



BIAS INCIDENT REPORTING

ANNUAL REPORT

JULY 1, 2018–JUNE 30, 2019

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1. Bias Incident Reporting (BIR) Mission Statement and Goals

The Bias Incident Reporting Committee (BIRC) is committed to creating and maintaining a safe, welcoming and inclusive campus environment for UW Tacoma students, staff and faculty by:

- Supporting individuals and campus communities targeted or affected by bias incidents.
- Collecting, monitoring and tracking bias incident-reporting data and refer incidents to the appropriate disciplinary body for investigation.
- Coordinating the provision of campus support services to individuals and communities affected by bias incidents using restorative justice principles.
- Educating the campus about ways to foster a safe, welcoming and inclusive learning and working environment that embraces the rich diversity within its community.

2. What is Bias?

Bias Incident Reporting (BIR) is a resource for anyone who needs to report an incident of bias or wants to explore and better understand issues like bias and discrimination, and how to effectively respond.

Bias incidents are acts or behaviors motivated by the offender's bias against any combination but not limited to identities such as age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, veteran status or formerly incarcerated.

While these acts do not necessarily rise to the level of a crime, a violation of state law, University policy, or the Student Code of Conduct*, a bias act may contribute to creating an unsafe, negative, or unwelcome environment for the victim; anyone who shares the same social identity as the victim; and/or, community members of the University.

* <https://www.tacoma.uw.edu/student-conduct>

3. Bias and Hate Incident Reporting Process

When a report is submitted it is initially reviewed to determine whether it fits within one of our other University processes, such as Title IX violations or Student Conduct Code violations. The report is also reviewed to determine if the incident being reported is bias related – the definition for our campus being: Bias incidents are acts or behaviors motivated by the offender’s bias against any combination but not limited to identities such as age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, or veteran status.

	Review:	Response:	Close Out:
UW TACOMA'S REPORTING PROCESS	REPORTED TO & REVIEWED BY BIAS INCIDENT REPORTING COMMITTEE (BIRC)	ACTION	CLOSURE
	<ul style="list-style-type: none"> <input type="checkbox"/> Acknowledge report <input type="checkbox"/> Reach out to victim <input type="checkbox"/> Contact resources <input type="checkbox"/> Make referrals <input type="checkbox"/> Counseling referral <input type="checkbox"/> Track incidents <input type="checkbox"/> Consult/Delegate <ul style="list-style-type: none"> → Title IX Office or UCIRO → Student Conduct → Campus Safety & Security → Equity & Inclusion → Office of the Ombud → Housing & Residence Life → Dean, Director, Department, Head <i>(for employees)</i> → University Communications <i>(high level public interest)</i> 	<p>Individual Action</p> <ul style="list-style-type: none"> <input type="checkbox"/> Interview <input type="checkbox"/> Mediate or adjudicate, hold accountable <input type="checkbox"/> File report, criminally investigate <input type="checkbox"/> Referral to Student Conduct <input type="checkbox"/> Crime Alerts <input type="checkbox"/> Contact office, Human Resources, employee action/mediation <input type="checkbox"/> Prepare any campus or local communications <p>Community Action</p> <ul style="list-style-type: none"> <input type="checkbox"/> Written communication <input type="checkbox"/> Community meetings <input type="checkbox"/> Counseling Center <input type="checkbox"/> Open door discussions with support by offices, CEI, other identity based leaders 	<p>CLOSURE</p> <ul style="list-style-type: none"> <input type="checkbox"/> BIRC <input type="checkbox"/> Title IX <input type="checkbox"/> UCIRO <input type="checkbox"/> Case Evaluations <input type="checkbox"/> Annual report

Reports designated as bias incidents are referred out to the units on campus directly affected by the incident. Those individual units or departments can choose how to address the Bias Incident Reporting Committee’s (BIRC) recommendations, or follow their own policies for addressing such actions. When the incident rises to the level of other University wide processes, the BIRC will elevate the incident to those authorities, e.g. Title IX Investigation Office, Office for Student Conduct, etc. The BIRC tracks all reports for campus wide trends and to create trainings that can affect campus culture. An annual report is shared with the UW Tacoma community to track the progress being made on campus.

4. Case Report Statistics (July 1, 2018 – June 30, 2019)

Bias Type

REPORTER*

Student	25
Staff	10
Faculty	1
Victim	7
Bystander	2

TARGETED IDENTITY*

Race	24
Gender	4
Religion	4
Ethnicity	2
Sexuality	1
Class	1

INCIDENT LOCATION TYPE*

Classrooms	10
Office	3
Common Space	5
Virtual Space	5
Court 17	1
Other	6

INCIDENT TYPE*

Threat	5
Harassment	13
Intimidation	17
Graffiti	5
Vandalism	1
Damage/Destruction of Property	0
Physical Assault	0
Email/Online	10
Written	11
Verbal	15
Phone	1
Other	19

INCIDENT DATE*

July 2018	1
August 2018	0
September 2018	0
October 2018	3
November 2018	5
December 2018	4
January 2019	1
February 2019	0
March 2019	2
April 2019	8
May 2019	18
June 2019	8

* Please note that many of the incidents include, multiple people, incident types, or locations. So, not all of the data will add up perfectly.

5. Summary of Case Reporting Statistics

BIRC received a total of 41 reports from July 1, 2018 – June 30, 2019. Out of the 41 reports received, there were 30 unique bias incidents. Students' rate of reporting bias was the highest at 73 percent. Approximately 25 percent of those who filed reports were staff. Only one faculty member submitted a bias incident report over the course of the reporting period. Thirty-three percent of the bias incidents reported took place in a classroom setting which is two times higher than other locations where bias was reported to have occurred. These incidents primarily revolved around faculty to student and student to student interactions.

Reports of bias in online and public common spaces also had a higher rate of incidence compared to other locations. Sixteen percent of cases occurred online, and similarly, 16 percent were reported to occur in public common spaces. Bias incident reporting data indicated that racial bias was the most prevalent when compared to other targeted identities that were reported during this period. Moreover, the incident types that emerged most frequently from the data were intimidation, verbal and harassment.

6. BIR Follow Up Examples and Actions

Each report was received electronically and reviewed by the Bias Incident Reporting Committee (BIRC). All reports were followed up by the designated University representative to assist with additional intake and follow up as appropriate. The following is a summary of examples of either recommended actions or actions taken by the BIRC in response to the incidents that were reported. In general, follow-up responses include: removal of graffiti, social media messaging, educational conversation, support targeted individuals, residence hall meetings and community wide messages. This is not a comprehensive list, and in some cases, the person who initiated the bias incident is unknown.

Bias Incident #1

At the end of the quarter a student reported that a faculty member regularly made racist statements in class. **Recommended action:** Professional development conversation with Dean of the school. Incident location: Classroom

Bias Incident #2

A student alleged an employee member acted with racial bias toward them when the student requested a service. **Recommended action:** A mediated conversation between student and employee. Incident location: Office

Bias Incident #3

An employee reported that there was a white supremacist message posted with box tape on the door of the Library. **Action taken:** Referred to Campus Safety & Security and message removed. Incident location: Common Spaces (Library, University Y Center, Atrium, etc.)

Bias Incident # 4

Student reported their roommate made culturally offensive comments towards them about the food they cooked in their apartment. **Action taken:** Referred to Student Housing for student conduct intervention. Incident location: Residence Hall

Bias Incident # 5

Received 12 reports of an online advertisement for a student event to occur at UW Seattle campus that included racist language. **Actions taken:** Referred to UW Seattle Police and communication email was sent out to all UWT students. Incident location: Virtual Space (e.g., Facebook, Cellphones, etc.)

Bias Incident #6

Student reported they saw several xenophobic, racist, propaganda stickers while walking to campus.

7. BIR Trainings and Information Sessions

DATE	PRESENTATION	ATTENDANCE
March 14, 2019	Professional Staff	approx. 20
April 16, 2019	Chancellor's Cabinet	24
May 24, 2019	Faculty Assembly	50

8. BIRC Recommendations

1. Create a part-time Bias Incident Reporting Case Manager position that would have responsibility for receiving all bias incident reports and coordinating the provision of campus support services to individuals and communities affected by bias incidents using restorative justice principles.
2. Assist UW Tacoma Schools and Divisions in developing internal protocols and processes that help facilitate coordinated responses to bias incidents when they originate within a campus unit.
3. Develop and enact anti-bias curriculum that would inform the creation of campus workshops, retreats, and trainings for UW Tacoma students, faculty and staff.
4. Create a calendar of bias incident Information sessions for UW Tacoma students, faculty and staff that would be offered on a quarterly basis.
5. Create a hate-bias communication protocol for UW Tacoma in partnership with Marketing & Communications, Campus Safety & Security, and Student Affairs.
6. Develop a diagram that illustrates the BIRC structure, membership, and campus unit delegates who serve as a resource to the BIRC.
7. Provide support to the UW Office of the Ombud in filling a currently vacant BIR committee role held by the former Associate Ombud.

9. Bias Incident Reporting Committee (BIRC)



Casey Byrne

Director of
Academic Personnel



**Hermenia
Jackson**

CWTAP Field Instructor



Jimmy McCarty

Director for the Center
for Equity and Inclusion



James McShay

Assistant Chancellor for
Equity and Inclusion



Surtida Shelton

Associate Director of
Student Conduct and
Academic Integrity



**Susan
Wagshul-Golden**

Director of
Campus Safety

University of Washington Tacoma
Bias Incident Review Committee (BIRC)

Campus Box 358409

1900 Commerce Street, Tacoma, WA 98402-3100

253-692-4776 uwtcei@uw.edu

www.tacoma.uw.edu/reportbias



Bias report form

Please use the incident report form below to report issues to our office. This form should not be used in situations where immediate attention is required. Do not use this form to report an immediate threat. If you require emergency assistance, call 911.

Every effort will be made to evaluate your report promptly, however, the timing and manner in which the University addresses the report will vary depending on the information provided and whether you wish to remain anonymous. The University cannot guarantee it will respond to all reports.

The University of Washington takes the reports made through this site seriously. Please remember that all information contained within this report may become part of the University's administrative record keeping and may be available to the students to which they pertain under The Family Educational Rights and Privacy Act (FERPA) and pursuant to WAC 478-140-018. FERPA is a Federal law that protects the privacy of student education records. More information about FERPA can be found at www.washington.edu/students/reg/ferpa.html#Q2. In making your report, please be professional, accurate and factual. Recitations of observations and facts are more useful than characterizations or labels. All reports will be kept confidential to the extent possible; you also have the option to file anonymously. If you wish to be contacted, please include your name and contact information at the conclusion of this form.

I am

- | | | |
|----------------------------------|----------------------------------|---|
| <input type="checkbox"/> Student | <input type="checkbox"/> Faculty | <input type="checkbox"/> Staff |
| <input type="checkbox"/> Visitor | <input type="checkbox"/> Victim | <input type="checkbox"/> Witness or bystander |
| <input type="checkbox"/> Other | | |

Check all that apply.

Which identities were being targeted

- | | | |
|--|--|---|
| <input type="checkbox"/> Ability | <input type="checkbox"/> Age | <input type="checkbox"/> Ethnicity (including language, accent, clothing) |
| <input type="checkbox"/> Gender | <input type="checkbox"/> Immigration status | <input type="checkbox"/> National Origin |
| <input type="checkbox"/> Political Affiliation | <input type="checkbox"/> Race | <input type="checkbox"/> Religion/Spirituality |
| <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Social/Economic Class | |
| <input type="checkbox"/> Veteran/Military | <input type="checkbox"/> Other | |

Check all that apply

Date of incident

Date

Format: 01/01/2020

Location of Incident

- Select a value -



If 'other' you may elaborate in the description text field.

Incident Type

- | | | | |
|--|--|--|---|
| <input type="checkbox"/> Damage/Destruction of Property | <input type="checkbox"/> Threat | <input type="checkbox"/> Email/Online | <input type="checkbox"/> Vandalism |
| <input type="checkbox"/> Graffiti | <input type="checkbox"/> Harassment | <input type="checkbox"/> Intimidation | <input type="checkbox"/> Written |
| <input type="checkbox"/> Phone | <input type="checkbox"/> Physical Assault | <input type="checkbox"/> Other | |

Check all that apply. If 'other' you may elaborate in the description text field.

Description of Incident

Please provide as much information as you can about the incident, such as names, identifying information, details of injuries, description of harassing behavior, names of witnesses, etc.)

Follow up via email

If you would like to be contacted via email for follow-up, please provide your email address. If you do not leave your email address, you will be not be contacted.

Follow Up

If you would like to be contacted not via email, please provide your name and contact information (phone, text, etc) and the best time to contact you.

Supporting Documentation

Photos, video, email, and other supporting documents may be attached below.

Add a new file

Choose File

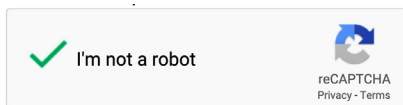
Upload

Files must be less than **2 MB**.

Allowed file types: **txt jpg jpeg png 3gp mp4**.

CAPTCHA

This question is for testing whether or not you are a human visitor and to prevent automated spam submissions.



Submit