The Office of Equal Opportunity receives reports about potential misconduct from a variety of sources, including faculty, advisers, residence hall staff, and friends of those who have been impacted. Reporting potential misconduct to our office does not constitute a complaint or initiate an investigation.

When OEO receives a report alleging sexual misconduct, discrimination or harassment, we reach out to the impacted party in order to provide them with information about support, resources, and options. Impacted parties can choose whether or not to respond to our outreach – it is entirely up to them. If we do not receive a response to the initial outreach, we reach out to the impacted party one more time. We assure them that we are available to assist them in navigating their situation if they wish to engage with us in the future. If they choose to respond, that’s it.

However, if the impacted individual does respond OEO provides them with information about the services we offer, including consultation, facilitation, education, and investigation. Again, the impacted party decides how to engage with our services.

The infographic below is an overview of how our reporting process works.
OUTREACH PROCESS

Equal Opportunity Reporting Process

1. Reporting
   Reporting an incident does not mean individual(s) are making a complaint.
   A report is made to EO that an individual(s) have experienced discrimination or harassment.

2. EO will send an outreach to the affected individual.

3. That individual(s) can now choose to engage with EO or not.
   STOP
   This is still not considered a complaint

4. Should an individual(s) choose to meet, an initial intake meeting is held for EO to assess the situation and provide alternatives.

5. In almost all circumstances the individual can choose what they would like to do.

6. Choices
   - Take no action
     - The individual is free to revisit at a later time.
   - Informal Process
     - This is not about discipline
     - Remedies situations
     - Facilitates conversations
     - Provides mediation options
   - Formal Process
     - Witnesses are interviewed/Evidence is collected
     - Disputed and undisputed facts are determined
     - A preliminary investigation is prepared and shared with the Complainant and the Respondent
     - A determination is made

Iowa State University
Office of Equal Opportunity
Professors in the College of Human Sciences are modeling ways to promote inclusion, equity, and representation in classrooms. Through the year-long seminar titled “Mission Inclusion: Broadening Perspectives through Curriculum and Practice,” faculty members had the opportunity to learn how to make their classrooms inclusive, equitable, and representative of today’s diverse population of students. Ellen McKinney, an associate professor in apparel, events, and hospitality, says that the seminar “led to her challenging students to design clothing for those with disabilities.” In a story posted on the Iowa State website, Ellen states, "For students, getting to know people with disabilities one-on-one helped them realize their own assumptions and biases. These students are now better prepared to be inclusive of all types of people as they move into their careers.”

Tera Jordan, associate professor of human development and family studies, promotes "inclusion and culture sensitivity" through her research focused on family issues and underrepresented adults, youth, and families. She brings those researched perspectives to her students for further discussion and learning opportunities. In the story, Jordan stated, “I try to help students understand different ways of viewing the world and emphasize that connecting with individuals who live and think differently is an important skill in working in an ever-changing society”.

For more information on Mission Inclusion visit the link below: https://www.hs.iastate.edu/news/2019/02/25/mission-inclusion-equity/
In November of 1990, Former President George H. W. Bush named November National American Indian Heritage Month. Today, the Native American population makes up about 4.5 million people of the United States, which is unfortunately only about 1.5% of the population. This is a time to spread awareness of the unique challenges Native people have faced and still face in their home land. We are encouraged to educate ourselves and others about various the tribes and rich cultures. Native American stories, names, languages, and art are a critical part of American history and has impacted this country in a monumental way.

Iowa State University's American Indian and Staff Association is a group on campus intended for students and employees who identify as members of the Nation and American Indian community. In hopes of building a stronger community on both the ISU campus and in the Ames community, the association also wants to increase the visibility and awareness of Native issues in the communities.

Forming around at the Great Lakes area, the Iowa tribe, better known as the Ioway, eventually migrated here to the Great Plains region. Once here, they settled along the Platte River and lived off the buffalo in the area. The Ioway tribe, were the first Native Indians to call the land in and around Iowa theirs. This is eventually how this state came to be known as Iowa. The people of the Ioway tribe are referred to as the Baxoje.

The hashtag #NativeAmericanHeritageMonth is used each year, and is encouraged to be used to spread awareness. Here are a few ways to spread awareness:

- Seek out Native American history books that inform readers about the various traditions.
- Play a game of lacrosse which comes from a variety of indigenous stick ball games played as early as the 12th century.
- Try native recipes ranging from a variety of soups, roasted duck, and bread recipes.
- Educate yourself on the inaccuracies that have been attributed to what we think of as Thanksgiving.
The Digital Accessibility Lab will have an open House on Wednesday, November 6th at 3:00 pm in Durham Center 206. This lab is designed to provide an inclusive and welcoming space for students with disabilities to collaborate while using assistive technology. Speech to text software, text to speech software, screen magnifiers, virtual reality headsets and more technology will aid in eliminating the daily obstacles some students face on their paths toward reaching educational goals.

The Digital Accessibility Lab provides better opportunities for students to engage in courses and be successful students. Faculty and staff are encouraged to inform students of the benefit and usefulness of this lab. Those who faced challenges with a lack of assistive technology now have a place to work and access the information they need with ease. Faculty and Staff can reach out to the office of the Digital Accessibility Coordinator for information about assistive technology for employees.
As a federal holiday, Veterans Day is celebrated on November 11th every year to honor all who have served in the military. Originally referred to as “Armistice Day” in 1919 by President Woodrow Wilson, the day marked the one year anniversary of the end of WWI. The Act of 1938 replaced the word “Armistice” with “Veterans” and the legislation was approved on June 1, 1954 when November 11th became known as the day to honor American Veterans of all wars.

There are numerous ways to observe Veteran’s Day. One way that is particularly important includes employment. Hiring veterans impacts the community of military service people in a major way as veterans often face barriers to employment due to lack of preparation for civilian jobs and employer misconceptions about PTSD. Since many veterans have led troops into battle, they can possess valuable leadership skills. In addition, many military veterans qualify for Protected Veteran Status, which offers anti-discrimination protections.

Another way we can all honor veterans is by simply striking up conversations. According to a CNN article, a cultural gap exists between Americans who have not served in the military and members of the Armed Forces. Acknowledging veterans should go beyond November 11th, actively show respect by helping the families of veterans, volunteering with veterans’ programs, and doing your part to influence improvement in the Department of Veteran Affairs. Activities and events will be held on campus starting November 8th visit https://www.veterans.iastate.edu/events to RSVP to events.
Military Family Month

In November of 1996, Armed Services YMCA established the first Military Family Month, and the U.S. Government has recognized each year since. Hundreds of thousands of service members are deployed overseas, so when the President signs this proclamation each November, it simply recognizes the daily sacrifices made by active duty, Guard, and Reserve military families.

November 11th is annually recognized as Veteran's Day. Here at Iowa State, we hold the Gold Star Hall Ceremony. This is an annual event honoring the Iowa State students who have lost their lives during military service. The ceremony inducts the students, shares their biographies, and engraves their names in the Gold Star Hall. The Gold Star Hall Ceremony this year is held on Veteran's Day, November 11th, in the Great Hall at the Memorial Union. It is an open event and all are welcome to attend.

DID YOU KNOW?

Funding and Award Opportunities

The Office of Diversity and Inclusion provides award and funding opportunities to ISU students and employees. The following three are launching in November:

- **Inclusion Initiatives Grant Program**
  Apply for up to $5000 to create an initiative that will impact the ISU campus around diversity, equity, and inclusion. Intent to apply due November 30
  Details at www.diversity.iastate.edu/iig

- **Martin Luther King, Jr. Advancing One Community Awards**
  Nominate a student, employee, or organization for their efforts to enhance and cultivate an inclusive university community that embraces justice and equity. Three $500 awards are given annually at a campus-wide celebration. Nomination packets are due December 1
  Details at www.diversity.iastate.edu/aocaward

- **University Award for Inclusive Excellence**
  Nominate a faculty or staff member who has advanced the university’s mission of diversity, equity, and inclusion outside of their compensated responsibilities. Two $1500 awards are presented annually at the Fall University Awards Ceremony. Nomination packets due February 10
  Details at www.diversity.iastate.edu/ieaward
THINGS HAPPENING IN NOVEMBER:
- Wednesday, November 6th: Digital Accessibility Lab Open House
- Monday, November 11th: Veteran’s Day
- Tuesday, November 12th: Workshop: Documenting Your Teaching Using DART Matrix (CELT)
- Wednesday, November 13th: World Kindness Day
- Monday, November 25th - Friday, November 29th: Fall Break

OEO ANNOUNCEMENTS:
- Equal Opportunity Office hours are from 8:00 a.m. to 5:00 p.m. Monday-Friday
- To request in person training from OEO please complete the form found at https://www.eoc.iastate.edu/training--learning-and-development
- Submit your ideas for future OEO newsletters to eooffice@iastate.edu
- All faculty and staff are expected to complete Sexual Assault Prevention Training found on Learn@ISU.