



## **Preventing Sexual Violence in Higher Education Act Annual Report Template**

### *Instructions*

As a higher education institution in Illinois, your school must provide an annual report with data and information related to the implementation of the Preventing Sexual Violence in Higher Education Act (Act). The 2019 report covers data and information concerning the preceding calendar year (January 1 – December 31, 2018). Your report is due to the Illinois Department of Human Rights and the Illinois Attorney General's Office by November 1, 2019. See 110 ILCS 205/9.21(b).

This form provides guidance for reporting to the Illinois Attorney General's Office. Schools may, but are not required to, use this form for their report. A complete report must include the documents identified in Part A and the data requested in Part B. Part C provides space, if desired, for your school to include information to explain, contextualize or clarify data or information provided in Parts A and

B. Your school may submit its Annual Security & Fire Safety Report (i.e., Clery Act Report) and, if necessary, supplement it with additional data and information to fulfill the Preventing Sexual Violence in Higher Education Act's reporting requirements.

If your institution fails to submit a report, or submits an incomplete report, it will be listed on the Illinois Attorney General's website as an institution that is not in compliance with the Act.

For more information regarding the reporting requirements, please read the Frequently Asked Questions Regarding the Act's Reporting Requirements, which you can find on the Illinois Attorney General's website at <http://www.illinoisattorneygeneral.gov/rights/civilrights.html>.

*Form*

Name of Higher Education Institution: Blackburn College

Campus (if applicable): \_\_\_\_\_

Completed By/Primary Contact: Melissa Jones, HR Coordinator

Address: 700 College Ave, Carlinville, IL 62626

Phone Number: 217-854-5514

Email Address: hr@blackburn.edu

---

**PART A**

Provide one copy of the most recent version of each of the following documents:

- The higher education institution's comprehensive policy (*see* 110 ILCS 155/10); and
- The higher education institution's concise, written notification of a survivor's rights and options under its comprehensive policy (*see* 110 ILCS 155/15).

**PART B**

I. Campus Training, Education and Awareness

A. Student Primary Prevention Programming

Identify any and all institutional actions and strategies intended to prevent sexual violence before it occurs by means of changing social norms and other approaches, including, without limitation, training programs, poster and flyer campaigns, electronic communications, films, guest speakers, symposia, conferences, seminars or panel discussions that occurred during the 2018 calendar year. *See* 110 ILCS 155/30(b). If necessary, append additional pages.

<b>Program name</b>	<b>Type/description</b>	<b>Date(s)</b>	<b>Location</b>	<b>Target audience</b>	<b>Number of attendees</b>
Residence Life Staff Training	Prevention/Awareness	1-4-2018	On Campus	Res Life staff	19
Title IX Presentation/Training - Week of Welcome	Prevention/Awareness	1-8-2018	On Campus	New Students	16
Title IX Presentation/Training in the Workplace	Awareness	2-22-2018	On Campus	Food Service/Physical Plan and Student Managers	26
Title IX Presentation/Training in the Workplace	Awareness	2-26-2018	On Campus	Food Service/Physical Plan and Student Managers	36
Flyer Campaign Against Sexual Harassment	Awareness	All Year	On Campus	All Students	490
FYT Cohort Leader Training	Prevention/Awareness	July 2018	On Campus	FYT Leaders	15
Orientation Leader Training	Prevention/Awareness	6-18-2018	On Campus	Student Orientation Leader Training	18
LD 170 Manager Training	Prevention/Awareness	8-13-2018	On Campus	Student Managers and Leadership	80
Residence Life Training	Prevention/Awareness	8-14-2018	On Campus	New and Returning Campus RA's and	21

				RD's	
Campus Safety and Title IX Presentation	Prevention/Awareness	8-19-2018	On Campus	All new students	100
The Hook Up	Prevention/Awareness	8-21-2018	On Campus	Week of Welcome Programing - New Students	100
FYT Classes	Prevention/Awareness	Fall 2018	On Campus	All new students attend classes throughout the semester.	175
Taco 'bout Sex	Awareness	11-7-2018	On Campus	Graham Hall Residence	20
Sexual Misconduct Guide Booklet	Awareness	August 2018	On Campus	All Students receive in mailboxes/ trainings	490

### B. Employee Training (*optional*)

Identify any and all training provided to higher education institution employees who, with respect to reports of sexual violence, domestic violence, dating violence or stalking: (1) receive student reports, (2) refer or provide services to survivors or (3) participate in the complaint resolution procedure. *See* 110 ILCS 155/30(c). If necessary, append additional pages.

<b>Program name</b>	<b>Type/description</b>	<b>Date(s)</b>	<b>Location(s)</b>	<b>Target audience</b>	<b>Number of attendees</b>
Title IX Presentation/Training in the Workplace	Awareness	2-22-2018	On Campus	Food Service/Physical Plan and Student Managers	6
Title IX Presentation/Training in the Workplace	Awareness	2-26-2018	On Campus	Food Service/Physical Plan and Student Managers	8
Flyer Campaign Against Seuxal Harassment	Awareness	All Year	On Campus	All Employees	102
Conduct Hearing Board/Advocate Training	Prevention/Awareness	Summer 2018	On Campus	Conduct Board Members, Advocates, Investigators, appeal officers	20
Adjunct Professor Training	Prevention/Awareness	8-15-2018	On Campus	New and some returning adjuncts	10
New Faculty and Staff Orientation	Prevention/Awareness	8-16-2018	On Campus	New Faculty and Staff	20
Sexual Misconduct Guide Booklet	Awareness	August 2018	On Campus	All Employees	120
Title IX and Mandated Reporting	Prevention/Awareness	Throughout the year	On Campus	New Employees	20

Identify the total number of reports made to the following groups of individuals in the 2018 calendar year. If a higher education institution is aware that a student reported an incident more than once, it may provide an explanation for this or any other additional information regarding its reports in Part C below. *See* 110 ILCS 155/25 and 110 ILCS 205/9.21(b).

	<b>Reports to the Title IX coordinator/responsible employees</b>	<b>Reports to confidential and anonymous resources</b>
Sexual violence	2	0
Domestic violence	0	0
Dating violence	0	0
Stalking	0	0

**A. Responses to Reports to the Title IX Coordinator or Responsible Employees**

Of the total number of reports or disclosures made to the Title IX coordinator or responsible employees at the higher education institution (identified in Part B, Section II), please report the number of times the following occurred:

	<b>Survivor requested not to proceed with the complaint resolution procedure</b>	<b>HEI investigated allegation</b>	<b>HEI referred allegation to local or State law enforcement</b>	<b>HEI resolved allegation through complaint resolution procedure</b>
Sexual violence	1	1	0	1
Domestic violence	0	0	0	0
Dating violence	0	0	0	0
Stalking	0	0	0	0

**B. Complaint Resolution Procedure Outcomes**

Of the total number of reports reviewed through the complaint resolution procedure, identify the number of students who received the following outcomes. Please provide a description of the other types of discipline students received for violating the comprehensive policy in Part C of this report.

	<b>Found not responsible for violation of comprehensive policy</b>	<b>Dismissed/expelled</b>	<b>Suspended</b>	<b>Otherwise disciplined</b>
Sexual violence	1	0	0	0
Domestic violence	0	0	0	0
Dating violence	0	0	0	0
Stalking	0	0	0	0

**PART C**

Use this space to provide any explanations or clarifications for information and data provided as part of the report. (Append additional pages as necessary.)

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

Submit completed reports via mail or email to the addresses below by **November 1, 2019:**

- Office of the Illinois Attorney  
General Civil Rights Bureau  
100 W. Randolph Street, 11th  
Floor Chicago, IL 60601  
[civilrights@atg.state.il.us](mailto:civilrights@atg.state.il.us)
  
- Illinois Department of Human  
Rights 100 W. Randolph Street,  
10th Floor Chicago, IL 60601