2019-2020 Compliance Course Descriptions and Release Schedule

On November 20th, The Office of Compliance and Ethics implemented shorter and more engaging compliance courses provided by Traliant, which can be accessed at the following site: https://lms.traliant.com/login/usm.php

All institutional policies, including those related to the courses, may be acknowledged in the new policy management system, i.e. PolicyStat. To access the PolicyStat system, navigate to https://usm.policystat.com

Early next year, iTech will oversee the rollout of additional compliance courses provided by InfoSec. For a list of courses, see page 3. For questions regarding the iTech courses, please contact iTech at awareness@usm.edu.

For additional information, see the Compliance and Ethics Training page https://www.usm.edu/compliance-ethics/training.php

For questions, email compliance@usm.edu or call 601-266-4466.

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Assigned To</th>
<th>Release Date</th>
<th>Description/Objectives</th>
<th>Duration</th>
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</thead>
<tbody>
<tr>
<td>Title IX: Preventing Sexual Misconduct for Faculty and Staff- Responsible Employee Edition</td>
<td>Benefit eligible Faculty and Staff, as well as Adjuncts and Affiliates</td>
<td>11/20/2019</td>
<td>▪ Explain the concept of sexual misconduct</td>
<td>40 minutes</td>
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<td>▪ Describe the rights and responsibilities of faculty and staff under Title IX as responsible employees</td>
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<td>▪ Indicate how other discrimination and harassment focused laws such as Title VII, and Title VI of the Civil Rights Act of 1964 function</td>
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<td>▪ Learn how to promote a safe and respectful learning environment when responding to inappropriate behavior</td>
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<td>Clery Act</td>
<td>Campus Security Authorities as assigned by UPD</td>
<td>01/07/2020</td>
<td>▪ Recall the history and purpose of the Clery Act</td>
<td>25 minutes</td>
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<td>▪ Explain the role and responsibilities of campus security authorities (CSAs)</td>
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<td>▪ Describe the Clery Act requirements for higher education institutions</td>
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<td>▪ Discuss the procedures for receiving and reporting crime information</td>
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<td>Title IX Preventing Sexual Misconduct for Students</td>
<td>Freshmen and Transfer Students</td>
<td>01/07/2020</td>
<td>▪ Name the types of behaviors that constitute sexual misconduct</td>
<td>30 minutes</td>
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<td>▪ Explain how to respond and prevent misconduct, including bystander intervention aimed at helping to create and support a safe and respectful learning environment</td>
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<td>Preventing Harassment &amp; Discrimination</td>
<td>Benefit eligible Faculty and Staff, as well as Adjuncts and Affiliates</td>
<td>01/07/2020</td>
<td>▪ List the protected categories</td>
<td>60 minutes</td>
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<td>▪ Explain the consequences of discrimination and harassment</td>
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<td>▪ Describe the behaviors that lead to a hostile environment</td>
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<td>▪ Recognize unconscious biases</td>
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| FERPA                                     | Benefit eligible Faculty and Staff, as well as Adjuncts and Affiliates       | 01/07/2020   | ▪ Explain what FERPA is and to whom it applies  
▪ Explain which records are student education records  
▪ Indicate how to protect student education records  
▪ Recognize the role and responsibilities of school employees and others  
▪ Describe the rights of students and parents  
▪ Define key terms and concepts | 20 minutes |
| Workplace Diversity, Inclusion and Sensitivity | Benefit eligible Faculty and Staff, as well as Adjuncts and Affiliates     | 04/10/2020   | ▪ Explain the benefits of a diverse and inclusive workforce  
▪ Determine how to increase awareness of unconscious bias and avoid its negative influence on recruiting, hiring and other business decisions  
▪ Describe how civility, cultural competency and sensitivity help prevent workplace misconduct  
▪ Recognize how positive attitudes and behaviors can lead to a more inclusive environment | 25 minutes |
| Child Abuse Awareness and Prevention**     | Course assigned by request to all authorized adults overseeing minors at camps run on USM’s campuses/properties | Available for assignment starting 02/03/2020 | ▪ Indicate the consequences of child abuse  
▪ Recall the definition of child abuse in Mississippi  
▪ Distinguish between the types of child abuse and their indicators/signs  
▪ Recognize your reporting obligations  
▪ Indicate who to contact about suspected abuse  
▪ Explain how the USM Minors on Campus Policy functions to protect minors | 60 minutes |
| Academic Integrity*                        | Freshmen and Transfer Students and select benefit eligible faculty and staff as well as adjuncts and affiliates | Spring, 2020 | ▪ Indicate what constitutes an integrity violation  
▪ Describe how an XF grade works  
▪ Explain your right to appeal an academic integrity violation and the timeframe available to do so | 45 minutes |
| Alcohol and Drugs                          | Benefit eligible Faculty and Staff, as well as Adjuncts and Affiliates     | Spring, 2020 | ▪ List the basic definitions of often used terms  
▪ Distinguish between drug and alcohol facts and myths  
▪ Describe how various drugs affect the body  
▪ Recall laws about substance abuse | 45 minutes |
| Code of Conduct*                           | Benefit eligible Faculty and Staff, as well as Adjuncts and Affiliates     | 06/01/2020   | ▪ Recall the purpose and components of the Code of Ethical Conduct  
▪ Name the ethical conduct principles and behaviors that illustrate compliance with the Code  
▪ Indicate the types of situations that create a conflict of interest  
▪ Explain both the employee and employer obligations  
▪ Describe how to report ethical violations | 60 minutes |
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| Family Educational Rights and Privacy Act (FERPA) | Assigned to new employees per request of Registrar’s Office | Assigned to select new employees upon request of Registrar beginning 01/07/2020 | ▪ Explain what FERPA requires and prohibits  
▪ Identify those affected by FERPA  
▪ Describe the documentation required to process a FERPA request  
▪ Determine what rights available under FERPA to parents and students | 8 minutes |
| Cybersecurity 101                               | Benefit eligible Faculty and Staff, and Adjuncts  | 01/07/2020   | ▪ Learn how to create a secure password  
▪ Explain how to avoid phishing  
▪ Identify and avoid malware  
▪ Determine how to browse the web safely  
▪ Describe data backup and recovery options  
▪ Discuss the security concerns related to use of removable media  
▪ Recognize ways to prevent physical loss of data and equipment  
▪ Identify mobile security best practices | 43 minutes |
| Privacy and EU GDPR (European Union General Data Protection Regulation) | Specific individuals identified by role | 01/07/2020   | ▪ Explain what privacy means in the context of information security within the European Union (EU)  
▪ Describe the requirements of the European Union (EU) data protection regulation  
▪ Determine what information qualifies as personal data  
▪ Recognize what you can do to protect data | 16 minutes |