

All courses will be placed into a learning plan and assigned annually

EEO Learning Plan	
• EEO Laws for Higher Ed: An Introduction, Course	HL32
• EEO Laws for Higher Ed: Follow up Video	H32FOLLOW
FERPA for Staff in Higher Education	SLCC_02
Freedom of Speech	RFOS
Rise Up Against Workplace Bullying in Higher Ed	HE24
Title IX Learning Plan	
• Title IX, The Clery Act, and VAWA for Faculty and Staff	HE18
• Title IX, Follow up Video	HE18OUT
ADA Learning Plan	
• Title I of ADA for Higher Ed: Supervisor Responsibilities	HE42
• ADA Follow up Video	HE52FOLLOW
Workplace Violence Prevention	SK04
Cybersecurity Learning Plan	
• Cybersecurity: Data Privacy and Safe Computing	CY18
• Cybersecurity: Social Engineering	CY33

EEO Laws for Higher Education: An Introduction



SLCC Course Code

HE32

Training Frequency

Annually (Every year)

Course Outline

Total Time: 15 Minutes

Course Description

Developed for a higher ed audience, this course provides an overview of the federal laws enforced by the EEOC that prohibit employment discrimination based on protected classes.

Learning Outcomes

- Identify the laws enforced by EEOC.
- Explain the classes that are legally protected by these laws.

Salt Lake Community College Required Training Program
**EEO Laws for Higher Education: Follow Up
Video**



SLCC Course Code

HE32Follow

Training Frequency

Annually (Every year)

Course Outline

Total Time: 1 Minute

Course Description

Given the distinct circumstances at Salt Lake Community College, this subsequent video provides a concise overview of those specific aspects.

Learning Outcomes

- Identify the laws enforced by EEOC.
- Explain the classes that are legally protected by these laws.

Salt Lake Community College Required Training Program
FERPA for Staff in Higher Education



SLCC Course Code

SLCC_02

Training Frequency

Annually (Every year)

Course Outline

Total Time: 20 Minutes

Course Description

This course covers the need to protect student information in education records by differentiating between students' private and public information, differentiating third parties that need written consent to access student information versus third parties that do not, identifying students' FERPA rights, and applying best practices to your recordkeeping.

Learning Outcomes

- Differentiate between students' private and publish Information
- Differentiate third parties that need consent to access student information versus third parties that do not
- Identify students' FERPA rights
- Apply best practices to your recordkeeping

Salt Lake Community College Required Training Program
Freedom of Speech



SLCC Course Code

RFOS

Training Frequency

Annually (Every year)

Course Outline

Total Time: 30 Minutes

- Defining Protected Speech
- Defining Freedom of Speech
- Rights and Responsibilities of Speech
- Contributing to Campus Culture

Course Description

This course is designed to provide faculty and staff training on academic freedom and freedom of speech. It will also address the separation of personal political advocacy from an institution's business interests.

Learning Outcomes

- Define and distinguish between protected and unprotected speech under the First Amendment, recognizing the types of speech that are safeguarded in higher education settings.
- Articulate the concept of freedom of speech, including its historical development, legal foundations, and its significance in fostering a democratic society.
- Analyze the rights and responsibilities associated with freedom of speech, understanding the ethical considerations and potential consequences of exercising free speech on campus.
- Evaluate how individual and collective speech contributes to campus culture, promoting a diverse and inclusive environment while respecting differing viewpoints.
- Apply principles of free speech to real-world scenarios, demonstrating their ability to navigate complex situations and uphold the values of free expression within the university community.

Rise up Against Workplace Bullying in Higher Education



SLCC Course Code

HE24

Training Frequency

Annually (Every year)

Course Outline

Total Time: 45 Minutes

- Introduction

Course Description

Workplace bullying is a problem affecting over one-third of American adults, and higher ed isn't immune. But your actions as a coworker can stop a bully in their tracks.

Whether you've been targeted by a bully or have witnessed bullying occur, in this foundational course, you'll learn how to recognize and respond to bullying in your workplace.

Learning Outcomes

- Identify bullying behaviors in your workplace.
- Respond to bullying if you have been targeted.
- Advocate effectively for targets of bullying at work.
- Find resources and assistance if bullying continues.

Title IX, The Clery Act, and VAWA for Faculty and Staff



SLCC Course Code

HE18

Training Frequency

Annually (Every year)

Course Outline

Total Time: 20 Minutes

- Introduction
- Title IX and Discrimination
- The Clery Act
- After Your Report

Course Description

This course covers compliance with Title IX, the Clery Act, and VAWA -- the laws that protect you and your students from sexual violence and discrimination. You will be able to recognize incidences of sexual violence and discrimination and respond appropriately when a student or colleague tells you about sexual violence or discrimination.

Learning Outcomes

- Comply with Title IX, the Clery Act and VAWA.
- Recognize and respond appropriately to incidences of sexual discrimination, harassment, and violence.

Salt Lake Community College Required Training Program
Title IX, Follow up Video



SLCC Course Code

HE18Out

Training Frequency

Annually (Every year)

Course Outline

Total Time: 1 Minute

Course Description

Given the distinct circumstances at Salt Lake Community College, this subsequent video provides a concise overview of those specific aspects.

Learning Outcomes

- Comply with Title IX, the Clery Act and VAWA.
- Recognize and respond appropriately to incidences of sexual discrimination, harassment, and violence.

**Title I of ADA for Higher Education:
Supervisor Responsibilities**



SLCC Course Code

HE48

Training Frequency

Annually (Every year)

Course Outline

Total Time: 15 Minutes

Course Description

For a higher education audience, this course covers providing reasonable accommodations to qualified individuals with disabilities under the Americans with Disabilities Act (ADA). Learn how to recognize when to provide reasonable accommodations. Define undue hardship and give examples of reasonable and unreasonable accommodations.

Learning Outcomes

- Recognize when to provide reasonable accommodations.
- Give examples of reasonable and unreasonable accommodations.
- Identify alternative solutions to costly accommodations.

Salt Lake Community College Required Training Program
Title I of ADA Follow up Video



SLCC Course Code

HE52Follow

Training Frequency

Annually (Every year)

Course Outline

Total Time: 7 Minutes

Course Description

Given the distinct circumstances at Salt Lake Community College, this subsequent video provides a concise overview of those specific aspects.

Learning Outcomes

- Recognize when to provide reasonable accommodations.
- Give examples of reasonable and unreasonable accommodations.
- Identify alternative solutions to costly accommodations.

Salt Lake Community College Required Training Program
Workplace Violence Prevention



SLCC Course Code

SK04

Training Frequency

Annually (Every year)

Course Outline

Total Time: 25 Minutes

Course Description

This course covers essential aspects of workplace violence prevention, including recognizing employer responsibilities, identifying warning signs, mastering de-escalation techniques, and cooperating with post-incident procedures, to ensure a safer work environment.

Learning Outcomes

- Identify your employer's responsibilities in keeping you safe.
- Identify red flag warning signs of potential workplace violence.
- Engage in de-escalation techniques intended to diffuse tense interactions.
- Cooperate with your employer's post-incident report following a workplace violence incident.

Salt Lake Community College Required Training Program

Cybersecurity: Data Privacy and Safe Computing



SLCC Course Code

CY18

Training Frequency

Annually (Every year)

Course Outline

Total Time: 10 Minutes

Course Description

Personal information, or any data that can be used to identify an individual, is often considered sensitive and must be protected. Failure to protect personal information may result in a data breach, leading to costly consequences for you and your organization. This course covers how to identify and protect personal information, including following data privacy laws and best practices.

Learning Outcomes

- Identify and protect personal information.
- Understand the data security and privacy laws you're required to follow.

Salt Lake Community College Required Training Program
Cybersecurity: Social Engineering



SLCC Course Code

CY33

Training Frequency

Annually (Every year)

Course Outline

Total Time: 10 Minutes

Course Description

This course discusses the risks of security breaches from bad actors who exploit human emotion in order to obtain sensitive information or provoke specific actions. Covered also in this course are best practices to avoid falling victim to these types of scams known as social engineering.

Learning Outcomes

- Recognize potential social engineering attacks.
- Apply best practices for avoiding social engineering.