

2019-2020 GRCC Team Charter

Team Name: Student Behavioral Intervention Team (BIT)

Team Leader: Lina Blair, Director of Student Life and Conduct

Chartering is a two-way process

Team sponsor(s) specify the mission of the team, its resources, the expectations for what the team is to accomplish, the timelines, decision-making authority, and how the team relates to the broader College strategy and goals.

The team itself thinks through and creates a draft charter, including team goals, stakeholder requirements, and strategies for goal accomplishment.

Together, they review and finalize the team charter, adding the process that will be used to review team progress on a regular basis.

1. Purpose of the Team (*What is this team expected to accomplish?*)

The team is designed to provide preventative measures on campus to reduce the risk of student incident related to threats to self or others. Members will intake and assess information, take action when necessary and track details about behavior concerns noted on campus.

2. Decision-making Context and Scope (*What level of decision making authority does this team hold?*)

The team makes decisions about how to respond to students who are reported to demonstrate concerning behaviors. The scope includes a spectrum of decisions between noting the concern to having the student removed from campus if necessary (utilizing the appropriate protocol as determined through the GRCC Police Department and the Student Code of Conduct.)

3. Team Goals, Action Projects, and Timelines (*How will this team proceed to accomplish their purpose? I.e. what will they do?*)

The team meets biweekly to review reports received to determine the severity of complaints/concerns, the history of individuals involved and to determine what, if any, actions need to be taken. If action is necessary, the team determines next steps. The goal is to identify potential threats and to maintain campus safety. Additionally, the team will continue outreach to inform the College community about our existence and purpose in an effort to increase awareness and reporting.

4. Stakeholders and their Key Requirements (*For whom is this team doing their work? What do they want?*)

The team is working on behalf of every member of the campus community to provide early intervention in an attempt to address risk.

5. Resources Needed (*both people and budget*)

People

Time commitment for this team will be dependent on issues reported. A standing meeting will be scheduled every two weeks to discuss issues of low risk. The team will be called together immediately when a report of high risk level is received. A high risk report will likely need full attention of 1-2 members, with frequent consultation from the entire team, as well as others on campus as needed.

Budget

Ongoing resources needed include:

- Institutional membership costs to the National Behavioral Intervention Team Association (NaBITA): Annual costs are \$1,199 for the Enhanced membership. During the annual review, the team will determine what level is needed in the future. This cost has been incorporated into the Dean of Students Budget. This level of membership includes the registration cost for one person to attend the annual conference, as well as two free webinars throughout the year.
- Software contract: Symplicity by Advocate was purchased for use with Conduct and BIT in summer of 2011. The on-going cost of maintaining this contract has now been established into the IT budget. All technical support is covered in the annual contract.
- Team training and resources: To function properly the team members need additional training in threat assessment and response. This can be accomplished in various ways:
 - Sending team members (and potentially other colleagues) to the NaBITA annual conference
 - Participating in regional trainings
 - Participating in webinars

6. Troubleshooting Path (*How will unresolved issues or roadblocks be handled?*)

If functioning properly, the entirety of the work managed by the team will involve troubleshooting and determining how to handle issues, so unexpected issues should not be problematic. The team will seek support from Cabinet if it is determined that the nature of the work or team structure require major changes.

7. Requirements for Integration with other Departments or Teams (*How does this Team interface with others doing concurrent work?*)

There are two critical forms of campus integration for this team:

1) The Behavioral Intervention Team must remain connected to the Crisis Response Team. The BIT could have a history or knowledge about a student who becomes the cause of a crisis, at which point the Crisis Response Team will take over. It is critical both teams are on the same page and work together during a cross-over crisis. The BIT must include representation from the Crisis Response Team.

2) Crisis prevention only works if there is a fully accepted culture of reporting on campus. Frequent communication with the campus community will continue to be critical.

8. Review Progress (*How and when will the work of this team be reviewed?*)

The team will conduct an annual review each summer to determine if outcomes have been met. The review will include an assessment of statistics (reports received, action taken, etc.), resources (is time well spent, funding appropriate, etc.), and need for growth or further training (is there new information on the national scene that needs to be incorporated to meet best practice standards.)

9. Team Leader, Current Members, and Membership Specifications

Are team members appointed? Volunteers? Is team membership permanent?

Term-limited? Is this team accepting new members?

Please also list the current members on the Team by name.

The team will consist of the following people/roles (roles selected based on national recommendations):

Director of Student Life & Conduct

Counselor/Psychologist

Dean of Student Affairs

Executive Director of Operational Planning (or chair of Crisis Response Team)

Chief of Police (or designee)

Police Officer

Dean of Student Success and Retention Services

Counselor/DSS

Director of Equal Opportunity Compliance

Team membership will be reviewed on an annual basis.

10. List the major team accomplishments over the past year. (*What are your outcomes?*)

- The team managed a total of 51 student reports during the 2016-2017 academic year.
- The team managed a total of 83 student reports during the 2017-2018 academic year.

11. List the major team goals for the upcoming year. (*What do you plan to accomplish as a team in 2019?*)

- Start taking meeting minutes/using agendas
- Improve training for BIT members and campus community
- Improve/update our web page
 - Make the 'reasons to report' language more approachable and less extreme
 - Add stats, reports, or presentations produced as a team
 - Update team roster
- Develop a protocol for counselor involvement in BIT work and for the clarification to share information

12. Please describe any current challenges the team is facing.

We continue to work through determining who should be responsible for what work and follow-up for our team.