

TRANSGENDER WORK GROUP REPORT

Spring – Fall 2017

Context

The US Department of Education issued a “[Dear Colleague](#)” letter in May 2016, providing guidance for K-12 and higher education regarding transgender student issues. While some of this guidance was repealed in early 2017, the State of Oregon also provided its [guidance](#) in May 2016. Highlights of these guiding regulations include:

- Title IX prohibits discrimination on the basis of sex. Both federal and state agencies include gender identity in their definition of sex. Therefore, gender identity is included as part of Title IX.
- When students or parents (K-12) notify a school that a student is transgender, the school must treat the student consistent with the student’s gender identity.
- A school may not require students to have a medical diagnosis, undergo medical treatment, or produce a birth certificate or other documentation as a condition of treating students consistent with their gender identity.
- Institutions must respond to harassment or discrimination based on gender identity in the same manner they would treat other gender-based harassment or discrimination.
- Institutions must allow students to participate in sex-segregated activities and access sex-segregated facilities consistent with the student’s gender identity.
- Gender identity is protected under Title IX and FERPA.

In addition to State and federal guidance, the Oregon legislature passed SB473 (2015), which required the Higher Education Coordinating Commission to convene a work group to review best practices and processes for allowing students to identify their sexual orientation and preferred name. Courtney Whetstine, COCC’s Director of Admissions/Registrar, was a member of this work group and much of their research informed the recommendations in this report.

COCC Work Group on Transgender Issues

In recognition of an increasing number of questions and concerns raised by transgender students, COCC convened a work group to review COCC policies and practices associated with collection and the use of gender identity and preferred name; facilities considerations, including signage; and campus communication and training. The work group members were selected based on their responsibilities for enacting many of the related policies and practices, as well as whose professional associations provide regular guidance on this topic. Members are:

Sharla Andresen, Director of Contracts and Risk Management
Andrew Davis, Director of Student and Campus Life
Julie Downing, Instructional Dean
Alicia Moore, Dean of Student and Enrollment Services (chair)

Diane Ross, Assistant Director of Human Resources
Karen Roth, Director of Multicultural Activities
Joe Viola, Director of Campus Services
Courtney Whetstine, Director of Admissions/Registrar

Preferred Name

In response to SB473 (2015), Oregon community colleges began reviewing options for collecting and using preferred name just prior to COCC convening its work group. The use of a preferred name for transgender individuals reflects the College's commitment to treat students and employees consistent with their gender identity especially when their legal name may not match their gender identity. By doing so, the College fosters a more respectful learning and work environment where students and employees can excel and thrive.

As part of this work, the Transgender Work Group created a [Preferred Name FAQ webpage](#) for students; this page will be maintained by Admissions and Records. A parallel FAQ webpage is in development for employees.

Students: As of this writing, students can provide a preferred first name on the admissions application and have it reflected in the following areas. Students may request to add or edit a preferred name after admissions by emailing: welcome@cocc.edu.

- Class Rosters
- Email Accounts
- Student Identification Card
- Blackboard
- Grad Tracks (degree audit)
- Commencement Ceremony
- Select internal reports

The following locations are either in progress or prioritized for updating:

- Internal Reports (e.g., advisor lists)
- Housing Software
- Dean's List
- Commencement Program
- Name tags
- Department certificates
- Internal campus awards

Employees: In addition to students, employees can provide a preferred name by emailing hr@cocc.edu. An employee's preferred name will show in the following:

Class Rosters
Grade Rosters
Directory Listings (email, phone, catalog, emergency contact list, etc.)
Grad Tracks (degree audit)
Internal Reports
ID Card
Business Card
Name Tags
Training Certificates (e.g., Safe Colleges)
Emeritus Recognition
Organizational Charts
Course Evaluations

Additionally, it will be used for all employee paperwork in which a legal name is not required (e.g., offer of employment). Preferred names cannot be used for legal documents. This includes all employment and benefit forms. Preferred name is offered on the employment application and can be used with College email addresses.

Legal name changes for students or employees will still require documentation.

Gender Identity

The work group reviewed which COCC systems allow students or employees to submit a gender identity other than “male”, “female” and/or “decline to state” noting that currently, only COCC’s housing software provides options for gender other than a binary gender selection. The work group also reviewed what options other Oregon public colleges and universities provide for students and employees. Based on this review, the work group recommends that the College adopt the same approach used at Oregon State University given that COCC and OSU share a significant number of students and the options align with existing practices at many other institutions. This model asks students to identify their legal sex designation and gender identity:

What is your legal sex designation? (select one)

- Male
- Female
- No Response

What is your gender identity? (select one)

- Agender
- Genderqueer
- Man
- Non-binary, including gender fluid, gender nonconforming, etc.
- Transgender

- Trans man
- Trans woman
- Woman
- Questioning or unsure
- Identity or identities not listed
- Prefer not to indicate

These options will be provided in the following systems:

- Housing (students)
- Banner: Admissions (students) and Employment (prospective employees) Applications (available when the College migrates to Banner 9.0, anticipated in late fall 2018)
- Award Spring (students; information pulls from Banner so will be active when the College shifts to Banner 9)
- People Admin (employees)
- Continuing Education (students)
- Enrole (students)

While students and employees can share their gender identity, it will only be visible to employees with responsibility for data entry.

The work group recognizes that there may be systems and/or paper forms which were not included in its review. Therefore, faculty and staff are encouraged to contact Alicia Moore (amoore@cocc.edu or x 7244) if they are aware of systems or forms which should be added to the above list.

Future Work

If the next iteration of Banner does not easily allow COCC to track both legal sex designation and gender identity, representatives from this task force will work with Institutional Effectiveness (IE) to determine how to best report data at a State and federal level and evaluate impacts to internal reports. (State reporting is limited to male/female/unknown and federal reporting to male/female.)

Facilities Considerations

Policy Recommendation – New Construction and Remodeling

The work group recommends that the College adopt a policy regarding future construction and/or remodel projects as follows:

When designing and building new buildings, the College will include gender inclusive bathrooms, shower facilities, locker rooms and/or other spaces in which privacy is a consideration. Remodel work will incorporate gender inclusive bathrooms, shower facilities, locker rooms and/or other spaces where privacy is a consideration when facility modifications

and cost are reasonable. Consideration of this approach will be part of the design phase of new construction or remodeling.

Mazama Locker Rooms

Creating a gender inclusive shower and/or locker room is cost prohibitive at this time given the scope of needed remodeling. Until such a remodel becomes a campus priority, the work group recommends that the existing ADA shower space be curtained off to provide greater privacy. This provides enough space for both showering and changing and is available in both the existing men and women's locker rooms.

Note that the Transgender Work Group will submit a remodel request via the Facilities Advisory Committee process in fall 2018.

Restrooms

The College's identification of gender inclusive restrooms is limited and inconsistent. Therefore, the work group reviewed a variety of sign options and solicited informal feedback from students, faculty, and staff. The work group recommends that the College purchase signage for existing single stall restrooms using the following sign design:



In addition to the sign, the work group recommends using the language "Gender Inclusive" with all restroom signs. The symbols for ADA accessible and family restrooms will be used where appropriate. Additionally, Braille will also be added to all signs.

The College currently has single stall restrooms available in the following locations:

Boyle Education Center (second floor)
Campus Services
Chandler Building
Ochoco Annex
Pence (upper floor next to men and women's restrooms)
Physiology Lab

Redmond Technology Education Center
Prineville Campus
Science Building (first floor)
Lower Level of Wickiup hall

College Training

The work group will schedule trainings for specific groups to begin in winter 2018, using information in the appendix as a guide. Potential training groups/topics include faculty and classroom expectations, Human Resources and current/prospective employee processes, Enrollment Services and current/prospective student processes, branch campus staff and current/prospective student processes, and a general campus training for all interested employees. Departments wishing to have a training specific for their area should contact Terri Botts, Student and Enrollment Services, tbotts@cocc.edu or 541.383.7211.

College Communication

Information regarding the above changes will be included in the student e-newsletter, COCC Headlines, and President's newsletter. Additionally, members of the work group will work with College Relations to identify other means by which the campus community is informed of these changes and how an individual can update his or her personal information.

APPENDIX

CENTRAL OREGON COMMUNITY COLLEGE GUIDANCE ON WORKING WITH TRANSGENDER STUDENTS AND EMPLOYEES

COCC is committed to creating and sustaining a welcoming, safe, and supportive environment for transgender students, employees, and guests. COCC's non-discrimination policy supports Oregon state law which prohibits discrimination based on an "individual's gender identity, appearance, expression or behavior" - ORS 174.100(6). COCC's policy can be found online at <https://www.cocc.edu/general-policy-manual/general/nondiscrimination-policy/>.

In order to maintain a safe and inclusive educational and workplace environment COCC will:

- Cover transgender harassment or discrimination under Title IX.
- Recognize students and employees consistent with their gender identity.
- Allow students and employees to participate in sex-segregated activities and access sex-segregated facilities consistent with their identity; and
- Protect the disclosure of one's gender identity under FERPA.
- Not request personal information when it is not required of others.

FREQUENTLY ASKED QUESTIONS

Does the college require documentation of a change in gender identity?

When students or employees notify the College of a change in their gender identity, no documentation is required. College staff will treat the individuals consistent with their gender identity even if their education records or identification documents indicate a different sex.

What about pronouns and names?

College employees will respect individuals' request for preferred names and pronouns and encourage others to do the same (e.g., a student or employee with the legal name of John wishes to be addressed as Janet and referred to with the pronoun of "she"). COCC has a process to allow the individual's preferred name to be used in place of their legal name where allowed by law (e.g., Bobcat Web, Banner, Blackboard, etc.).

What bathrooms and/or locker rooms should transgender individuals use?

COCC allows transgender individuals to use the bathrooms and locker rooms consistent with their gender identity. COCC has also identified a list of gender inclusive bathrooms (single stalls) that may provide greater safety and confidentiality. The list can be found here:

<https://www.cocc.edu/multicultural/gender-inclusive-bathrooms/>

What about athletic competition?

All students, regardless of gender or gender identity, are allowed to participate in all club and intramural sports on campus.

What about overnight accommodations?

For overnight stays, transgender individuals may select accommodations consistent with their gender identity and does not require transgender individuals to stay in single-occupancy accommodations. Students or employees should contact the person or department coordinating the trip for assistance.

What else is COCC doing to help create a safe and inclusive environment for transgender individuals?

COCC will continuously work to improve action plans that address procedures, policies, and facilities that support the needs of transgender students, employees, and guests. COCC also offers Safe Zone workshops designed to prepare participants to effectively interact with and support LGBTQ individuals. More information about Safe Zones is available here:

<https://www.cocc.edu/multicultural/safe-zone-training/>

KEY TERMS AND DEFINITIONS

- **Sex:** Sex, such as male or female, assigned at birth, usually based on external anatomy.
- **Gender:** A set of social, psychological, or emotional traits, often influenced by societal expectations, that classify an individual as male, female, a mixture of both, or neither.
- **Transgender:** A term describing a person's gender identity that does not necessarily match their assigned sex at birth. Transgender people may or may not decide to alter their bodies hormonally and/or surgically to match their gender identity. This word is also used as a broad umbrella term to describe those who transcend conventional expectations of gender identity or expression.
- **Transgender Female:** A person whose assigned sex at birth was male, but whose gender identity is female. Also referred to as male-to-female ("MTF").
- **Transgender Male:** A person whose assigned sex at birth was female, but whose gender identity is male. Also referred to as female-to-male ("FTM").

For more key terms, see: <https://www.pflag.org/glossary>.

WHERE CAN I FIND ADDITIONAL INFORMATION OR RECEIVE SUPPORT?

Students and employees may contact any of the following for questions and/or support:

Multicultural Activities

Karen Roth, Director of Multicultural Activities
Coats Campus Center 216
541-383-7412, kroth1@cocc.edu
www.cocc.edu/Multicultural/

Safe Zone Volunteers

<https://www.cocc.edu/multicultural/safe-zone-volunteers/>

CAP Center, Personal Counseling

Lower level of the Library

541-383-7200

Website: www.cocc.edu/CAP/

Student Life

Alicia Moore, Dean of Student and Enrollment Services

Coats Campus Center 213

541-383-7244, amoore@cocc.edu

Andrew Davis, Director of Student Life

Coats Campus Center 214

541-383-7592, apdavis@cocc.edu

Affirmative Action Officer /Title IX Officer

Diane Ross, Assistant Director of Human Resources

104 Newberry Hall

541-383-7218 dross3@cocc.edu

More information about supporting transgender individuals and other related topics is available at:

- LGBTQ Campus and Community Resources: <https://www.cocc.edu/multicultural/safe-zone-resources/>
- COCC Human Resources: <https://www.cocc.edu/human-resources/employment/equal-opportunity/title-ix-information/>
- COCC Diversity Committee: <https://www.cocc.edu/diversity-committee/diversity-committee/>
- The U.S. Department of Education Resources for Transgender and Non-Conforming Students - <http://www2.ed.gov/about/offices/list/ocr/lgbt.html>.
- GLSEN (Gay, Lesbian & Straight Education Network) is an organization that focuses on education and has resources for teachers - <http://www.glsen.org/educate/resources>.
- The CDC (Centers for Disease Control and Prevention) has a list of resources related to LGBT health, not only for LGBT youth, family, and friends but also educational administrators - <http://www.cdc.gov/lgbthealth/youth-resources.htm>.
- PFLAG (Parents, Families, and Friends of Lesbians and Gays) - www.pflag.org
- National Consortium of Director of Lesbian, Gay, Bisexual and Transgender Resources in Higher Education - www.lgbtcampus.org