



Fall 2026

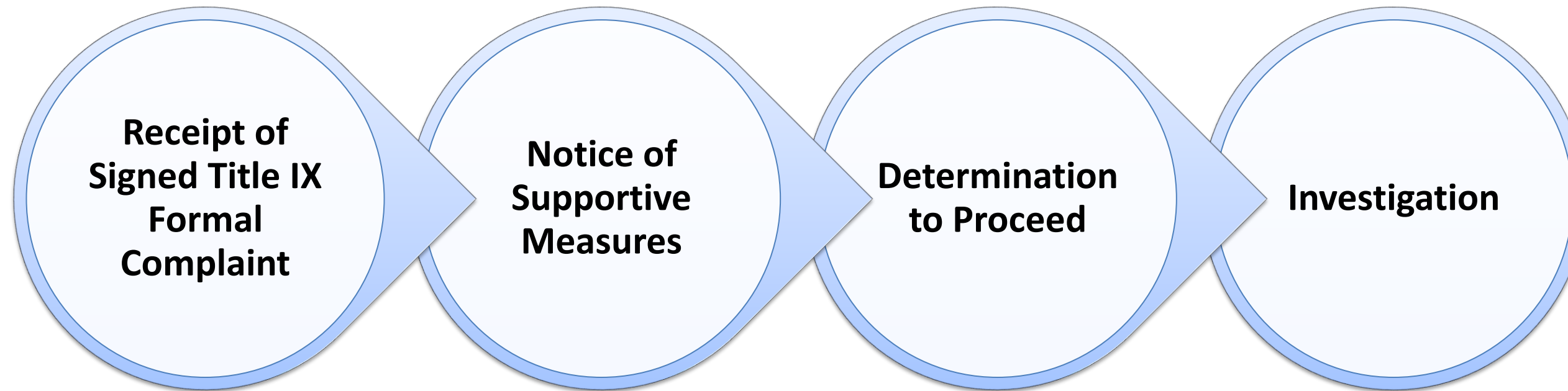
Title IX Training

Investigators

Agenda

- **Review Role and Responsibilities**
- **2020 Title IX Final Rule: Investigation Procedures**
- **Review Documents**
- **Discuss Common Pitfalls**
- **Q&A**

How Do We Get to the Investigation?



Anticipated Timeframe

- Collin College will endeavor to expedite all formal complaint investigations and resolutions.
- Absent extenuating circumstances, such as a request by a law enforcement or regulatory agency for Collin College to delay its investigation, the Formal Resolution Process should be completed within a reasonably prompt time frame.
- Collin College may temporarily delay or grant a limited extension of the time frame for good cause as long as both parties are notified in writing of the delay or extension and the reason(s) for the action.
- The anticipated time frame from receipt of the formal complaint through the investigation and Live Hearing phases, culminating with the Live Hearing Officer's Written Determination of Responsibility, is **60 College District business days**.

Receipt of Complaint

- **A signed Title IX Formal Complaint Form **must** be on file before the Formal Resolution Process can be initiated.**
 - Only the Complainant or the Title IX Coordinator, Deputy Title IX Coordinator, or designee can submit a signed Title IX Formal Complaint Form.
- **Once a signed Title IX Formal Complaint Form is received, the Title IX Coordinator, Deputy Title IX Coordinator, or designee will:**
 - Provide the parties with the required written notice of the allegation(s).
 - Meet with the parties to explain and describe the parameters of the Title IX Formal Resolution Process and Title IX Informal Resolution Process.
 - Offer supportive measures and resources to both parties.
 - Inform the parties of their right to voluntarily participate in the Informal Resolution Process, if applicable.

Supportive Measures

- Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or Respondent.
- Supportive measures are designed to restore or preserve equal access to Collin College's education program or activity without unreasonably burdening either party.
- Once Collin College has actual knowledge of an allegation of prohibited conduct, the appropriate Title IX Coordinator, Deputy Title IX Coordinator, or designee will promptly contact the Complainant and offer supportive measures.
- Supportive measures and resources are available to the Complainant whether or not they choose to file a formal complaint.

Supportive Measures (Cont.)

- In the event a complaint is filed and the appropriate Title IX Coordinator, Deputy Title IX Coordinator, or designee determines an investigation should be initiated, supportive measures will also be offered to the Respondent.
- Collin College must maintain as confidential any supportive measures provided to the Complainant or Respondent, to the extent that maintaining such confidentiality will not impair Collin College's ability to provide the supportive measures.
- The appropriate Title IX coordinator, deputy Title IX coordinator, or designee is responsible for coordinating the effective implementation of supportive measures.

Examples of Supportive Measures

- Coordinating access to counseling or mental health services and assistance with setting up an initial appointment.
- Coordinating extensions of deadlines or other course-related adjustments.
- Modifications of work or class schedules.
- Arranging for the Collin College Police Department to provide campus escort services.
- Issuing and enforcing mutual restrictions on contact between the parties (i.e., a no-contact directive).
- Facilitating changes in Collin College work or student housing locations.
- Facilitating voluntary leaves of absence.
- Coordinating with the Collin College Police Department and appropriate campus provost to increase security and monitoring of certain areas of the campus.
- Suppression of directory information, as allowed by FERPA.
- Assistance in resolving concerns regarding immigration status, visas, or financial aid.
- Any other similar measures that can be tailored to the involved individual to achieve the goals of Collin College's Title IX policy and are reasonably available.

Determination to Proceed With an Investigation

- The appropriate Title IX Coordinator, Deputy Title IX Coordinator, or designee will determine whether the allegation(s):
 1. Occurred while participating in or attempting to participate in Collin College's education program or activity;
 2. Impacted a person in the United States; and/or
 3. If proven, would meet the definition of prohibited conduct.
- The alleged conduct must be so **severe, pervasive, and objectively offensive** that it limits or denies a student's ability to participate in or benefit from an educational program or activity.
 - Note: Quid pro quo harassment, Clery Act, and VAWA offenses are not evaluated for severity, pervasiveness, or offensiveness, or denial of equal educational access because such misconduct is sufficiently serious to deprive a student of equal access.

Determination to Proceed With an Investigation (Cont.)

- If the allegations in the complaint meet the criteria defined on the previous slide, the appropriate Title IX Coordinator, Deputy Title IX Coordinator, or designee will assign an appropriate individual(s) to investigate the complaint.
- The respondent will be presumed to be **not responsible** for the alleged prohibited conduct until a written determination is made at the conclusion of the Title IX Formal Resolution Process.
- If the allegation(s) should be addressed through another Collin College process, the Title IX Coordinator, Deputy Title IX Coordinator, or designee will forward the complaint to the appropriate party.

Assigning Investigators to the Case

- Title IX Coordinators, Deputy Title IX Coordinators, Informal Resolution Facilitators, Removal Challenge Officers, Live Hearing Advisors, Live Hearing Officers and Appeal Decision Makers cannot serve as Investigators.
- Collin College maintains a pool of trained Investigators (i.e., the Student Conduct Officers and Associate Dean of Students).
- The Title IX Coordinator, Deputy Title IX Coordinator, or designee will assign two (2) Investigators to the case.
- The Investigators **must** be free from conflicts of interest or bias for or against the parties.
- The Investigators must conduct a **prompt, fair, impartial, unbiased, and equitable** process from the initial investigation to the submission of the Investigation Report.

Advisors' Roles During the Investigation Phase

- In accordance with Title IX, both parties will have **equal right** to be accompanied by an advisor of their choice (e.g., family member, friend, legal counsel) to interviews and meetings with the Investigator(s).
 - However, **only** the party may speak on their own behalf.
 - Collin College retains the right to limit the role of both parties' advisors in interviews and meetings with the Investigator(s).
 - Should a party's advisor continuously speak on the party's behalf, become combative, or otherwise disrupt the proceedings, the Investigator(s) reserves the right to ask them to leave or to end the proceedings and reschedule for a later date.
- Collin College **will not** provide an advisor for either party during the Investigation phase of the Title IX Formal Resolution Process.

Interim Action

- **The Title IX Coordinator, Deputy Title IX Coordinator, or designee will:**
 - Engage in an individualized safety and risk analysis.
 - Consult with other Collin College departments (e.g., Collin College Police Department, SOBI Care Team, SOBI Threat Assessment Management Team) to assist in the individualized assessment and risk analysis, as appropriate.
 - Determine whether an immediate threat to the physical health or safety of any student or other individual arising from the allegation of prohibited conduct justifies the temporary removal of the Respondent.
 - Approve interim action(s), if appropriate.
 - Provide the Respondent with written notice of the interim action(s).
 - Meet with the Respondent to discuss and explain the interim action(s).

Temporary Removal

- **If the interim action(s) include a temporary removal (e.g., temporary immediate suspension, temporary removal from Collin College Student Housing, temporary employee administrative leave), the Title IX Coordinator, Deputy Title IX Coordinator, or designee will:**
 - Explain to the Respondent their right to challenge the interim action(s) immediately after the temporary removal.
 - Provide to the Respondent the Notice to Challenge a Temporary Removal form. The Respondent must complete this form if they choose to challenge the interim action(s).
- **The Title IX Coordinator, Deputy Title IX Coordinator, or Designee will then submit to the designated Removal Challenge Officer:**
 - The Respondent's completed Notice to Challenge a Temporary Removal form and
 - A brief rationale explaining the individualized safety and risk analysis utilized to approve the temporary removal.

Reviewing the Challenge

- **The Removal Challenge Officer will:**
 - Review the Notice to Challenge a Temporary Removal and all documentation received from the Title IX Coordinator, Deputy Title IX Coordinator, or designee.
 - Consider whether the temporary removal is appropriate.
 - Make a decision regarding the temporary removal.
 - Write a rationale explaining their decision.

Removal Challenge Officer's Decision

- The Removal Challenge Officer will complete the Removal Challenge Officer's Decision form.
- The Removal Challenge Officer will notify the parties and the Title IX Coordinator, Deputy Title IX Coordinator, or designee simultaneously in writing whether the removal is upheld or overturned within **10 College District business days** of receiving the challenge.
- The Removal Challenge Officer's decision is **final** and **non-appealable**.
- The Title IX Coordinator, Deputy Title IX Coordinator, or designee will be responsible for implementing the Removal Challenge officer's decision regarding the temporary removal.
- The Title IX Coordinator, Deputy Title IX Coordinator, or designee will inform the Investigators assigned to the case of the Removal Challenge Officer's decision.

Contacting the Parties and Witnesses

- **The Investigators will contact the parties and witnesses to request they schedule investigative interviews and meetings.**
- **This communication will be made through one (1) or more of the following methods:**
 1. A written communication sent to the individual's Collin College email account;
 2. A written communication sent to the individual's personal email account, if the individual is not a Collin College student or employee and/or the individual requests that communication be sent through this method;
 3. A letter mailed to the individual's address as listed with the Student and Enrollment Services Office or Human Resources Department;
 4. A letter hand-delivered to the individual on campus by the Investigators. The Investigators will document the date, time, and place of hand-delivery; and/or
 5. A phone call to the individual's number as listed with the Student and Enrollment Services Office, Human Resources Department, or provided to the Investigators.

Contacting the Parties and Witnesses (Cont.)

- If a party or witness does not respond to the Investigators' communication within 10 College District business days, the Investigators will attempt to contact the individual one (1) more time through at least one (1) of the methods listed on the previous slide.
- If a party or witness does not respond to this second communication within 10 College District business days, the Investigators will proceed with the Investigation.

Investigative Interviews and Meetings

- **The Investigator(s) will meet *separately* with:**
 - The Complainant and their advisor (if the Complainant elects to provide their own advisor during the Investigation)
 - The Respondent and their advisor (if the Respondent elects to provide their own advisor during the Investigation)
 - Witnesses
- **Investigative interviews and meetings can be conducted either in person or via Zoom or other web conferencing software approved by Collin College.**
- **The Investigator(s) will send written notice of any investigative interviews and/or meetings to *both* parties and afford them sufficient time to prepare for these events.**
- **The Investigators will conduct as many meetings with the parties and/or witnesses as necessary to obtain their statements regarding the alleged incident(s), answer the Investigators' questions, and gather relevant evidence.**

Initial Interview or Meeting with the Parties

- **During the initial interview or meeting with the parties and their respective advisors (if the parties elect to provide their own advisors during the Investigation), the Investigators will:**
 1. Notify the parties and their respective advisors of their rights and options, including their right to file a complaint with the U.S. Department of Education Office for Civil Rights (OCR);
 2. Explain the preponderance of the evidence standard (i.e., more likely than not to have occurred);
 3. Provide a list of potential disciplinary sanctions and remedies. The Investigators will review and explain this document and answer any questions regarding the potential disciplinary sanctions and remedies; and
 4. Explain the informal resolution provisions.

Evidence

- **Throughout the investigation, the burden of gathering evidence and burden of proof will fall on Collin College and the Investigators, not the parties.**
- **The parties will have equal opportunity to present:**
 - Witnesses (including both fact and expert witnesses)
 - Inculpatory Evidence: Evidence that can establish an individual's involvement in an act or their guilt.
 - Exculpatory Evidence: Evidence that can exonerate an individual.
- **The Investigators will not restrict the ability of either party or their respective advisors (if the parties elect to provide their own advisors during the Investigation) to gather or present relevant evidence or discuss the allegations outside of the interviews and/or meetings.**

Assigning Live Hearing Advisors

- The **Investigators** will:
 1. Ascertain whether each party will provide their own Live Hearing Advisor, and
 2. Inform the Title IX Coordinator, Deputy Title IX Coordinator, or designee if a Live Hearing Advisor is needed to assist either the Complainant or Respondent.
- If a party is unable to obtain a Live Hearing Advisor, Collin College will provide one (1) free of charge.
- If a Live Hearing Advisor is needed to assist the Complainant and/or Respondent, **the Title IX Coordinator, Deputy Title IX Coordinator, or designee** will:
 1. Send a call to serve to the college's pool of trained Live Hearing Advisors and
 2. Assign a Live Hearing Advisor from the individuals who respond stating they are available.

Link to Secured Electronic Folder

- **Prior** to writing the Investigation Report the Investigators will send to both parties and their respective Live Hearing Advisors a **link** to access a **secured electronic folder**.
- This electronic folder will contain all the information and evidence that is **directly related** to the allegation(s), including:
 1. The evidence upon which Collin College does not intend to rely in reaching a determination,
 2. Inculpatory evidence (i.e., evidence that can establish an individual's involvement in an act or their guilt), and
 3. Exculpatory evidence (i.e., evidence that can exonerate an individual).
- This is intended to allow each party to meaningfully respond to the evidence prior to the conclusion of the Investigation.
- The Investigators will **copy** the appropriate Title IX Coordinator, Deputy Title IX Coordinator, or designee on this communication.

Draft Investigation Report

- The Investigators will write an Investigation Report that fairly summarizes the Investigation and includes all **relevant** evidence.
- The Investigators will **simultaneously** send the parties and their respective Live Hearing Advisors the draft of the Investigation Report in electronic format or hard copy and will give them **10 College District business days** to inspect, review, and respond to the document prior to finalizing it.
- The Investigators will **copy** the appropriate Title IX Coordinator, Deputy Title IX Coordinator, or designee when the draft of the Investigation Report is sent in electronic format.
- The parties and/or their respective Live Hearing Advisors should send any edits or additions to the draft Investigation Report to the Investigators by the stated deadline.

Calculating “College District Business Days”

- **College District business days exclude:**
 1. Weekends (i.e., Saturdays and Sundays)
 2. National holidays recognized by Collin College
 3. College District closures
- **Do not count the day you send the documents.**
- **Examples:**
 1. If you send the documents on **Monday, October 5, 2026**, the parties will have until **4:30 p.m. on Monday, October 19, 2026**, to submit edits or additions.
 2. If you send the documents on **Tuesday, December 22, 2026**, the parties will have until **4:30 p.m. on Thursday, January 14, 2027**, to submit edits or additions due to the Winter Break.

Final Investigation Report

- The Investigators will include all edits and additions received by the stated deadline as addendums at the end of the final document.
 - Note: Edits and additions received **after** the stated deadline will **not** be accepted or incorporated into the final Investigation Report.
- The Investigators will complete the final Investigation Report at least **10 College District business days** prior to the Live Hearing.
- The Investigators will **simultaneously** send the parties and their respective Live Hearing Advisors the final Investigation Report in electronic format or hard copy.
- The Investigators will **copy** the appropriate Title IX Coordinator, Deputy Title IX Coordinator, or designee when the final Investigation Report is sent in electronic format.

Notifying the Parties of the Live Hearing

- The appropriate Title IX Coordinator, Deputy Title IX Coordinator, or designee will notify the parties, their respective Live Hearing Advisors, the Investigators, the Live Hearing Officer, and any Witnesses in writing of the date, time, and place of the Live Hearing.
- If a party needs to postpone the Live Hearing due to unavoidable circumstances, the party must contact the appropriate Title IX Coordinator, Deputy Title IX Coordinator, or designee **no later than three (3) College District business days** prior to the Live Hearing.
- It is at the sole discretion of the appropriate Title IX Coordinator, Deputy Title IX Coordinator, or designee to postpone the Live Hearing for good cause as long as all parties involved are notified of the new date, time, and location.

Notifying the Parties of the Live Hearing (Cont.)

- If a party does not contact the appropriate Title IX Coordinator, Deputy Title IX Coordinator, or designee by the stated deadline and does not appear for the Live Hearing, the Live Hearing Officer retains the right to proceed with the Live Hearing and render a determination of responsibility in the party's absence.
- The Live Hearing will be rescheduled due to unavoidable circumstances **no more than two (2) times**.

Live Hearing Procedures

- The Live Hearing Officer will conduct the Live Hearing on the specified date and time.
- The Live Hearing will be conducted in a designated room at the appropriate Collin College campus, another location designated by Collin College, and/or via Zoom or other web conferencing software approved by Collin College.
- When Live Hearings are held via Zoom or other web conferencing software approved by Collin College, all participants are required to have their cameras on while speaking.
- The Live Hearing Officer **must** record the Live Hearing.
 - This will be done using the recording function in Zoom or other web conferencing software approved by Collin College so there will be both an audio and video recording of the Live Hearing.

Live Hearing Procedures (Cont.)

- **The Live Hearing will generally proceed as follows:**
 1. Live Hearing Officer's Opening Remarks (No More Than 10 Minutes)
 2. Investigators' Review of the Investigation (No More Than 10 Minutes)
 3. Complainant's Statement (No More Than 20 Minutes)
 4. Respondent's Statement (No More Than 20 Minutes)
 5. Complainant's Rebuttal (No More Than 10 Minutes)
 6. Respondent's Rebuttal (No More Than 10 Minutes)
 7. Live Hearing Officer Questions the Complainant and Respondent (No More Than 20 Minutes Per Party)
 8. Witness Statements and Cross-Examination of the Parties and Witnesses (No More Than 20 Minutes for Each Party and Witness)
 9. Complainant's Closing Statement (No More Than 5 Minutes)
 10. Respondent's Closing Statement (No More Than 5 Minutes)
 11. Live Hearing Officer Concludes the Live Hearing (No More Than 5 Minutes)

Investigators' Review of the Investigation

- **The Investigators will present a summary of the investigation, including, but not limited to, information regarding important dates, timelines, a summary of all interviews, and a description of other evidence received.**
- **The Live Hearing Officer asks the Investigators any relevant questions regarding the investigation.**
- **After the Investigators have presented their summary of the investigation, they will remain in the main room for the duration of the Live Hearing.**
- **The Live Hearing Officer may ask the Investigators to answer questions and/or provide clarification regarding the investigation at any point during the Live Hearing.**

After the Live Hearing

- **The Investigators' obligation ends once the Live Hearing is concluded.**
- **The Live Hearing Officer will send an email to the Complainant, Respondent, and their respective Live Hearing Advisors containing the link(s) to the audio recording, video recording, and/or transcript of the Live Hearing.**
- **The Live Hearing Officer will deliberate on the evidence provided and determine responsibility.**
- **The Live Hearing Officer will compose the Written Determination of Responsibility.**

After the Live Hearing (Cont.)

- The Live Hearing Officer or appropriate Title IX Coordinator, Deputy Title IX Coordinator, or designee will send the following documents to the parties and their respective Live Hearing Advisors **simultaneously** in electronic format or hard copy within **10 College District business days** of the Live Hearing:
 - Written Determination of Responsibility
 - Appeal Request Form
 - Any Other Applicable Forms or Documents (e.g., Permanent No-Contact Directive Acknowledgment Form)

Title IX Coordinators

Title IX Coordinator for Students

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