**ATIXA Applying Policy in Investigations and Determinations**

**Workshop Agenda**

**Description:**
Title IX team members must deeply understand their district, school, or institutional Title IX policy, including its complex definitions and distinct terminology. Understanding how to deconstruct a policy provision into its component elements (parsing) is critical to effectively serving as an investigator or decision-maker.

Participants in this half-day workshop will practice deconstructing policy language into critical elements and using those elements to guide their analysis. ATIXA’s expert faculty members will model strategies for using policy deconstruction tools to provide clarity and insight into many tasks required during different phases of the Formal Grievance Process.

The workshop will conclude with participants practicing application of a variety of policy interpretation tools to case studies that cover both investigations and decision-making in large-group, small-group, and individual settings.

**Learning Outcomes:**
After completing this workshop, participants will be able to…
- Identify the elements of a policy definition
- Analyze relevant and permissible evidence as applied to the identified policy definition elements
- Correctly apply subjective and objective analytical frames for policy interpretation where appropriate
- Design questions to elicit evidence specific to identified policy elements
- Apply relevant and permissible evidence to policy elements for purposes of making a determination and writing a rationale

**Workshop Topics**

**Introduction to Policy Deconstruction**
- Break It Down (Into Elements)
- Understanding Relationships Between Components
- Overlapping Offense Definitions
- Policy Deconstruction Strategies
Practice Exercises

Policy Elements in the Investigation
- Question-Asking and Evidence Gathering
- Assembling the Investigation Report
- Developing Decision-maker Instructions

Policy Elements in Decision-Making
- Developing Factual Findings
- Broad and Narrow Policies
- Making Determinations
- Determining Sanctions

Skill Development and Practice
- Breakout Groups
- Large Group Discussion

Note: Workshops do not include a standard break. Participants are welcome to eat and/or drink during the workshop and step away for other needs as necessary. Workshop start and end times for in-person events are determined by the host site. All virtual workshops take place from 11:00 AM – 3:00 PM ET unless otherwise specified.