Higher Education Institutions

Risk Management Services and Resources
United Educators (UE) members are eligible for unlimited access to risk management resources and online training at no additional cost.

**Use these valuable tools to:**

**Reduce training costs:** Implement UE's online courses rather than contracting with a third party for courses on similar topics

**Prevent incidents and claims:** Heighten awareness of high-risk and unlawful behaviors to help safeguard your campus

**Engage learners on timely topics:** Provide immersive learning experiences using our highly rated courses based on education scenarios
# Table of Contents

<table>
<thead>
<tr>
<th>Your Risk Management Resources</th>
<th>2</th>
</tr>
</thead>
<tbody>
<tr>
<td>What Courses Are Available?</td>
<td>3</td>
</tr>
<tr>
<td>Online Learning Essentials</td>
<td>4</td>
</tr>
<tr>
<td>Compliance</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>FERPA: Protecting Student Privacy</td>
</tr>
<tr>
<td></td>
<td>HIPAA: Protecting Patient Privacy</td>
</tr>
<tr>
<td>Crisis Management</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Crisis Within — Preparing Your Institution’s Response</td>
</tr>
<tr>
<td>Diversity and Inclusion</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>Accommodating Students with Disabilities</td>
</tr>
<tr>
<td></td>
<td>Committing to Diversity, Equity, and Inclusion</td>
</tr>
<tr>
<td>Health and Safety</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Alcohol: Know Your Limit</td>
</tr>
<tr>
<td></td>
<td>Opioids: What You Need to Know</td>
</tr>
<tr>
<td></td>
<td>Concussion Awareness</td>
</tr>
<tr>
<td></td>
<td>Healthy Relationships</td>
</tr>
<tr>
<td></td>
<td>Intervene: Bystander Intervention</td>
</tr>
<tr>
<td></td>
<td>Show Some Respect! Prevent Harassment</td>
</tr>
<tr>
<td></td>
<td>Fostering Student Mental Health</td>
</tr>
<tr>
<td></td>
<td>Teaching Science Safely</td>
</tr>
<tr>
<td></td>
<td>Your Campus and COVID-19: The Road Back</td>
</tr>
<tr>
<td></td>
<td>Youth Athletics Learning Program</td>
</tr>
<tr>
<td>Sexual Assault and Misconduct</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Impressions: Preventing and Reporting Sexual Assault (Title IX)</td>
</tr>
<tr>
<td></td>
<td>Lasting Choices: Protecting Our Campus From Sexual Assault (Title IX)</td>
</tr>
<tr>
<td></td>
<td>Mosaic Learning Program (Title IX)</td>
</tr>
<tr>
<td></td>
<td>Protecting Children Learning Program for Higher Ed</td>
</tr>
<tr>
<td></td>
<td>Understanding the Clery Act</td>
</tr>
<tr>
<td>Study Abroad</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>Short-Term International Programs</td>
</tr>
<tr>
<td>Transportation Safety</td>
<td>16</td>
</tr>
<tr>
<td></td>
<td>Golf Cart Safety</td>
</tr>
<tr>
<td></td>
<td>Driver Safety</td>
</tr>
<tr>
<td>Workplace Safety</td>
<td>17</td>
</tr>
<tr>
<td></td>
<td>Avoiding Conflicts of Interest</td>
</tr>
<tr>
<td></td>
<td>Avoiding Supervisory Pitfalls</td>
</tr>
<tr>
<td></td>
<td>Contracting 101: Contracting Fundamentals</td>
</tr>
<tr>
<td></td>
<td>Data Security Learning Program</td>
</tr>
<tr>
<td></td>
<td>Protecting Payment Card Information</td>
</tr>
<tr>
<td></td>
<td>Red Flags: Preventing Identity Theft</td>
</tr>
<tr>
<td></td>
<td>Workplace Harassment Prevention Learning Program</td>
</tr>
</tbody>
</table>
Your Risk Management Resources

**Online Courses**

UE's online courses enable institutions to deliver cost-effective online learning to students, faculty, supervisors, and other staff. Some institutions use these courses as a key component of meeting federal or state training requirements. A learning technology and services team member can work with you to assist in building an implementation strategy.

**Publications**

- **Claims studies** provide information about trends.
- **Reports** include in-depth studies and risk advice.
- **Checklists** present practical actions to address challenges.
- **Articles** deliver guidance on timely issues, news and tips.

**Need Advice?**

We understand the immediate need for credible information. Curious to know what other schools are doing, need a sounding board, or looking for general advice or data to support your needs on campus? Email [risk@ue.org](mailto:risk@ue.org) and a learning technology and services team member will reach out.

**Webinars**

UE hosts regular webinars that feature UE and national experts discussing tactics for approaching risk management challenges and managing real-life scenarios. Webinars are recorded and available for those who can't participate during the live event.

**Prevention and Protection Podcast**

Listen in as UE staff and other experts offer advice on how to protect your school's students, faculty, and staff.

**Risk Management Connect Demonstration**

Participate in a virtual Risk Management Connect demonstration and chat with a learning technology and services team member who will discuss your most pressing risk management concerns and highlight relevant resources.

New members can learn about the many resources available to them while renewing members will benefit from a discussion of new materials and suggestions for expanding use of available resources. The meeting will include a personalized, interactive demonstration.


**Workshops**

We offer hands-on workshops on topics including enterprise risk management (ERM) and tenure evaluation. Contact [risk@ue.org](mailto:risk@ue.org) for more information about conducting a workshop on your campus.

**Your UE Insider**

Keep up with all that UE has to offer with this weekly email newsletter that highlights the latest UE news, resources, and timely topics.

Visit [www.ue.org](http://www.ue.org) to get started!
What Courses Are Available?

**Compliance**
FERPA: Protecting Student Privacy
HIPAA: Protecting Patient Privacy

**Health and Safety**
Alcohol: Know Your Limit
Opioids: What You Need to Know
Concussion Awareness
Healthy Relationships
Intervene: Bystander Intervention
Show Some Respect! Prevent Harassment
Fostering Student Mental Health
Teaching Science Safely
Your Campus and COVID-19:
The Road Back
Youth Athletics Learning Program

**Study Abroad**
Short-Term International Programs

**Crisis Management**
Crisis Within — Preparing Your Institution’s Response

**Transportation Safety**
Golf Cart Safety
Driver Safety

**Diversity and Inclusion**
Accommodating Students with Disabilities
Committing to Diversity, Equity, and Inclusion

**Workplace Safety**
Avoiding Conflicts of Interest
Avoiding Supervisory Pitfalls
Contracting 101: Contracting Fundamentals
Data Security Learning Program
Protecting Payment Card Information
Red Flags: Preventing Identity Theft
Workplace Harassment Prevention Learning Program

**Sexual Assault and Misconduct**
Impressions: Preventing and Reporting Sexual Assault (Title IX)
Lasting Choices: Protecting Our Campus From Sexual Assault (Title IX)
Mosaic Learning Program (Title IX)
Protecting Children Learning Program for Higher Ed
Understanding the Clery Act
Online Learning Essentials

UE’s online courses help institutions deliver cost-effective online learning to students, faculty, supervisors, and other staff. Some institutions use these courses as a key component of meeting federal or state training requirements on issues such as workplace harassment prevention, sexual assault awareness and prevention, and concussion management. A learning technology and services team member can work with you to assist in building an implementation strategy.

Here’s How it Works:

1. Review Courses

Browse and review courses on www.ue.org to determine which training(s) will be a good fit for your institution.

2. Submit Training Plan

Visit Learning Launch for detailed instructions and best practices for technical implementation. Here, administrators submit their training plan to UE for review.

3. Launch Training Initiative

Learners on your campus — students, faculty, and staff — can register to access online courses on the Learning Portal using the custom training URL provided to your institution as part of the Learning Launch process. UE can also upload learner data in bulk for you.

Online Courses are Section 508/WCAG 2.0 compliant and compatible with all devices.

Education-Specific Scenarios are based on actual claims that have been reported to UE over our 35 years of managing claims.

Measure Success by sending a survey to collect immediate feedback after course completion along with a second survey to gauge the course’s long-term value.

Need Help?
Visit www.ue.org/collections/learning-launch or email launch.ue.org.

Customize Your Experience
Customize the learning experience to better integrate with other training initiatives, fit the campus culture, and improve training rollout, implementation, and completion rates.*

*Additional fees apply
FERPA: Protecting Student Privacy

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student educational records. This course covers when (and when not) to release student records to avoid FERPA violations.

10-15 minutes
Faculty, Staff, and Students
Available in Spanish

HIPAA: Protecting Patient Privacy

Federal law requires Health Insurance Portability and Accountability Act (HIPAA) training for individuals who have access to protected health information (PHI). This course is designed to provide institutions a centralized and consistent solution for educating students and employees with access to PHI.

30 minutes
Faculty, Staff, and Students

I love being able to do this training online at my desk, when it fits my schedule. That is such a big gift, and I am grateful that it minimizes disruption to my workflow and responsibilities.”

All educational institutions that receive federal funding must comply with this law.
Crisis Management

Crisis Within — Preparing Your Institution’s Response

This learning program was developed to help your institution prepare, improve, and test your plan for responding to a wide range of potential internal crises. Through a mini-course and an online game, staff will learn how to compose an effective crisis response team and plan, test, and train others on responding to a crisis.

20 minutes

Faculty, Staff, and Supervisors
Accommodating Students With Disabilities

This course addresses several topics related to students with disabilities, including how accommodations change for students when transitioning between K-12 and higher ed, types of disabilities and common accommodations, how professors should engage and accommodate students with disabilities, and accommodating students outside the classroom.

15 minutes

Faculty

The message was clearly communicated and gave the student many opportunities to practice handling situations.

Committed to Diversity, Equity, and Inclusion

The need for diversity, equity, and inclusion on our campuses has, perhaps, never been so self-evident. “Social justice” is no longer just a rallying cry; instead, it’s one of the crucial measures by which institutions are judged. This course doesn’t attempt to assign blame, but rather seeks to encourage dialogue and understanding between different races, religions, ages, gender identities, and differently abled employees at your institution.

25 minutes

Faculty, Staff, Supervisors, and Students

Available in Spanish
Health and Safety

Alcohol: Know Your Limit
Misuse of alcohol and drugs can have a range of serious consequences, including academic failure, injuries, and death. Emphasizing a harm-reduction approach, students learn how to use alcohol responsibly.

30 minutes
Students

Opioids: What You Need to Know
The Centers for Disease Control and Prevention (CDC) has recently stated that almost 70% of drug overdose deaths in 2018 involved opioids. This course informs students of the misconceptions and dangers associated with the illicit use of opioids.

20 minutes
Students

Concussion Awareness
Responding appropriately to concussions has become a critical component of keeping athletes safe. UE tackles this important topic through online courses and tip sheets for students and coaches. This learning program is designed to educate coaches, staff, and students on recognizing and responding to the symptoms of concussions.

30 minutes
Students, Coaches, and Athletics Staff
Healthy Relationships

Though often unreported, dating violence and harassment affect a significant percentage of today’s adolescents and young adults. This course will help students identify characteristics of healthy and unhealthy relationships and know how to respond to an abusive relationship.

20 minutes
Students

Intervene: Bystander Intervention

All members of a campus community are collaborative partners in the cultivation of campus health and well-being. Intervene demonstrates to students how bystander intervention can be used as a strategy to address a variety of campus issues.

40 minutes
Students

Show Some Respect! Prevent Harassment

Students who feel that they are part of a respectful learning environment are more engaged at school, and have a better self-concept and physical well-being. Harassment by peers, on the other hand, can interfere with students’ learning — negatively affecting the capability to pay attention in class, concentrate on studies, or worse. This course will help students identify, report, and prevent harassment.

30 minutes
Students
Fostering Student Mental Health
Some 40% of current college students will suffer a significant mental health issue, one reason why institution leaders revealed in a recent survey that student mental health is their top concern. This course examines the impact of mental health issues on campus, including: common types, the best ways for faculty to recognize when something is wrong, and how to put students in touch with those who can help.

30 minutes
Faculty and Staff
Available in Spanish

Teaching Science Safely
Careless handling of materials and equipment in the science laboratory can have serious, even deadly, consequences. This course helps institutions manage and reduce risks by establishing comprehensive lab safety policies.

60 minutes
Faculty, Staff, and Supervisors
Your Campus and COVID-19: The Road Back

This course explores some of the challenges associated with, and strategies for approaching, reopening K-12 schools, colleges, and universities during the COVID-19 pandemic. Learn more about COVID-19 and what faculty, staff, and students should expect, and do, as in-person operations resume.

- **25 minutes**
- **Faculty, Staff, and Students**
- **Available in Spanish**

Youth Athletics Learning Program

School sports provide an enriching experience to complement students’ academic learning. The large number of students participating in athletic programs calls for growing attention to player safety. This learning program will help students, parents, and coaches recognize and respond to common hazards in sports programs including concussions and heat illness.

- **40 minutes**
- **Faculty, Staff, and Supervisors**

Courses in this program include Concussion Recognition and Response and Heat Illness Prevention.
Impressions: Preventing and Reporting Sexual Assault (Title IX)

The Impressions course informs incoming and first-year college students how to prevent and report sexual assault. It was developed to help institutions meet training obligations under Title IX and the Violence Against Women Act and is meant to complement other prevention efforts at your institution.

45 minutes

Incoming and First-Year Students

Lasting Choices: Protecting Our Campus From Sexual Assault (Title IX)

News about sexual assault on campus is prevalent and disturbing; these incidents harm students and damage institutions’ reputations. It’s important to enlist students in the fight against these crimes. Use this course to teach students about how to protect their campus from sexual assault.

30 minutes

Students
Mosaic Learning Program (Title IX)

Workplace harassment and discrimination diminish the entire campus community, as does the related problem of student sexual misconduct. College and university employees, including faculty and staff, have a vital role to play. Help your employees identify, address, and prevent these problems with the Mosaic learning program.

- Varies
- Faculty, Staff, and Supervisors
- Available in Spanish

Courses in this program include Discrimination and Harassment and Sexual Violence Prevention.

Protecting Children Learning Program for Higher Ed

This learning program will help educators and adults at higher education institutions learn how to recognize, prevent, and report sexual misconduct. It includes online courses for educators and a short video for employees who don’t work directly with children.

- Varies
- Faculty, Staff, and Supervisors

Adults, not children, are ultimately responsible for making sure that schools are safe places for all students.

Courses in this program include Identifying and Reporting Sexual Misconduct, Hiring Staff Who Work With Minors, and Shine a Light.
Understanding the Clery Act

This course provides a short overview of the Clery Act, examines how it works, and details how it helps make campuses safer.

- **Varies**
- **Faculty, Staff, and Supervisors**
- **Available in Spanish**
Study Abroad

Short-Term International Programs

Despite their brevity, short-term international programs deserve the same vetting, preparation, and planning associated with more traditional semester-long study abroad programs. This course helps institutions prepare students and staff for safe and rewarding educational experiences around the world.

60 minutes
Faculty, Staff, and Supervisors
**Transportation Safety**

**Golf Cart Safety**
Topics covered include why and how carts are used on campuses, common safety features, areas covered in most institution cart policies, and how to avoid the most common types of accidents.

- **20 minutes**
- **Faculty, Staff, Supervisors, and Students**

**Driver Safety**
Topics include baseline knowledge of safe driving behaviors; and driver safety training such as trip preparation, defensive driving, traveling with passengers, and long-distance driving.

- **45 minutes**
- **Faculty, Staff, Supervisors, and Students**
Avoiding Conflicts of Interest

Members of the higher education community want to perform their duties ethically. This course covers one potential trouble spot: conflicts of interest. What are they, and what are the best ways to avoid them?

15 minutes
Employees

Avoiding Supervisory Pitfalls

Aimed to benefit supervisors in higher education settings, this learning program arms new and experienced supervisors with useful knowledge to help recognize good supervisory practices while providing examples of common pitfalls to avoid.

45 minutes
Supervisors

Many states have specific laws prohibiting conflicts of interest. In some cases, these apply specifically to employees at public colleges and universities. Even if these laws do not apply to your institution, ethical behavior simply makes good sense.
Workplace Safety

Data Security Learning Program

Data breaches are a real threat facing educational institutions. As hackers attempt to access sensitive information in new and ever-evolving ways, it’s essential to train on these risks to increase awareness of potential threats and mitigate the consequences of a breach. The Data Security Learning Program can give faculty and staff a high-level overview of data security issues and practical steps your institution can take to avoid data breaches.

Contracting 101: Contracting Fundamentals

Good contracting practices and understanding of indemnification and insurance will help protect your institution’s bottom line. This learning program is dedicated to promoting good contracting practices at your institution.

- **60 minutes**
- **Faculty, Staff, and Supervisors**

Protecting Payment Card Information

This online course gives learners a high-level overview of working with payment card information (PCI), including how to keep this information safe and avoid unauthorized disclosures.

- **30 minutes**
- **All Employees**

Courses in this program include Malware, Mobile Devices and Third-Party Websites, Passwords, Phishing, and Physical Security and Unintended Disclosures.
Red Flags: Preventing Identify Theft

The Federal Trade Commission's Red Flags Rule requires all institutions to implement a identity theft prevention program to detect the “red flags” of identity theft, take steps to prevent the crime, and mitigate damage. This course will help students, faculty, and staff comply with and understand the rule.

- **30 minutes**
- **Faculty, Staff, Students**

Let's start by taking a quick look at the law that establishes the Red Flags Rule: the Fair and Accurate Credit Transactions Act of 2003, also called FACTA.

Workplace Harassment Prevention Learning Program

A workplace free from harassment fosters a positive work environment, builds a sense of community, and reinforces the shared mission that is unique to educational institutions. This flexible suite of online courses includes a module containing content specific to supervisors.

- **20-30 minutes**
- **Employees**

Courses in this program include Workplace Harassment Prevention, Preventing Sexual Harassment, Bystander Intervention, and Preventing Cyber Harassment.

The scenarios were well done. I have had many opportunities for training in workplace harassment over the years, and I feel this was one of the best.”