



Title IX Coordinator Report

TO: Diane Melby, EdD, President
FROM: Nicole Monsibais, JD, Title IX Coordinator
DATE: November 30, 2020
RE: Title IX Coordinator Reporting Requirements under Tex. Educ. Code § 51.253(a)

Under the Texas Education Code TEC, Section 51.253(a), the institution's Title IX Coordinator is required to submit a written report no less than every three months to the institution's Chief Executive Officer regarding reports received from employees who are required to report under the TEC, Section 51.252 and the type of incident described in the employee's report constitutes "sexual harassment," "sexual assault," "dating violence," or "stalking" as defined in the TEC, Section 51.251.

For the purposes of complying with the Title IX Coordinator reporting requirements under Section 51.253(a), the attached written report¹ (Appendix A, Table 1) includes all of the required reporting information to **Dr. Diane Melby, President**, Chief Executive Officer for **Our Lady of the Lake University**, for **First Quarter** of the **2020-2021** academic year, as of **November 30, 2020**. For the purposes of complying with the Chief Executive Officer's reporting requirements under TEC, Section 51.253(c), Appendix A, Table 2 features information necessary for the Chief Executive Officer's Report to report on any disciplinary actions taken under TEC, Section 51.255.

An attached summary data report (Appendix B), based on the Title IX Coordinator's written report (Appendix A), has also been included for your review. The summary data in Appendix B is categorized based on the reporting requirements under TEC, Section 51.253(c). The reports received may be applicable in multiple reporting categories, and therefore, the summary data in the categories may not add up to the totals of other categories.

Note: Any additional reports received by the Title IX Coordinator that do not meet the required reporting criteria in the Texas Education Code have been omitted for the compliance purposes of this specific report.²

¹ When identifiable, duplicate reports were consolidated into one case number and counted as one report in the summary data, and confidential employee reporting is noted by case number and as a sub-set to the total number of reports received.

² For example, reports made by students and all other non-employees (including incidents under 3.5(d)(3)) are excluded from Appendices A and B. Additionally, if a Title IX Coordinator or Deputy Coordinator determines that the type of incident described in a report, as alleged, does not constitute "sexual harassment," "sexual assault," "dating violence," or "stalking" as defined in the TEC, Section 51.251, the report is excluded from Appendices A and B. It is the responsibility of the Title IX Coordinator or Deputy Title IX Coordinator to assess each report received and determine whether it is properly included in this report, and if so, to correctly identify the type of incident.

Appendix A
Title IX Coordinator Report
2020-2021 Academic Year
Quarter 1

Table 1. Alleged Conduct Reported by Employees under TEC, Section 51.252

Report Number*	Date Received	Alleged Conduct Reported by Employees Under § 51.252	Investigation Status	Disciplinary Status
0001-2020	9/1/2020	Sexual Harassment	Administrative Closure: Initial Assessment Concluded; Complainant Requested Not to Investigate	Disciplinary Process: Not Applicable
0002-2020	9/16/2020	Sexual Assault	Administrative Closure: Initial Assessment Concluded; No Jurisdiction	Disciplinary Process: Not Applicable
0003-2020*	9/28/2020	Sexual Assault	Administrative Closure: No Response from Complainant	Disciplinary Process: Not Applicable
0004-2020	9/30/2020	Dating Violence	Administrative Closure: No Response from Complainant	Disciplinary Process: Not Applicable
0005-2020*	10/7/2020	Sexual Assault	Administrative Closure: Initial Assessment Concluded; Complainant Requested Not to Investigate	Disciplinary Process: Not Applicable
0006-2020	10/9/2020	Confidential Employee Reporting: Domestic Violence	Investigation Not Applicable (No Identifiable Information)	Disciplinary Process: Not Applicable
0007-2020	10/10/2020	Domestic Violence	Administrative Closure: No Response from Complainant	Disciplinary Process: Not Applicable
0008-2020	10/15/2020	Stalking	Administrative Closure: Initial Assessment Concluded; Complainant Requested Not to Investigate	Disciplinary Process: Not Applicable
0009-2020	10/15/2020	Sexual Harassment	Administrative Closure: Initial Assessment Concluded; Referral to Human Resources: Formal Complaint Procedure Completed	Employee Disciplinary Process: Not Applicable; Resignation
0010-2020	10/16/2020	Confidential Employee Reporting: Domestic Violence	Investigation Not Applicable (No Identifiable Information)	Disciplinary Process: Not Applicable
0011-2020	10/19/2020	Sexual Assault	Administrative Closure: Initial Assessment Concluded; No Jurisdiction	Disciplinary Process: Not Applicable

0012-2020*	10/24/2020	Sexual Harassment	Administrative Closure: Initial Assessment Concluded; Formal Grievance Not Completed	Employee Disciplinary Process: Not Applicable; Resignation
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*Indicates duplicate reports were consolidated into one case number.

Table 2. Alleged Conduct under TEC, Section 51.255(a): Reports received that include allegations of an employee’s failure to report or who submits a false report to the institution under Section 51.255(a)

Report Number	Date Received	Alleged Conduct Under § 51.255(a)	Investigation Status	Disciplinary Status
N/A	N/A	N/A	N/A	N/A

Appendix B

Summary Data Report 2020-2021 Academic Year Quarter 1

Texas Education Code, Section 51.252	
Number of reports received under Section 51.252³	12
Number of confidential reports ⁴ under Section 51.252	2
Number of initial assessments⁵ conducted for reports under Section 51.252	7
Number of Title IX formal investigations ⁶ conducted under Section 51.252	1

³ For example, reports made by students and all other non-employees (including incidents under 3.5(d)(3)) are excluded from Appendices A and B. Additionally, if a Title IX Coordinator or Deputy Coordinator determines that the type of incident described in a report, as alleged, does not constitute “sexual harassment,” “sexual assault,” “dating violence,” or “stalking” as defined in the TEC, Section 51.251, the report is excluded from Appendices A and B. It is the responsibility of the Title IX Coordinator or Deputy Title IX Coordinator to assess each report received and determine whether it is properly included in this report, and if so, to correctly identify the type of incident.

⁴ “Number of confidential reports” is a sub-set of the total number of reports that were received under Section 51.252, by a confidential employee or office (e.g., Counseling and Health Services, Confidential Advisors or Clergy).

⁵ “Number of initial assessments” refers to instances when the Title IX Coordinator conducts an initial assessment of the incident, usually in coordination with the Title IX Deputy assigned to handle the complaint. Initial assessments, as described in the OLLU Title IX Sexual Misconduct Policy and Grievance Procedures, may include meeting with the reporter/complainant, issuing supportive measures, initiating a violence risk assessment and/or emergency removal, and determining the appropriate resolution process, including referral to Human Resources or Student Conduct for behavior related to sexual harassment or other misconduct that is outside the scope of Title IX. Initial assessments are completed prior to the Informal Resolution and Formal Grievance Processes.

⁶ “Number of Title IX formal investigations” is a sub-set of the total number of initial assessments that were received under Section 51.252. Formal investigations are initiated when the Title IX Coordinator or Deputy Coordinator issues a

Disposition ⁷ of any disciplinary processes for reports under Section 51.252:	
a. Concluded, No Finding of Policy Violation ⁸	0
b. Concluded, with Employee Disciplinary Sanction	0
c. Concluded, with Student Disciplinary Sanction	0
d. SUBTOTAL	0
Number of reports under Section 51.252 for which the institution determined not to initiate a disciplinary process ⁹	12

Texas Education Code, Section 51.255	
Number of reports received that include allegations of an employee's failure to report or who submits a false report to the institution under Section 51.255(a)	0
Any disciplinary action taken, regarding failure to report or false reports to the institution under Section 51.255(c) :	
a. Employee termination	0
b. Institutional intent to termination, in lieu of employee resignation	0

written notice of the investigation and allegations to the respondent upon commencement of the Title IX Sexual Misconduct Formal Grievance Procedure, or alternatively, the Informal Resolution Process. The Formal Grievance Procedure is typically completed within 60-90 calendar days of the complaint. In the event that extenuating circumstances warrant an investigation taking longer than 90 calendar days until resolution, the reasons for the delay will be documented in the case file. A simultaneous criminal investigation is an example of a situation that may warrant a delay.

⁷ "Disposition" means "final result under the institution's disciplinary process" as defined in the Texas Higher Education Coordinating Board's (THECB) rules for TEC, Section 51.259 (See 19 Tex. Admin. Code Section 3.6(e) (2019)); therefore, pending disciplinary processes will not be listed until the final result is rendered.

⁸ "No Finding of a Policy Violation" in this section refers to instances where there is no finding of responsibility after a hearing or an appeal process; investigations completed with a preponderance of evidence not met are excluded, because it would not have moved forward into a disciplinary process.

⁹ The institution may have determined "not to initiate a disciplinary process." The reasons for not initiating a discipline process can include, but are not limited to: case dismissal; administrative closure; insufficient information to investigate; confidential employee reporting (no identifiable information); the respondent's identity was unknown or not reported; the institution had no jurisdiction; the complainant requested the institution not investigate the report; informal resolution was completed; investigation is ongoing; or investigation was completed with a preponderance of evidence not met. At OLLU, jurisdiction includes a complaint of sexual misconduct against a member of the OLLU community.