2024-2025 Online Compliance Training

Course	Learning Objectives
Preventing Harassment & Discrimination: Non-Supervisors 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.
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.

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FERPA: Family Educational Rights and Privacy Act	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.
Cybersecurity Awareness for Employees of Educational Institutions: Classifying and Safeguarding Data for Institutional and Personal Use	Colleges and universities house a lot of sensitive data, including financial and operational information, valuable research findings, and student records, making them targets for cyber attacks. Cyberattacks bring financial, operational, and reputational risks, making the collateral damage of a security breach worse than the attack itself. This comprehensive course helps educate employees to protect themselves and increase security across campus. The following topics are addressed: Security Awareness Essentials; End-User Best Practices; Social Engineering; and Classifying and Safeguarding Data for Organizational and Personal Use
General Ethics in the Workplace	This course provides employees with an overview of ethical standards at work. Common themes include describing ethical behavior with monetary practices, explaining ethical behavior with colleagues, and identifying several guidelines for appropriate ethical behavior.
Conflicts of Interest	This course helps educate employees on how to recognize and avoid conflicts of interest in the workplace, whether they are personal, financial, or family-related interests.

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Building Supportive Communities: Clery Act and Title IX	This course prepares faculty and staff to provide supportive and effective responses when someone may have experienced sexual violence, relational abuse or violence, or stalking. Legal definitions of sexual harassment, including consent, sexual assault, dating and domestic violence, and stalking are covered and scenarios presenting situations to show how these behaviors manifest are addressed. Interactions give learners an opportunity to practice identifying signs that someone may be experiencing abuse or violence, how to respond, what are the available reporting options and what may occur after a report is made.
Discrimination Awareness in the Workplace	Discrimination amongst employees can contribute to a hostile work environment and negative culture, leading to lower efficiency and high employee turnover. This course raises awareness by discussing the civil rights laws protecting people from discrimination, the types of discrimination, and how discrimination can affect the workplace. The learning objectives include: Civil rights laws; Discriminatory practices; Types of workplace discrimination; The impact of discrimination on the workplace; Recognizing and dealing with discrimination; and Penalties and discipline for discrimination.
Cybersecurity Awareness for Employees of Educational Institutions: End-User Best Practices	The employees who use an organization's technological systems, called end users, can make or break a cybersecurity system. By the end of this course, end users will be able to identify insecure hot spots in public places and the risks involved in roaming, differentiate between free and commercial VPN tunnels, recognize legitimate and secure websites, explain the importance of administrative rights, select the correct method to stop the spread of a virus, recommend ways to protect against malwares and viruses, list the do's and don'ts of password creation, name solutions for password management, and define different types of physical attacks against privacy and provide solutions to mitigate this risk.

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