develop or expand a task force for sexual violence prevention
- Development of a Campus SART guidance document based on national best practices
- Individual, customized guidance to help each campus develop or expand a Sexual Assault Response Team (SART)
- Provided one copy of *Campus Sexual Assault Response Teams: Program Development and Ongoing Operations, 2<sup>nd</sup> Edition*, written by Dr. Donna M. Barry and Chief Paul M. Cell (\$135 value) to each campus
- Numerous one-on-one and group meetings with campus employees to provide support and guidance
- Continual dissemination of new national resources related to sexual violence response and prevention
- 4 webinars focusing on best practices in sexual violence response and prevention: 1) Campus SARTs; 2) Title IX and Clery Act; 3) Alcohol and Sexual Assault; and 4) Engaging Men in Sexual Violence Prevention
- 1 training focusing on Campus Sexual Assault Investigations, educating attendees about best practices in trauma-informed campus investigations and trauma-informed criminal investigations
- 1 training (exclusive to Campus Consortium partners) focusing on development of campus SARTs; this training provided attendees with in-person guidance and advice from nationally- and internationally-renowned experts
- Campus Liaisons were reimbursed up to \$500 for registration fees or other costs related to attendance at professional development conferences or other similar events
- All-expenses paid trip for 1 detective from each campus police department or local police department to attend the End Violence Against Women regional conference in St. Louis, MO, focusing on best practices in trauma-informed criminal investigations
- National recognition and prestige for being campus partners in a federally-funded, national initiative

Many similar benefits will be available to campus partners in upcoming years. (Trips for detectives to attend EVAWI will most likely not be available.)

## **II. Campus Name Roles and Responsibilities**

1. Identify a Campus Liaison who will serve as the point of contact between Campus Name and ICESA.
  - a. If Campus Name has a Victim Advocacy program or an employee who serves as a Victim Advocate, that employee should serve as the Campus Liaison. If Campus Name does not have a Victim Advocate, the Director of Campus Initiatives will work with Campus Name to decide which employee should serve as the Campus Liaison.
  - b. The Campus Liaison will attend at least 3 of the 4 in-person Campus Consortium quarterly meetings. Quarterly meeting schedules will be released at least 2 months in advance for ease of scheduling. The Campus Liaison will be able to phone in to the meetings if she or he cannot attend in person.
  - c. The Campus Liaison will work closely with ICESA Campus Consortium staff members to provide documents, data, and information for the development of assessment reports, strategic planning, and other projects. The Campus Liaison will provide all requested documents, data, and information in a timely manner (14 calendar days). The provision of data will sometimes take place through the completion of online data submission forms, with varying deadlines.

- d. The Campus Liaison should serve as the chair or co-chair of the task force. The Campus Liaison may serve as a co-chair of the SART Executive Committee, if appropriate.
  - e. If the burden of work is too much for one employee, Campus Name may identify two employees who can work together as Campus Liaisons.
2. Share information about campus initiatives including, but not limited to, evidence-based primary, secondary, and tertiary policies and procedures, and sexual assault prevention strategies.
3. Participate in Campus Consortium evaluation strategies to assess the impact of various Campus Consortium and Campus Name initiatives and efforts. Evaluation strategies may include:
  - a. Self-assessment survey completed by select campus employees and student leaders, assessing the quality and efficacy of campus policies, procedures, and prevention efforts. This survey will provide important baseline and longitudinal data so that ICESA can identify and evaluate progress and improvements in campus prevention and response efforts. This survey will be completed on a yearly or biyearly basis. Analysis of the survey data will be included in the annual assessment report provided to Campus Name by ICESA.
  - b. Survey completed by SART Executive Committee members. This in-person or online survey will probably be completed on a yearly basis.
  - c. Focus groups with students and/or employees.
  - d. Evaluation surveys for various student programs or special events (depends on needs of campus).
4. Work with ICESA to develop, where necessary, innovative strategies to improve or create policies and environmental interventions to reduce sexual assault risks; strengthen or create procedures related to reporting and responding to sexual violence, and work to change social norms that facilitate sexual violence.
5. Commit to at least one campus representative's attendance at ICESA's webinar trainings and annual Campus Consortium conference.
  - a. ICESA will provide free registration for the Campus Liaison and one student representative at the annual Campus Consortium conference.
6. Work with ICESA to establish or enhance an interdisciplinary campus-wide taskforce focusing on sexual violence prevention. This task force may also be called a "committee" or "group," etc. This task force should have cross-campus representation from a variety of offices and programs, and meet regularly (at least three times each semester, although monthly meetings are strongly recommended) to promote a safer campus community regarding sexual violence prevention. The task force will work with ICESA staff members to plan two sexual assault prevention activities per academic year.
  - a. The task force will include at least two student members, and at least one student member should come from a historically marginalized or under-represented demographic group.
  - b. During Year 2 of Campus Consortium participation, the task force will work with ICESA staff members to develop a strategic plan for sexual violence prevention at Campus Name.
  - c. This strategic plan will be approved and signed by Campus Name president, chancellor, or another senior-level leader; the strategic plan should be signed by June 30, 2018.
7. Work with ICESA to establish or enhance a campus Sexual Assault Response Team (SART).
  - a. The SART should be modelled and structured after Montclair State University's SART, which is a nationally recognized best practice model for campus SARTs.
  - b. Campus Name will develop a SART Executive Committee comprised of directors or representatives (reporting back to their directors) from campus police, healthcare, and victim advocacy, along with other campus resources.
    - i. The SART Executive Committee will be chaired or co-chaired by a director or representative (reporting back to his or her director) from campus police, healthcare, or victim advocacy. Title IX or Student Conduct administrators should not serve as SART Executive Committee chairs. (ICESA may grant exceptions to this agreement, depending on the resources available at Campus Name.)
    - ii. The Campus Liaison should serve as a member of the SART Executive Committee.
  - c. If a SART already exists, Campus Name should be willing to modify its SART structure and goals to follow national best practices, as outlined by the ICESA SART Guidance Document, Montclair State University, and the OVC SART Online Toolkit.

8. Commit to sending at least three members of the SART Executive Committee to attend ICESA's May 24, 2018 campus SART training in Indianapolis; this training is exclusively available for Campus Consortium partners.
9. Allow ICESA to share information about Campus Name policies, procedures, and prevention programs with the Office on Women's Health, through quarterly and annual reports. This data will be analyzed by NORC at the University of Chicago, and anonymous, aggregated data from campuses across the country will be analyzed as part of a macro-level project evaluation.

### III. ICESA Roles and Responsibilities

1. ICESA will provide two full-time staff members (Director of Campus Initiatives and Evaluation Specialist) to manage the Campus Consortium, provide guidance and technical assistance, conduct needs assessments and evaluations, and provide support related to the formation of a task force and a SART. The Director of Campus Initiatives and Evaluation Specialist will work closely with the Campus Liaison, task force members, and SART members to review and improve policies, procedures, and/or prevention strategies, engage in strategic planning, and help the campus implement new or expanded initiatives.
2. The Director of Campus Initiatives and/or the Evaluation Specialist will meet with task force members to provide assistance with strategic planning.
3. The Director of Campus Initiatives and/or the Evaluation Specialist will meet with SART Executive Committee members to provide assistance with response policies and procedures.
4. ICESA will provide one part-time administrative assistant and one part-time research assistant to manage logistics related to meetings, events, reports, and to conduct research on national best practices.
5. ICESA will reimburse the cost of mileage and hotels for the Campus Liaison to attend Quarterly Meetings if Campus Name is located outside of the Indianapolis area.
6. ICESA will provide free short training opportunities through a webinar format. The training topics will be related to sexual violence response and prevention.
7. ICESA will provide a free 2-day training opportunity focusing on the "Harms of Pornography" on October 24-25, 2017.
8. ICESA will provide a free 3-day training opportunity focusing on best practices in trauma-informed investigations and first responses on May 22-24, 2018. The May 24, 2018 training will be exclusively available for Campus Consortium partners and will feature nationally- and internationally-renowned experts on Campus SARTs.
9. ICESA will provide each incoming campus partner (in new cohorts) with a copy of *Campus Sexual Assault Response Teams: Program Development and Ongoing Operations, 2<sup>nd</sup> Edition*, written by Dr. Donna M. Barry and Chief Paul M. Cell.
10. ICESA will coordinate an annual conference. This conference will provide campus partners with opportunities to be educated by nationally-renowned experts, a diverse group of presenters, and to meet and network with other professionals from Indiana.
11. ICESA will provide resources and guidance about how to develop or implement campus climate surveys. However, ICESA will not conduct the climate surveys or analyze data from the climate surveys.
12. ICESA will reimburse the Campus Liaison (or another designated campus employee) for up to \$500 for registration fees and/or travel costs to attend professional conferences or trainings related to sexual violence prevention and/or response. If Campus Name has two Campus Liaisons, only one Liaison will receive the reimbursements.
13. ICESA will bring national recognition and prestige to Campus Name by publicly identifying and promoting Campus Name as an active member of the Campus Consortium.
14. ICESA will be responsible for making quarterly and annual reports to the Office on Women's Health, participating in monthly meetings with the Office on Women's Health, and ensuring that the overall project complies with all grant-funded project expectations, to ensure the continuation of the Campus Consortium.

ICESA’s goal is to create a supportive and collegial network of post-secondary schools so that employees working on sexual violence issues feel supported by their colleagues on other campuses, as well as supported by ICESA. Each school has a unique cultural environment and has employees who have already been working hard on these issues. ICESA’s goal is to create a space where employees feel supported and can share their knowledge with their colleagues, and where employees can receive support and guidance from ICESA about best practices and federal mandates for sexual violence response and prevention.

The MOAs between ICESA and its Campus Consortium partners will be reviewed annually and updated as deemed necessary.

Signatures

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NAME \_\_\_\_\_ Date \_\_\_\_\_  
TITLE \_\_\_\_\_  
Campus Name \_\_\_\_\_

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Tracey Horth Krueger \_\_\_\_\_ Date \_\_\_\_\_  
Chief Executive Officer  
Indiana Coalition to End Sexual Assault