

American Association for Access, Equity, and Diversity



Professional Development and Training Institute

Shaping the Future!



PDTI Catalog 2017

Table of Contents



- I. About Professional Development and Training Institute3
- II. Classroom Training & Certificate Programs.....4
 - A. Certified Affirmative Action Professional – CAAP.....4
 - B. Senior Certified Affirmative Action Professional – Sr. CAAP6
 - C. Recertification Requirements.....7
 - D. Diversity Management Program.....9
 - E. Federal EEO Refresher and Barrier Analysis Programs.....11
 - F. Title IX Institute12
 - G. Construction Contractor Training.....13
- III. On-Site Training Programs.....14
- IV. AAAED Webinars and AAAED Speakers.....14
- V. New Professionals Academy15
- VI. Training Schedule and Tuition.....17
- VII. Registration Information20
- VIII. PDTI Core Classroom Faculty 2017.....21



I. *About Professional Development & Training Institute (PDTI)*



The American Association for Access, Equity and Diversity (AAAED), founded as the American Association for Affirmative Action in 1974, is a national not-for-profit association of professionals working in the areas of affirmative action, equal opportunity, human resources and diversity. AAAED has more than 42 years of leadership in providing professional training to members, enabling them to be more successful and productive in their careers. It also promotes understanding and advocacy of affirmative action, diversity and other equal opportunity and related

compliance laws and regulations to enhance the tenets of access, inclusion and equality in employment, economic and educational opportunities.

AAAED's PDTI has been a primary sponsor of quality training in equal employment opportunity (EEO) and affirmative action law and policy since 1991. PDTI faculty consist of experienced educators who understand both the theory and the applications of EEO, affirmative action and diversity law and policy. Combined, our training institute's offerings will enable you to Shape Your Future in a way that will enhance your professional opportunities and promote access, equity and diversity in your workplace.

Courses offered in the PDTI Programs are eligible for continuing education credits awarded by the Human Resources Certification Institute (HRCI). Some courses are also eligible for Continuing Legal Education (CLE) credits.

PDTI offers seven professional development programs that grant certificates:

- Certified Affirmative Action Professional (CAAP)
- Senior Certified Affirmative Action Professional (Sr. CAAP)
- AAAED Diversity Management
- Title IX Law and Investigations
- Construction Contractor EEO Training
- Annual Refresher Training for Federal EEO Counselors and Investigators, and
- Federal EEO Barrier Analysis Training

In addition, there are other stand-alone training opportunities:

- On-site Training Programs
- **AAAED Webinars**
- **AAAED Speakers**
- New Professionals Academy

II. *Classroom Training & Certificate Programs*

A. CAAP PROGRAM

The PDTI classroom experience for the Certified Affirmative Action Professional (CAAP) program takes place several times per year in locations geographically dispersed throughout the United States. Participants who successfully complete the three core courses – EEO/AA Law, Complaint Processing, and Developing and implementing an Affirmative Action Program – earn the Certified Affirmative Action Professional (CAAP) credential. The CAAP credential is a symbol of excellence and attests to the expertise of the professional who holds it. PDTI also offers the Senior CAAP credential and has instituted a recertification requirement for CAAP and Senior CAAP professionals. PDTI's educational programs are designed to enhance legal knowledge and technical and administrative skills in equal employment opportunity, affirmative action, and diversity and to ensure that EEO/AA/Diversity professionals remain current in issues affecting their profession.

Members of the staff of the Office of Federal Contract Compliance Programs and the Equal Employment Opportunity Commission are invited to speak, along with lawyers, EEO experts and practitioners in the private sector and higher education.

The CAAP and Senior CAAP credentials may be added as a suffix after one's name and demonstrate one's commitment to excellence in the affirmative action and EEO profession.



AAAED PDTI CAAP Recipients and Faculty March 2016

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Required CAAP Courses:

- **Equal Employment Opportunity and Affirmative Action Law**
- **Complaint Processing, Counseling and Resolution**
- **Developing and Implementing an Affirmative Action Program**

Course Description:

Equal Employment Opportunity and Affirmative Action Law (16 hrs.)



This course is a primer on federal civil rights laws and explores the impact of those laws in the day-to-day operations of the workplace. The course provides participants not only with a theoretical and technical legal framework, but also offers real life scenarios, practical information, and hands-on techniques that can be applied in the workplace. The course covers constitutional, statutory and regulatory aspects of EEO and affirmative action law, theories of discrimination, burdens of proof, evidentiary issues, and damages concepts. The course includes recent legal and regulatory changes as well as practical applications of the law at the workplace in the areas of hiring, harassment, discipline-discharge, religious practices and accommodation, and more. (CAAP Requirement)

Developing and Implementing an Affirmative Action Program (16 hrs.)



This course concentrates on the development and implementation of Executive Order 11246 Affirmative Action Programs (AAPs). The course covers the law of affirmative action (constitutional, statutory and regulatory) and development and implementation of an

AAP pursuant to U.S. Department of Labor regulations governing federal contractors. Participants will learn about job group formation, labor market availability determinations, incumbency assessments, goal establishment and attainment, analytical tools, record keeping requirements, and Office of Federal Contract Compliance Programs compliance evaluations. This course also focuses on the development and implementation of Affirmative Action Programs for Veterans and the Disabled. The course covers the statutory and regulatory legal framework of Section 503 of the Rehabilitation Act of 1973 and the Vietnam Era Veterans' Readjustment Assistance Act of 1974. Students also will learn how to develop and implement an affirmative action program for veterans and for the disabled pursuant to U.S. Department of Labor regulations and will reflect the changes to the regulations made in 2013 and beyond. (CAAP Requirement)



Complaint Processing, Counseling and Resolution (16 hrs.)

This course covers internal and external agency complaint intake, investigation, counseling, and resolution issues, strategies, and policies and procedures. Participants will receive a course handbook that later serves as a comprehensive resource document, including inclusion of sample materials for record keeping, report writing, intake, witness interviews, and more. The class combines lecture, practical advice, and group exercises to enhance learning. (CAAP requirement)

Beth Wilson teaching Complaint Processing

B. AAAED PROGRAM FOR EXPERIENCED PRACTITIONERS - SR. CAAP

Professionals with 10 or more years of demonstrated experience may earn the Senior CAAP credential by attending an intensive workshop in conjunction with the AAAED National Conference and Annual Meeting. The basic CAAP credential is not a prerequisite for experienced professionals who meet the 10-year qualification requirement.

Professionals with fewer than 10 years of EEO and affirmative action experience at the date of the workshops to be offered are not eligible to earn the Sr. CAAP credential through workshop attendance and instead must earn the credential by: (1) first earning the CAAP credential (48 hours) and (2) completing 40 additional hours of coursework.

Course Description:

AAAED PROGRAM FOR EXPERIENCED PRACTITIONERS (SR. CAAP) (8 HRS.)

The AAAED Program for Experienced Practitioners (Sr. CAAP) is a comprehensive review that encompasses federal agency compliance initiatives as well as methodologies for leveraging data and other internal resources to maintain a successful Equal Employment Opportunity (EEO) and diversity program. The curriculum covers the current enforcement policies and regulations of the Equal Employment Opportunity Commission (EEOC), the Office of Federal Contract Compliance Programs (OFCCP), U.S. Department of Labor; and the Office for Civil Rights (OCR), U.S. Department of Education. Compensation analysis and Diversity Management issues are also covered.

The requisite experience for participation in the Senior CAAP training includes ten years of equal employment opportunity (EEO) experience in affirmative action planning, complaint

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investigations, EEO law enforcement including service at the OFCCP, Department of Justice and/or EEOC, or state and local agency EEO human resources or compliance activity. Also accepted is work as university or agency counsel where EEO issues were more than twenty percent of the workload, or practice as a labor and employment lawyer, affirmative action plan consultant, civil rights and other nonprofit organization professional where EEO was more than 20 percent of the workload. Employment as diversity managers, federal EEO investigators, disability employment coordinators or human resources professionals where EEO issues were more than twenty percent of the workload is also accepted. The ten years of experience should be recent or within the last 15 years.

Before registration, participants are required to email their resumes or curriculum vitae to: pdti@aaaed.org. Individuals will be advised if their experience does not meet the requisite criteria. If registration occurs onsite, participants must bring their resumes. Certificates will be issued at the end of the training or within thirty days after the training once resumes or curricula vitae are reviewed.

Experienced practitioners (those with 10 years or more relevant experience) will receive the "Senior Certified Affirmative Action Professional" certificate, which shall be valid for three years. The Sr. CAAP credential is subject to continuing education requirements prescribed by PDTI. For a copy of the PDTI Program Requirements, go to www.aaaed.org/training and click on AAAED PDTI Program Requirements.

C. RECERTIFICATION REQUIREMENTS

Effective 2012, AAAED instituted a recertification program for professionals who earn the CAAP and Senior CAAP credentials. For the CAAP credential, the recertification requirement takes effect beginning October 1, 2012. Thus, professionals who have earned the CAAP credential or who earned the CAAP credential at the PDTI training sites in March 2012 (Tampa) and July 2012 (Chicago) will not be subject to the recertification requirement to maintain their CAAP credential. Any professional who earns the CAAP credential after October 1, 2012 will be required to recertify every three years in order to maintain a valid CAAP credential.

Professionals who earn the Sr. CAAP are also subject to the recertification requirement.

A recertification program is designed to ensure that EEO/AA/diversity professionals keep up-to-date on issues affecting their profession. AAAED requires certified CAAP and Senior CAAP professionals to recertify their credential every three years through continuing education activities, professional association involvement, or both.

Professionals are required to accumulate 36 hours of activities in one or more of the following areas: continuing education, instruction, leadership, and professional membership. AAAED has adopted a self-report model for its recertification program.

Professionals must keep track of their activities and report those activities to AAAED, along with payment of a recertification fee, to maintain the CAAP or Sr. CAAP credential. The recertification fee is \$150. For additional details, contact the AAAED National Office.

Continuing Education Credits. Professionals may gain recertification credits for educational activities related to equal employment opportunity, affirmative action, or diversity. Credit is awarded on an hour-for-hour basis (excluding meals and breaks) for conferences, PDTI classroom training, seminars, workshops, symposiums, and online training (videoconferences, webinars, and podcasts). For courses at an accredited college or university, a one-semester credit course (15 weeks) equals 15 recertification credit hours, one quarter credit course (12 weeks) equals 12 recertification credit hours, and one audited college course equals 10 recertification hours. No credit will be awarded for general sessions at conferences or for attendance at meetings of professional associations.

Instruction. Professionals may earn recertification credits for serving as an instructor of a course, workshop, seminar or conference session (excluding presentations within your own organization). Professionals may receive credit only for the first presentation. Instructors earn 1.5 credit hours for every hour of the presentation to take into account preparation time. For example, a two-hour presentation is awarded 3 credit hours toward recertification.

Leadership. Credit may be earned for leadership activities in an EEO/AA / diversity-related association or for community volunteer work in which a professional uses his/her EEO/AA/diversity expertise. Examples include officer positions on boards, committee chair assignments, committee membership, Capitol Hill visits, testimony before Congress or state legislatures, meetings with regulatory agency officials, and preparation of comments on regulatory proposals.

Professional Membership. A professional may earn recertification credit for being a member of a national organization that promotes equal employment opportunity, access, and diversity; an EEO/AA/diversity-related organization, or a regional/area affiliate of a national organization. A professional who is an AAAED member may earn 2 hours per year toward recertification. Professional membership in a non-AAAED organization earns 1 hour per year toward recertification, provided the professional is an AAAED member. There is an 8-credit hour maximum permitted in this category.

Certified individuals are issued a certificate attesting that they have met the standards of the AAAED PDTI program and are entitled to make the public aware of their credentialed status from AAAED PDTI through the use of the initials CAAP or Sr. CAAP after their names. Certification must be maintained via the methods provided above. Individuals who do not maintain their certification are no longer entitled to use the credential. Practitioners are responsible for maintaining their certification credentials and updating their files as necessary.

D. AAAED DIVERSITY MANAGEMENT PROGRAM

Since the 1990s, Diversity Management has become a burgeoning practice and profession in the workplace. In addition to the equal opportunity, compliance, conciliation and investigative responsibilities in the workplace, practitioners have been tasked with developing diversity and inclusion programs. The profession of Chief Diversity Officer has also emerged. Beginning January 2015 PDTI has expanded its course offerings and instituted an additional course track for practitioners: The Diversity Management Program. This course will introduce professionals to the history, policies and best practices of the diversity management profession in both higher education, the private sector and government. The course will also assist practitioners to design diversity management programs and plans. Recruiting and Retaining Diverse Faculty of Color, an elective, is also part of this Diversity Management Program and is tailored for participants in academic institutions.

Individuals who successfully complete the 16 hour course will receive a certificate of completion in Diversity Management. This course also qualifies for Sr. CAAP and recertification credits. This Diversity Management Program provides an excellent opportunity for Chief Diversity Officers, Equity and Diversity professionals, as well as EEO and affirmative action practitioners to learn about this emerging field and/or to hone their skills in the effort to achieve inclusive excellence.excellence.



*Diversity Management Training
December 2016*

Course Description:**DIVERSITY MANAGEMENT PROGRAM (16 HRS.)**

Diversity is critical to the success of organizations. This highly interactive and intensive sixteen-hour course provides participants with a thorough introduction to the field of Diversity Management, in theory and as applied, both in private industry and in higher education.

Who Would Benefit: Diversity officers, equity and diversity staff, Human Resources professionals, affirmative action/EEO Professionals, lawyers, consultants and others whose duties including promoting a diverse workforce and responding to the demands of increasingly diverse stakeholders.

Key Topics:

Day One: Fundamentals of Diversity Management. An introduction to the key skills and competencies of Diversity management, diversity planning and the tools needed to effectively manage and promote a diverse workforce.

- How diversity management is defined and what it is based on the research.
- Exploring the history of diversity with an emphasis on how the transition has been made from EEO.
- “Beyond race and gender:” The relationship between diversity and affirmative action.
- The essential components of diversity management and the concept of inclusive excellence.
- Managing employee resource groups.
- An introduction to Diversity Planning concepts.
- How to plan and forecast workplace diversity.
- A look at and interaction with some key metrics in diversity planning.

Day Two: Diversity management as applied in today’s workplace.

- Recruitment and retention strategies.
- Climate surveys.
- Changing the institutional culture.
- Anticipating the demands of stakeholders, including students, faculty and administrators, stockholders and the public.
- Gaining leadership support.

(Attendees will receive an AAAED Certificate of Completion in Diversity Management)

(Counts towards the Senior CAAP and recertification)

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E. ANNUAL REFRESHER TRAINING FOR FEDERAL EEO COUNSELORS AND INVESTIGATORS AND FEDERAL EEO BARRIER ANALYSIS

EEOC Management Directive 110 for counselors or investigators requires that current EEO counselors or investigators receive refresher training each year (8-hour requirement). Since 2012, AAAED has been offering the Annual Federal EEO Refresher Training for AAAED members and other federal workers and consultants who are responsible for conducting EEO investigations and counseling for federal agencies. Our faculty consists of experienced EEO professionals in the Federal sector and the training is offered twice yearly in Washington, DC.

The Federal EEO Barrier Analysis Course is being offered to assist federal agencies to comply with Management Directive 715. Under this directive agencies are to establish and maintain effective affirmative programs of equal employment opportunity. (8 hrs.)

Course Description:



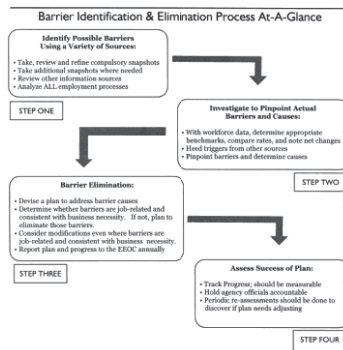
ANNUAL REFRESHER TRAINING FOR FEDERAL EEO COUNSELORS AND INVESTIGATORS

The objective of this course is to ensure compliance with the EEOC requirement to provide an annual refresher training of eight hours to EEO Counselors and Investigators; to continue the effort to apply

EEO Counseling and Investigation best practices in the processing of complaints of discrimination and to provide a better understanding of the relationship between the different complaint processing stages. The session will include: An overview of the methodologies covered in conducting counseling and investigations; applicable EEO regulations and laws; Connecting the informal pre-complaint process to the formal process; Preparing and writing effective Counseling Reports and Investigative Plans; Review of Case Studies as they relate to the EEO process. (Counts toward Sr. CAAP and recertification) (Certificate of Completion Awarded)

"I know not what the future holds, but I know who holds the future." Homer

FEDERAL EEO BARRIER ANALYSIS: SELF-ASSESSMENT, BARRIER IDENTIFICATION AND ELIMINATION



According to the Instructions to Federal Agencies for EEO Management Directive-715, “Barrier identification and elimination is the process by which federal agencies uncover, examine and remove barriers to equal participation at all levels of the workforce.” The instructions define a barrier as “an agency policy, principle or practice that limits or tends to limit employment opportunities for members of a particular sex, race, or ethnic background, or based on an individual’s disability status.” Barrier removal is vital to achieving the common goal of making the federal government a model employer.

The PDTI Barrier Analysis course will assist participants in conducting the analytical work necessary to achieve the goal of equal opportunity in the federal sector by creating a barrier-free work environment where qualified applicants and employees may compete at all levels. (Counts toward Sr. CAAP and recertification) (Certificate of Completion Awarded)

F. THE TITLE IX INSTITUTE

In 2015, AAAED PDTI established the Title IX Institute. The Institute is a program dedicated to providing training on the law and practical applications of Title IX of the Education Amendments of 1972. In 2017 AAAED will hold regional Title IX Institutes, some of which will be combined with the PDTI CAAP training and others will be offered independently. Members of the staff of the Office for Civil Rights, U.S. Department of Education, will be invited to speak, along with lawyers, Title IX experts and practitioners in the private sector and higher education.

At the Institute, speakers will address among other topics:

- Nuts and Bolts: What to expect during a U.S. Department of Education, Office for Civil Rights (OCR) Title IX Sexual Violence Investigation
- An Overview of Title IX’s Application to Student-on-Student Sexual Harassment and Sexual Violence
- Keeping Students Safe and Avoiding an OCR Investigation
- Practical Considerations in Title IX Compliance
- Case Studies

AAAED PDTI will provide a certificate of completion at the end of the session.



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Course Description:

Title IX – Legal Overview and Best Practices for Conducting Investigations (8 hrs.)



Title IX Training at Temple University

This course provides an overview and practical applications of the requirements of Title IX of the Education Amendments of 1972 including cases of sexual violence. Discussions will include the previous and current legal landscape around Title IX, an institution's obligation and liability to report and investigate Title IX-based grievances, and best practices. This course will also provide an overview of Title IX Investigations, covering a range of topics including the investigations process and best practices for developing investigation techniques. It will also focus on recent enforcement activities of the U.S. Department of Education's Office for Civil Rights (OCR) including its focus on campus sexual assault. (Counts toward Sr. CAAP and recertification) (Certificate of Completion Awarded)

G. CONSTRUCTION CONTRACTOR TRAINING



Contractors and subcontractors that hold any Federal or federally assisted construction contracts in excess of \$10,000 are covered by the nondiscrimination and affirmative action requirements of Executive Order 11246. The Order and its implementing regulations at 41 CFR Part 60-4 provide specific reporting and recordkeeping regulations that apply exclusively to the construction sector, including goals for women and minorities. The rules also address issues of harassment, recruitment, on-the-job training, and specific affirmative action steps that must be followed. The Construction Contractor Training course will provide instruction on the Office of Federal Contract Compliance Program's (OFCCP's) regulations including the following:

- The nondiscrimination obligations of federal and federally assisted construction contractors and subcontractors under Executive Order 11246, including intentional discrimination and discrimination that has a disparate impact.
- The difference between a direct federal construction contract and a federally-assisted construction contract.
- Other laws enforced by OFCCP that apply to federal and federally assisted construction contractors and subcontractors.
- Participation goals for recruiting and developing a more diverse workforce, by race and gender, based on each trade at the contractor's workforce.
- Recordkeeping requirements.
- Rules regarding testing and harassment.
- Requirements regarding the dissemination of EEO and nondiscrimination policies.

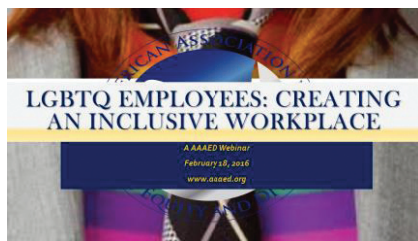
The training will also address the compliance review process used by the agency to ensure equal employment opportunity. A certificate of completion will be awarded at the end of the course.

III. *On-Site Training Programs*

In the On-Site Training Program, AAAED offers both classroom and on-site learning opportunities at the facility of your choice. We will work with you to design the coursework for managers and/or staff that fulfills your needs, ranging from conducting effective internal investigations to developing a compliant workplace. AAAED On-Site Training, in which a training program is specially designed to fit the needs of the individual client, is an excellent option for institutions or companies that have specific requirements or a group of employees who need targeted training. AAAED's expert faculty works with the client to develop the curriculum and deliver the training at the client's designated location. When you have more than one person that needs the training offered in the PDTI classroom training classes, we can also bring the trainers to you and deliver the courses on the premises. A minimum of six employees is required to deliver the PDTI classroom training on site.

In recent years, AAAED trainers have worked with clients to deliver specialized in-house training to managerial staff in the law and policies related to Title IX of the Education Amendments of 1972 and in the requirements for developing and implementing an affirmative action program. If you have had an agency compliance review or complaint investigation, or in preparation of a compliance audit, call AAAED to assist you in delivering training to your affected staff. Our on-site faculty will work with you to develop materials and deliver training to your Human Resources, equity, diversity and affirmative action personnel. Prices are based on the number of persons trained, travel and the amount of time required to prepare specific training materials. Contact the AAAED office for more information: Tel: 202-349-9855 or email: pdti@aaaed.org.

IV. *AAAED Webinars and AAAED Speakers*



AAAED Webinars. In 2008, the Association added AAAED Webinars, web-based seminars to provide expert information on current legal, policy and regulatory matters. In 2017, the one- to ninety minute webinars will be offered every month and are available to AAAED members and non-members alike. Recent webinars have addressed such issues as Disability Issues in Higher Education; Workplace Safety;

Sexual Assault, Sexual Harassment and Title IX; EEO Record-Keeping; Preparing for an OFCCP Audit; OCR Policies on Pregnant and Parenting Students, and Recruiting and Retaining Faculty of Color. AAAED Webinars are an excellent, cost-effective and time-saving addition to the tools that professionals may use to hone skills in the field of EEO, affirmative action and diversity.

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Discounts are available for AAAED members. If you cannot attend the live webinar, you may purchase the PowerPoint presentation. Need a webinar on a specific topic? Email AAAED and make a request: pdti@aaaed.org – and we will make every attempt to accommodate you.

AAAED Speakers provides opportunities to hear from the association's leadership and members on issues related to equal opportunity theory and practice, diversity and inclusion, affirmative action and access and other human resources issues at the event of your choice. Visit the AAAED website at http://www.aaaed.org/aaaed/Speakers'_Bureau.asp for more information about securing a speaker for your next event.



V. *New Professionals Academy*



The New Professionals Academy (NPA), a professional development opportunity for new EEO/AA professionals, is a comprehensive interactive 1-1/2 days of learning, sharing, networking, and professional development.

Objectives of the New Professionals Academy are to:

- Provide new professionals with an opportunity to draw on their first years of experience to improve their effectiveness and to learn from other peers and distinguished colleagues within the profession.
- Expect a commitment by the new professional to work and actively engage with other professionals and colleagues during the duration of the NPA and AAAED conference.
- Foster a welcoming and inclusive environment for new professionals to be supported and mentored by distinguished colleagues within the profession to learn firsthand strategies for career success.

Application Process

The application process for NPA:

- To assure that new professionals' participation in the Academy is fully endorsed by the current senior EEO/AA officer at his/her organization, registrants must have a letter of support submitted by the senior leadership from their respective institutions. There is a limit of one participant per organization.
- Each applicant must complete an on-line application, submit a resume and a high-resolution, photo head-shot (this will be included in the NPA Participant contact directory).
- All participants are expected to stay through the remainder of the Academy/AAAED Conference.
- Submit payment via credit card, check or with signed invoice.

New Professionals Academy Topics:

- Building the Business Case for Diversity
- Understanding the Impact of Power, Privilege, and Microaggressions in the Workplace.
- Sexual Harassment Prevention Education
- Beyond Compliance, Effective Recruitment & Retention Business Best Practices to Recruit, Hire and Retain high quality employees.

Roundtable/Panel Discussions & Sharing of Best Practices

- *What I wish I would have known before my first six months/year on the job*
- Skills and education necessary to advance career/Leadership opportunities available within AAAED.

Career Planning/Professional Development

- How to build a comprehensive career/professional development plan

To register for the New Professionals Academy, go to the AAAED website, Training page at <http://www.aaed.org/aaed/Training.asp>, or to the AAAED website's National Conference page for registration: <http://www.aaed.org/aaed/Conference.asp>.

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VI. Classroom Training Schedule & Tuition

A. 2017 CLASSROOM TRAINING SCHEDULE

CAAP Training and Title IX Institutes*

- Atlanta, GA: March 20 – 25, 2017
- Portland, OR: July 24 – 29, 2017
- Chicago, IL: September 25 - 30, 2017
- Corpus Christi, TX: November 6 - 11, 2017

AAAED Program for Experienced Practitioners (Sr. CAAP)

Scottsdale, AZ: June 5-6, 2017 (During AAAED 43rd National Conference and Annual Meeting)

Annual Refresher Training for Federal EEO Counselors and Investigators

- Washington, DC: April 12, 2017
- Washington, DC: September 20, 2017

Federal EEO Barrier Analysis Training

- Washington, DC: April 13, 2017

Title IX Institutes

There will be separate Title IX Institutes scheduled throughout the year. Check the AAAED website for more information.

New Professionals Academy

Scottsdale, AZ: June 6 – 7, 2017 (During the AAAED 43rd National Conference and Annual Meeting) See deadlines for applications and payment.

Diversity Management

Washington, DC: October 11 - 12, 2017

Construction Contractor Training

Washington, DC, TBD

*Note that the Title IX Institutes will be offered at each CAAP classroom training location in addition to the three basic CAAP courses: *EEO and Affirmative Action Law; Developing and Implementing an Affirmative Action Program; and Complaint Processing, Counseling and Resolution.*

B. 2017 TRAINING TUITION AND FEES

CAAP, SR. CAAP AND DIVERSITY MANAGEMENT CLASSROOM TRAINING:*

Early Registration Tuition

AAAED Members:

\$ 450 for 8-hour courses

\$ 900 for 16-hour courses

Non-Members

\$ 540 for 8-hour courses

\$ 990 for 16-hour courses

Regular and On-site Registration Tuition

Onsite Registration accepted if space remains available

Discounts are available

AAAED Members:

\$ 540 for 8-hour courses

\$ 1080 for 16-hour courses

Non-Members

\$ 630 for 8-hour courses

\$ 1170 for 16-hour courses

*** There is a 20% discount available for AAAED members who use the Code: AAAAPDTI (Each CAAP course is 16 hours; Diversity Management is 16 hours)**

The fee includes registration, light refreshments, and course materials.

WEBINAR FEES:

AAAED Members: \$149.00

Nonmembers: \$199.00

PowerPoint Presentations: \$89.00

FEDERAL EEO REFRESHER TRAINING (8 HOURS) AND BARRIER ANALYSIS TRAINING (8 HOURS)

AAAED AAAED Members:

Early Registration Tuition:

\$250.00 for each 8-hour course

Regular and Onsite Registration Tuition: \$295.00 for each 8-hour course



Non-Members:
Early Registration Tuition:
\$295.00 for each 8-hour course

Regular and Onsite Registration Tuition:
\$325.00 for each 8-hour course

TITLE IX INSTITUTE FEES (8 HOUR PROGRAM)

AAAED Members:
\$450 Early Bird Rate
\$495 Regular Rate

Non-Members:
\$540 Early Bird Rate
\$585 Regular Rate

NEW PROFESSIONALS ACADEMY (16 HOUR PROGRAM)

\$575.00 for AAAED members
\$625.00 for non-members

The fee includes registration, light refreshments, lunch and course materials.

Prices are not guaranteed and are subject to CHANGE

Group discounts are available



PDTI training at Georgia State University

***“A government is invigorated when each of us
is willing to participate in shaping the future of this nation.”***

Rep. Barbara Jordan

VII. *Registration Information*

To register for AAAED's Professional Development and Training Institute programs visit AAAED's website at: www.aaed.org/training or contact the AAAED National Office at: 202.349.9855 or 800-252-8952

Email: pdti@aaed.org or officeadmin@aaed.org.

AAAED Accepts Credit Cards (MasterCard, Visa, American Express and Discover), checks and purchase orders.

AAAED Reserves the right to reschedule or cancel classes based on enrollment.

Make check or purchase order payable to:

AAAED; in the Memo line, write "PDTI Institute"

U.S. Mail Payments to:

American Association for Access

P.O. Box 75524

Baltimore, MD 21275-5524

For Overnight Deliveries Only:

Lockbox Service 75524

Wells Fargo Bank

7175 Columbia Gateway Drive

Attn: American Association for Access Lockbox 75524

Columbia, MD 21046

AAAA/AAAED FEI# 31-0896714

To qualify for the CAAP credential or Senior CAAP credential, courses must be completed within five (5) years for the respective credential.

Professionals may take Senior CAAP courses at any time, but must complete the CAAP courses (and earn the CAAP credential) as a prerequisite for the Senior CAAP credential unless they successfully complete the course for Experienced Practitioners.

Advanced registration is required for all courses and must be made online through the AAAED/PDTI website unless otherwise indicated. Please visit the website for complete up-to-date information on the course dates, times and locations. On-site registration is available if space permits.



VIII. Core Classroom Faculty 2017

MYRON R. ANDERSON, Ph.D.

*Associate to the President for Diversity and
Associate Professor of Education Technology
Metropolitan State University of Denver*

Diversity Management

Myron Anderson is President of AAAED. He currently serves Metropolitan State University of Denver as the associate to the president for diversity. A member of the president's cabinet, Anderson is the College's chief diversity officer responsible for articulating and resolving current and future issues related to diversity. Furthermore, Anderson identifies campus climate trends that may assist in developing strategies to pro-actively promote "inclusive excellence."

Since he assumed his position in 2007, MSU Denver has seen its enrollment of students of color increase by more than a third, making up 28 percent of the student body in fall 2010. Since 2005 faculty of color have increase by more than 50% with a university workforce that is greater than 30% of color.

Working to improve the institution's cultural confidence, Anderson has led the Office of Institutional Diversity to focus on six elements: campus climate, recruitment and retention, diversity development, diversity initiatives, equity scorecard and civic engagement. He facilitated the development and implementation of the University's diversity strategic plan and has led two successful university-wide campus climate surveys each yielding a 63% response rate from the full-time work force.

Anderson has worked in higher education for more than 20 years, in both administrative and academic positions. He also carries the rank of associate professor of education technology. He was also the associate chair of the teacher education department at MSU Denver.

Dr. Anderson earned a Ph.D. in instructional technology and a bachelor of arts in political science from Virginia Tech, and a master of science in curriculum and instruction from Radford University.

JEAN ABRAMOWSKI

Principal of a Compliance Connection (ACC)

Developing and Implementing an Affirmative Action Program

Jean Abramowski is the Principal of A Compliance Connection (ACC), a firm created nineteen years ago to specialize in affirmative action and equal opportunity compliance. She and her team concentrate their expertise on writing AAP's, helping organizations understand how to implement the ever-changing regulations, and representing their interests during compliance audits.

Prior to this, Jean was the Director of a consulting group for ten years. She worked extensively in employment compliance matters, including preparing Affirmative Action Plans and assisting businesses through OFCCP audits; training human resource staff and managers on how to comply with affirmative action regulations without practicing "reverse" discrimination; analyzing and resolving employment discrimination complaints; conducting compliance audits; developing policies and practices; counseling on how to handle recruitment, hiring, termination, discipline and discharge actions; and, conducting training to help management better understand their responsibilities in complying with equal opportunity and affirmative laws.

Prior to this, Jean was the Vice President of Human Resources for a nation-wide insurance company, Director of Recruitment and EEO for a Fortune 500 international manufacturer and Manager of Labor Relations, Employment and EEO for a nationwide steel manufacturer. She has been involved with affirmative action compliance for over thirty-five years. Along with extensive knowledge, she brings a very practical, straightforward approach to compliance.

JO BENNETT, ESQ.

Stevens & Lee Law Firm

Developing and Implementing an Affirmative Action Program

Jo is a lawyer and consultant to management on equal employment opportunity and other workplace matters. Her clients include employers in higher education, life sciences, financial services, technology, transportation and manufacturing.

A significant portion of Jo's practice consists of advising federal contractors in these and other industries across the U.S. on federal equal employment opportunity and affirmative action compliance issues. She assists clients with the preparation of affirmative action plans and provides risk-management analyses of hiring, promotion and compensation practices. Jo also advises employers on diversity initiatives and succession planning issues

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and educates hiring managers and human resources professionals on equal employment opportunity and affirmative action. She has substantial experience defending clients in Office of Federal Contract Compliance Programs (OFCCP) compliance investigations.

In addition, Jo maintains an active litigation defense practice, having won victories on age, race and disability discrimination claims before the U.S. Court of Appeals for the Third Circuit. She also represents clients in proceedings before the National Labor Relations Board and in connection with claims arising under individual employee contracts, collective bargaining agreements and ERISA.

A frequent presenter and writer, Jo has spoken before a variety of organizations on labor and employment matters. She also publishes a regular newsletter on developments in affirmative action and diversity law.

Jo supports a variety of charitable causes and is a past recipient of the National Multiple Sclerosis Society's MS Leadership Award.

DAVID J. GOLDSTEIN, ESQ.

Little Mendelson PC

Developing and Implementing an Affirmative Action Program

David J. Goldstein works with in-house counsel, business leadership, and human resources to proactively identify and implement creative solutions for effectively utilizing human resources, complying with legal and regulatory requirements, avoiding liability, and resolving internal and external disputes. Areas in which he provides advice include wage and hour law, employee selection procedures, test validation, protection of intellectual property, and enforcement of non-compete agreements.

David also tries cases before judges, juries, and arbitrators and has substantial experience representing employers in class action litigation. In addition to trying two class action lawsuits to judgment, he has represented clients in other class or collective actions brought under the Fair Labor Standards Act, Title VII, the Age Discrimination in Employment Act, the Worker Adjustment and Retraining Notification Act, and state laws. He also frequently works with mediation and other dispute-resolution techniques in order to efficiently resolve disputes.

David devotes a significant portion of his practice to assisting employers with the preparation and approval of affirmative action plans and to representing government contractors in connection with Office of Federal Contract Compliance Programs (OFCCP), state, and local compliance reviews. Before joining Little Mendelson, David was a partner at another firm, where he practiced in the Labor and Employment Law Group for 22 years. David co-wrote the amicus curiae brief filed in the Fisher v. University of Texas at Austin case on behalf of AAAED.

ROBERT E. GREGG, ESQ., PARTNER*Boardman and Clark, LLP***Equal Employment Opportunity and Affirmative Action Law**

Bob is a partner in the Boardman and Clark Law Firm of Madison, Wisconsin. He has been professionally involved in Employment Relations and Civil Rights work for over 30 years and has designed the employment policies and procedures of numerous private employers, government agencies and universities. He litigates and serves as an expert witness in EEO cases. As a founding faculty member of the Department of Defense Race Relations Institute (now the DOD Equal Opportunity Management Institute), he developed anti-discrimination programs for military bases worldwide. As Chief Equal Rights Officer for the Wisconsin Personnel Commission, he was responsible for the discrimination case process and developing state employment laws and regulations.

Mr. Gregg is a consultant on the issues of Civil Rights and anti-discrimination in education, employment, public housing, law enforcement, service provision and has helped numerous public and private employers. Bob holds a BS degree in Business from Marshall University, Master of Social Work, and Juris Doctorate from West Virginia University. He also completed all course work toward a Doctorate in Education Administration.

ANGELA HART-EDWARDS, ESQ.*Partner**Gordon Rees Scully Mansukhani, LLP***Annual Refresher Training for Federal EEO Counselors and Investigators;
Federal EEO Barrier Analysis**

Angela Hart-Edwards is a partner in the Employment group of Gordon & Rees and chair of its Federal Sector EEO Practice Group. Ms. Hart-Edwards is a seasoned trial attorney with more than 20 years of experience and 57 cases tried to verdict. She has obtained favorable outcomes in more than 40 cases for clients. She has extensive experience handling both individual and class action lawsuits from oversight of an investigation through judgment and appeals. Ms. Hart-Edwards is also an attorney on a national toxic tort litigation team and serves as lead local counsel for large manufacturing and distribution clients.

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Ms. Hart-Edwards brings a wealth of litigation and investigation experience to her clients, having served as a Trial Attorney for the U.S. Equal Employment Opportunity Commission (EEOC) and the Department of Justice Civil Rights Division. She also served as Assistant U.S. Attorney for the U.S. Attorney's Office for the District of Columbia before she entered private practice in 2008. Ms. Hart-Edwards focuses her practice in the areas of employment and civil rights law, government investigations and corporate compliance, and federal sector EEO employment law.

LL.M., Temple University, Trial Advocacy, 1996
J.D., Temple University Beasley School of Law, 1990
B.A., Rutgers University, Labor Studies, 1987

HOSEA H. HARVEY, J.D., Ph.D.

Temple University Beasley School of Law

Equal Employment Opportunity and Affirmative Action Law

Professor Hosea H. Harvey is Assistant Professor of Law and Assistant Professor of Political Science at Temple University School of Law. His research interests center around using empirical methods to solve a central question: what is the appropriate role of the law in minimizing the effects of race and gender disparities in business organizations, consumer markets, and regulatory policies? Professor Harvey's future publications challenge the empirical basis for recent consumer finance law reforms, arguing that such reforms run counter to consumer behavior and have race and gender stratified consequences. Most recently, two of Professor Harvey's articles question the empirical basis and potential effectiveness of state-level public health interventions in youth sports. Previous work has included examinations of the political psychology of race and politics in the United States, as well as an extensive examination of antitrust harms for racial minorities in film and sports product markets.

Prior to joining the Temple faculty, Professor Harvey served as General Counsel for New York Needs You, a start-up non-profit focused on mentoring, cultivating leadership, and enhancing career opportunities for low-income first-generation New York area college students. From 2008 through 2010, Professor Harvey served as Associate General Counsel for corporate law matters at Planned Parenthood Federation of America, Inc. From 2005 through 2008, Professor Harvey was a corporate associate at Cravath, Swaine & Moore LLP, where he specialized in corporate governance and regulations, mergers and acquisitions, and securities matters. Earlier in his career, Professor Harvey clerked for the Honorable Ann Claire Williams of the U.S. Court of Appeals for the 7th Circuit; he also clerked for the Honorable Barrington D. Parker, Jr., then of the U.S. District Court for the Southern District of New York.

In 2013, Professor Hosea H. Harvey was honored as one of OBABL's "50 Under 50 Minority Law Professors."

Education

J.D., Stanford University Law School
Ph.D. (Political Science), Stanford University
M.A. (Political Science), Stanford University
B.A., Dartmouth College

WILLIAM B. HARVEY, Ph.D.

Distinguished Scholar, AAAED

Recruiting and Retaining Faculty of Color at Majority Institutions of Higher Education

William B. Harvey brings four decades of experience in the academic and non-profit sectors to his new position as Dean of the School of Education at North Carolina A&T State University. A distinguished researcher and administrator, Harvey's scholarly activity has been focused on the cultural and social factors that affect underserved populations, with particular emphasis on college and university settings. His extensive list of publications includes books, book chapters, refereed journal articles and professional and technical reviews. Among his recent scholarly contributions are a commissioned paper for the Kirwan Institute for the Study of Race and Ethnicity at Ohio State University entitled, Higher Education and Diversity: Ethical and Practical Responsibility in the Academy, and two co-edited volumes, Footprints to Success in the Academy, and Perspectives on Change in the American System of Higher Education, which were published in both English and Chinese by the Ocean University Press of China. Harvey serves as an Executive Editor of the Negro Education Review; Associate Editor of the Journal of Multicultural Learning and Teaching; and as an editorial board member for the Journal of Diversity in Higher Education; the Journal of the Professoriate; and Effective Practices for Academic Leaders.

Harvey's previous administrative positions include appointments as the Provost/Vice President for Academic and Student Affairs at Rosemont College; Vice President for Diversity and Equity at the University of Virginia, where he directed the Virginia-North Carolina Alliance for Minority Participation and secured a \$5 million grant from the National Science Foundation; Vice President and Director of the Center for Advance of Racial and Ethnic Equity at the American Council on Education; and Dean of the School of Education and Deputy Chancellor for Education Partnerships at the University of Wisconsin-Milwaukee. He has also served as the Chief Executive Officer of the International Reading Association.

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In addition to having served as chair of the Education Advisory Committee of the National Aeronautics and Space Administration, Harvey has been a Visiting Associate at the Smithsonian Institution, an American Council on Education Fellow; an Institute for Educational Leadership Fellow; and a Summer Research Fellow at the Center for Advance Study in the Behavioral Sciences at Stanford University. He is the founding President of the National Association for Diversity Officers in Higher Education and a member of the Board of the American Association for Blacks in Higher Education and the National Council for Research on Women. He has previously served on the board of the Yale-Howard Center on Health Disparities; the W.E.B. DuBois Scholars Program at Princeton University; the Study of New Scholars Project at Harvard University; the Site Support for Schools Project at Johns Hopkins University; the Martin Luther King Living History and Public Policy Center; and the Board of Visitors at the University of Pittsburgh School of Education.

Harvey received a bachelor's degree in English from West Chester University (PA), a master's degree in Social and Philosophical Foundations and doctoral degree in Anthropology of Education from Rutgers University.

DELIA JOHNSON

Former Director, Broadcasting Board of Governors

Annual Refresher for Federal EEO Counselors and Investigators; Federal EEO Barrier Analysis

Delia L. Johnson served as the Director for the Office of Civil Rights at the International Broadcasting Bureau, Broadcasting Board of Governors (Board). In this position, Ms. Johnson served as principal advisor to the Board and Senior Management on all matters relating to equal employment opportunity, civil rights and diversity issues. In her position, she enhanced the Agency's Mentoring Program and established the Diversity Leadership Council. She actively continue to introduce diversity related seminars and forums into the Agency's training curriculum.

In August of 2008, Ms. Johnson was acknowledged by the Chair of the Equal Employment Opportunity Commission (EEOC) with an award for her outstanding accomplishments in the area of Federal Sector EEO Programs. Ms. Johnson was also the Chair of the Council of Federal EEO and Civil Rights Executives addressing common concerns of Federal EEO practitioners as they administer the anti-discrimination laws and regulations. Ms. Johnson, who is retired, currently serves on the board of the American Association for Access, Equity and Diversity.

CHRISTOPHER J. METZLER, JD., MA, Ph.D.

President and CEO of HFW¥ a global Consultancy based in Boca Raton, Florida.

Diversity Management Program

Dr. Christopher J. Metzler is President and CEO of HFW¥ a global Consultancy based in Boca Raton, Florida. Prior to this appointment, Dr. Metzler was Associate Dean at the School of Continuing Studies at Georgetown University in Washington, D.C. Prior to joining Georgetown University, he was on the faculty at Cornell University's ILR School where he directed the EEO and Diversity Studies program.

At Cornell, he created the nation's first certification program for diversity professionals and established The Chief Diversity Officers' Roundtable. He is also the author of *The Competencies of the Chief Diversity Officers* (2008), the first comprehensive analysis of CDO competencies to date. He was also an adjunct Associate Professor at CUNY (The City University of New York) where he taught Civil Rights among other courses. Prior to entering higher education, he headed the strategic issues and research practice at an international consulting firm and provided advice to multinational corporations and governments on human rights, human capital, equality, corporate social responsibility, discrimination and diversity. He lectures globally on diversity, global employment practices, human resources and comparative employment systems.

Dr. Metzler is the author of a book, *The Construction and Rearticulation of Race in a Post-Racial America* (University of Aberdeen Press, 2008). He lectures globally on diversity, global employment practices, corporate social responsibility, human rights, human resources and comparative employment systems. A frequent T.V. and radio commentator, he has appeared on BBC, Sky News, News Channel 8, Channel 7 News, Channel 9 News, BBC Arabic, BBC Radio, 1290 Radio and The Joe Madison show among others. Dr. Metzler holds a M.A. in Human Rights from Columbia University, a Ph.D. in Law from the University of Aberdeen, and a Master's in Law from Oxford University.



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OLABISI LADEJI OKUBADEJO, ESQ.*Ballard Spahr LLP***Title IX Law and Investigations**

Olabisi “Bisi” Ladeji Okubadejo focuses on civil rights and employment issues in higher education, particularly on matters arising from alleged discrimination on the basis of race, disability, and sex, including sexual harassment and sexual violence. She has experience both as an attorney in private practice and with the U.S. Department of Education’s Office for Civil Rights (OCR). She advises educational institutions on complying with various federal laws, including the Americans with Disabilities Act (ADA), Title VI of the Civil Rights Act, Title IX, the Clery Act, the Campus SaVE Act, FERPA, Section 504 of the Rehabilitation Act, and the Age Discrimination Act.

At the Department of Education, Ms. Okubadejo was most recently an OCR Supervisory General Attorney, managing civil rights attorneys and equal opportunity specialists who investigated discrimination complaints against educational institutions. Her responsibilities included providing pertinent legal and policy advice to case resolution teams, evaluating discrimination complaints, facilitating early resolution of complaints, and participating in investigations and negotiations to resolve complex civil rights matters. Ms. Okubadejo oversaw and conducted investigations of complaints alleging violations of Title IX, Title VI, Section 504, the ADA, and the Age Act; reviewed and revised policies and procedures; and provided technical assistance in-person and by telephone to colleges, universities, school districts, and the public on compliance with these laws.

Ms. Okubadejo advises colleges and universities on their obligations under Title IX, including with regard to OCR’s Dear Colleague letter and Revised Sexual Harassment Guidance; on the roles of Title IX and Section 504 coordinators; and on obligations under the ADA, Section 504, and the Clery Act. She also assists educational institutions in coordinating overlapping responsibilities under these laws and with assessing compliance in light of recommendations from the White House Task Force to Prevent Sexual Assault. She provides interactive training on civil rights issues to coordinators, administrators, hearing panels/judicial boards, campus safety departments, and students. She conducts and oversees internal investigations of higher education institutions and other employers.

Ms. Okubadejo also counsels employers on compliance with Title VII, the Family and Medical Leave Act, ADA, OSHA, ADEA, federal and state wage and hour laws, and various aspects of the employment relationship. She reviews and drafts employee handbooks, employment contracts, and severance agreements.

MARILYNN L. SCHUYLER, ESQ.*Schuyler Affirmative Action Practice***EEO and Affirmative Action Law; Developing and Implementing an Affirmative Action Program**

Marilynn L. Schuyler has been developing Affirmative Action Plans for public, private, and academic institutions since 1996, and has been working in the field of Equal Employment Opportunity since 1988. She provides clients with strategic advice and analysis related to all aspects of Affirmative Action compliance, and produces Affirmative Action Plans consistent with OFCCP regulations. She has successfully led clients through audits, from notice of audit to notice of compliance, and develops compliant compensation analyses and all other analyses required for responses to OFCCP.

Ms. Schuyler began her professional career at the Department of Labor. She served in the Oakland District Office of the OFCCP as Assistant District Director, and in the San Francisco Regional Office as an OFCCP Liaison and as the Regional Civil Rights Officer. In the National Office, she was the Department of Labor's Affirmative Action Officer. She also served as the Affirmative Action Officer for the Office of the President at the University of California, for whom she developed the Affirmative Action Plan for four years. Prior to establishing Schuyler Affirmative Action Practice, Ms. Schuyler was a Senior Attorney and Director of Affirmative Action Program Development at Morgan Lewis & Bockius LLP. She received her J.D. from Georgetown University Law Center.

Ms. Schuyler is co-Chair of the Washington Metro Industry Liaison Group and a Board Member of the American Association for Affirmative Action. She was the attorney of record and co-wrote the amicus curiae brief filed in the Fisher v. University of Texas at Austin case on behalf of AAAED.

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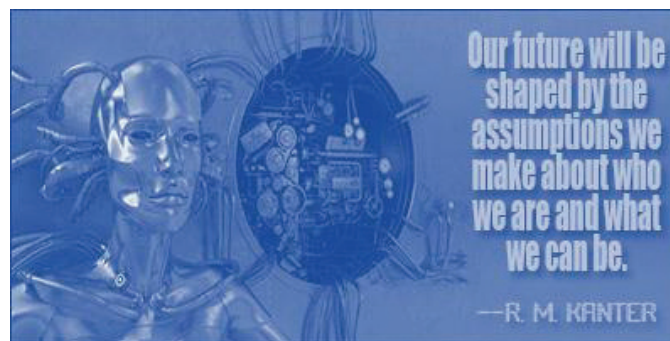
IDA “BETH” WILSON, J.D.**Complaint Processing, Counseling and Resolution; Title IX Investigations**

Beth Wilson served as Associate Vice President for Access and Equity and Executive Assistant to the President at Southern Methodist University since July, 2003. Her responsibilities included developing and implementing policies and programs that ensure both equal access and equitable treatment for the diverse populations of students, faculty and staff at SMU. In addition to addressing access and equity issues, she was responsible for identifying challenges and problems in these areas and making recommendations for their solutions.

Wilson is an attorney, consulting company president and certified mediator. She served as associate provost of Columbia University from 1995 to 2000 and held adjunct faculty positions at the University of Oklahoma and Oklahoma City University School of Law. She administered affirmative action programs for the University of Oklahoma, Oklahoma City Public Schools and University Hospital and Clinics in Oklahoma City.

Wilson served as consultant for numerous clients, including civic organizations, universities, law schools and other education bodies in Oklahoma, New York, Pennsylvania, New Jersey, Vermont and Maryland. She was national president of the American Association for Affirmative Action from 1998 to 2000 and previously was chair of the Affirmative Action Review Council for the State of Oklahoma.

She received numerous service awards and was twice named an Outstanding Young Woman of America. Wilson has appeared on various public service television programs in Oklahoma and has been a panelist and featured speaker on affirmative action issues on several national television broadcasts. Wilson earned bachelors and master's degrees from the University of Oklahoma and graduated fourth in her class with a J.D. degree from the Oklahoma City University School of Law. While a student there, she received American Jurisprudence Awards in labor law and constitutional law.



AAAED Professional Development and Training Institute

1701 Pennsylvania Avenue, NW
Suite 300
Washington, DC 20006
202-349-9855
800-252-8952
www.aaed.org
pdti@aaed.org

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