



# 2022-2023 Online Compliance Training

## Course

## Learning Objectives

### **Code of Conduct: Workplace Conduct**

The code of conduct establishes the foundation of the institution's compliance with complex legal and ethical standards. This module covers discriminatory, harassing, disrespectful, and offensive behaviors, including that threatens employee safety and well-being. The course teaches employees how workforces come from and work in a wide variety of cultural and legal contexts.

### **Diversity, Inclusion, and Belonging**

This course uses the unique experiences of relatable individuals to explore key concepts such as power, communication, identity, and privilege. The course will help faculty and staff think about the importance of a respectful working environment and the barriers that prevent full participation. By gaining a better appreciation for shared experiences of difference, shared expectations of respect, and a shared need to feel appreciated and belong, faculty and staff are empowered to create more inclusive and respective workplaces. The course topics include anti-racism; respect, empathy, civility, and other behaviors that support DEI; socio-historical inequity; identity & power dynamics; awareness of unconscious biases and strategies for addressing; and allyship, advocacy, and activism.

### **FERPA Basics**

The [Family Educational Rights and Privacy Act \(FERPA\)](#) establishes student data privacy guidelines for any educational institution that receives Department of Education (DOE) funding. Protecting students' privacy and rights under FERPA is the responsibility of all faculty and staff.

This course provides an overview of the regulation, along with helping learners to gain a better understanding of the issues to consider when handling or disclosing education records, and the FERPA rules that apply in situations faculty or staff may face in the course of their work.



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### **Preventing Harassment & Discrimination with Title IX/Clery module**

This course prepares faculty and staff to cultivate and maintain a workplace culture resistant to discrimination, harassment and retaliation. Faculty and staff will be equipped with the information and skills that promote intervention, empathy, and ally ship. This course includes a section specific to requirements under Title IX and the Clery Act.

The Creating Safe and Healthy Campuses module contained within this course delivers an overview of Title IX and the Clery Act and provides discussion and skills assessment regarding intimate partner violence, domestic violence, dating violence and stalking. The learning objectives include the following: (1) Identifying the factors that contribute to a safe and healthy campus community; (2) Understanding the rights and responsibilities under Title IX; (3) Recognizing different forms of sexual harassment, sexual assault, dating violence, domestic violence and stalking that are common in a college environment; (4) Identifying safe, positive and effective responses, and intervention options applicable to people experiencing sexual and relationship violence; (5) Practicing empathetic and active listening to someone who has experienced sexual or relationship harassment or violence; and (6) Understanding the reporting options and disciplinary proceedings for sexual and relationship misconduct.

### **Code of Conduct: Data Security**

This module defines the data security problem, identifies the types of information that need to be protected, and provides best practices for protecting an organization's sensitive information and valuable assets.