GOUCHER | college

Mandatory Training Policy and Plan

Goucher College is dedicated to a mission of providing a liberal arts education that prepares students within a broad, humane perspective for a life of inquiry, creativity, and critical and analytical thinking. In addition, we have a vision to become the model for an accessible, transformational education that integrates curricular and co-curricular learning to deliver graduates who can solve complex problems together with people who are not like themselves.

Pursuit of this mission and vision requires a shared commitment from staff, faculty, and volunteers to the highest principles of respect, inclusion, communication, service and social justice, and responsibility. To this end, Goucher college staff, faculty, and volunteers receive education and training to reinforce this shared commitment as well as to comply with the requirements of external guidelines and internal policies.

Failure to complete the training required under this policy within established periods may result in discipline up to and including termination of employment.

I.   TRAINING FOR NEW EMPLOYEES

All new employees are required to complete identified new employee training within 30 calendar days of their hire or appointment date. Other required training may be determined according to the needs of the College or the employee's department or program.

Full-time faculty should complete assigned training prior to the start of the semester whenever possible. Part-time instructors teaching full-semester or 8-week courses must complete all assigned training during the semester they are teaching and prior to the start of the semester whenever possible. Part-time instructors teaching short-term residency or Advanced Placement Summer Institute courses must complete assigned training during the semester they are teaching and prior to the start of the semester whenever possible; the full list of faculty trainings must be completed before the instructor will be contracted for any future assignments.

II.   ONGOING TRAINING FOR EMPLOYEES

In addition, all employees are required to complete renewal training on an annual, biennial, or triennial schedule, as indicated by group. Other required training may be determined according to the needs of the College or the employee's department or program.

Employees completing training as a new hire will not be required to complete the same training within the same fiscal year unless informed otherwise.

III. TRAINING SCHEDULE

Group	Course	Duration	Due Date	Renewal Date	Format
Full-time Faculty, Part-time Instructors (teaching full-semester or 8-week courses), All staff	Building Supportive Communities: Clery Act and Title IX	60 minutes	Pass the required assessment with a score of at least 80% within their first 30 days after hire or appointment	Biennially February*	Online: Vector Training
	Preventing Harassment & Discrimination	60 minutes		Biennially February*	Online: Vector Training
	Equity and Inclusion - new course coming	26 minutes		Biennially March	Online: VectorTraining
	QPR	45 minutes		Biennially May	Online: QPR Institute
	Emergency Procedures and Active Assailant/ Shooter Training**	14 minutes		As Needed	Online: VectorTraining
Full-time Faculty, Part-time Instructors (teaching full-semester or 8-week courses), Non-union staff	FERPA	40 minutes		Triennially April	Online: Vector Training
	Data Security & Privacy	70 minutes		Biennially April	Online: Vector Training
Part-time Instructors (teaching short-term residency or Advanced Placement Summer Institute courses)	Building Supportive Communities: Clery Act and Title IX	60 minutes		Biennially February*	Online: Vector Training
	Preventing Harassment & Discrimination	60 minutes		Biennially February*	Online: Vector Training
	Equity and Inclusion -new course coming	26 minutes		Biennially March	Online: Vector Training

Graduate Assistants and Volunteers	Building Supportive Communities: Clery Act and Title IX	60 minutes		Biennially February*	Online: Vector Training
	Preventing Harassment & Discrimination	60 minutes		Biennially February*	Online: Vector Training
	FERPA	40 minutes		Triennially April	Online: Vector Training

*These training courses will be renewed biennially in February in alternating years.
** Not required for faculty and staff exclusively working remotely.

IV.   COURSE DETAILS/CATALOG

Building Supportive Communities: Clery Act and Title IX: This course takes a close look at the issue of sexual harassment, including sexual assault, relationship violence, and stalking, in higher education.

Preventing Harassment & Discrimination: This course is designed to raise awareness about harassment and discrimination by explaining the law and providing insight into how to appropriately respond to and report misconduct. You will learn tips to maintain a respectful work environment, including safe and positive options for bystander intervention, using inclusive language, and avoiding microaggressions.

Equity and Inclusion (New Course Coming): This course explores power , communication , identity , and privilege through the unique experiences of real people . The course will help you think about the importance of a respectful working environment and the barriers that prevent full participation.

Data Security& Privacy: 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.

FERPA: The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age. As a college employee, you may handle private and sensitive information every day. Goucher College has implemented policies to protect the confidential data of students, alumnae, faculty, and other employees of the college and to establish your responsibilities to safeguard this data. This is one of two courses you are required to complete that will provide you with information about how to protect students' confidential data in your possession.

Question, Persuade, and Refer (QPR): This course is designed to teach individuals about working with those who are potentially at risk of suicide. The course affirms our collective goal of creating a learning environment that supports both our students' and co-workers' emotional wellness. "Question, Persuade, and Refer" are the three simple steps anyone can learn to help save a life. Just as people trained in CPR

and the Heimlich Maneuver save thousands of lives each year, QPR training teaches you to recognize the warning signs of a suicide crisis, and how to question, persuade, and refer someone for help.

Emergency Procedures and Active Assailant/Shooter Training: This training course explains what to do in an emergency situation and if an active shooter is on campus.