

#### VIRTUAL HEARING BEST PRACTICES TIPS FROM PRACTITIONERS

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#### PRESENTERS





#### Emily Babb

(she/her/hers) Interim Assoc. VP for Office of Equal Opportunity & Civil Rights/Title IX Coordinator University of Virginia

#### Melissa Nichols

*(she/her/hers)* Title IX & ADA/504 Coordinator Furman University

#### Elizabeth Trayner, Ed.D.

*(she/her/hers)* Title IX Coordinator University of the Pacific

#### AGENDA



1	Campus Contexts
2	Pre-Hearing Communication
3	Choosing Technology
4	Hearing Preparation
5	Pre-Hearing Logistics Decisions
6	Hearing Communication
7	Lessons Learned

## **UNIVERSITY OF VIRGINIA**

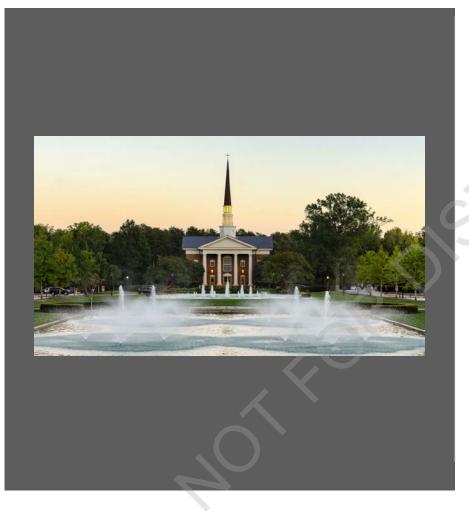


- 22,000 Students
- Public
- Bachelor's/Master's/Doctoral/ Professional Degrees
- Title IX Staff:
  - Title IX Coordinator
  - Deputy Title IX Coordinator
  - 3 full-time Investigators
  - Executive Assistant
- 1 Sexual Misconduct Policy/2 Procedures



#### FURMAN UNIVERSITY





- 2700 Students
- Private
- Four-year Residency Requirement
- Bachelor's/Master's Degrees
- Title IX Office of One
- 1 Sexual Misconduct Policy/2 Procedures

## UNIVERSITY OF THE PACIFIC



- 6500 Students
- Private
- Three campuses
- Bachelor's/Master's/Doctoral/ Professional Degrees
- Two full-time staff
- 1 Sexual Misconduct Policy/2 Procedures



# **PRE-HEARING COMMUNICATION**



- Explain the hearing process
- Set privacy expectations
- Assess for needs
  - Technology access
  - Disability accommodations
  - Language services
  - Private space
- Share hearing materials
  - Parties & Advisors
  - Witnesses
  - Decision-makers

# CHOOSING TECHNOLOGY



- Identify available platforms
  - Zoom
  - Microsoft Teams
  - WebEx
  - Others?
- Consider functionality needs
  - Separate rooms
  - Chat function
  - Captioning
  - Hide participant view
  - Ability to minimize interaction
  - Recording capability

## HEARING PREPARATION



- Develop a checklist
- Pre-hearing meetings
  Test Technology
- Customize script
- Identify staffing
  - Decision-maker(s) and alternate(s)
  - Hearing facilitator
  - Title IX Coordinator
- Determine if all participants will be remote

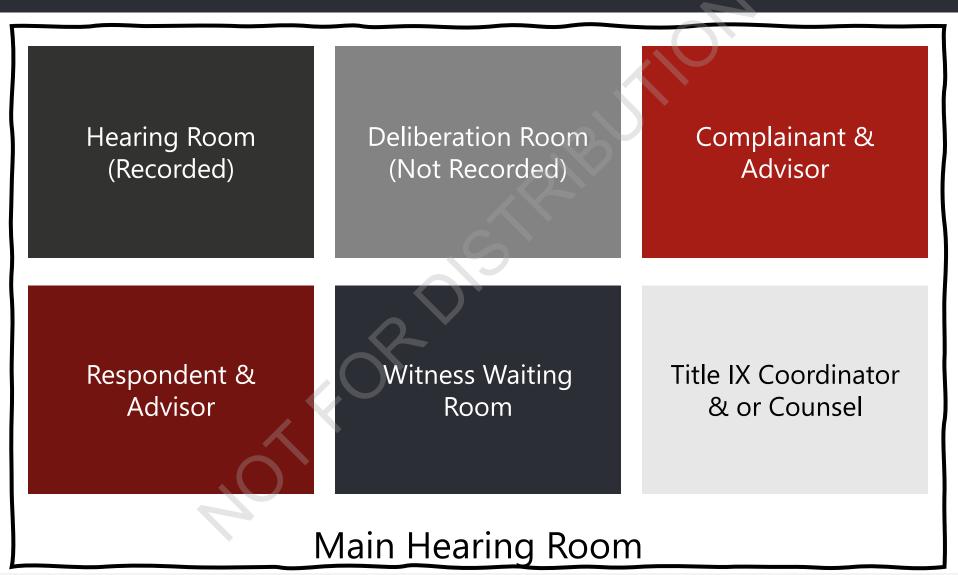
# **HEARING LOGISTICS DECISIONS**



- Campus status (pandemic and post-pandemic)
- Technology
  - Recordings
  - Co-host
  - Exits and entrances
  - Back-up plan
  - Phone numbers
- Rules of decorum
- Information sharing and questions (Process A vs. Process B)
- Breaks
- Impact and mitigation statements
- Trauma-informed practices

### VIRTUAL ROOM COORDINATION





## **HEARING COMMUNICATION**



- Parties and Advisors
  - Private consultation
  - Cross-examination
- Questioning under Process B
- Multi-party hearings
- Decision-makers
  - Co-locate for hearing?
  - Deliberation
- Post-hearing debriefing

#### **LESSONS LEARNED**



- Don't host the hearing in the "main room"
- Practice with technology
- Have a back-up plan
- Follow your policy
- Address panelist engagement (e.g., facial expressions, multiple screens, etc.)

# QUESTIONS?



# CONTACT INFORMATION

Emily Babb ecb6y@virginia.edu

Melissa Nichols melissa.nichols@furman.edu

Elizabeth Trayner etrayner@pacific.edu The content of this webinar does not constitute training materials for the purpose of complying with the 2020 Title IX Regulations.

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