

# ECC Academic Senate

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## Important note:

This file contains the presentation used at the Senate meeting. The president's informal notes have been added in **red**.

These notes have not been reviewed nor have they been approved by the Academic Senate; they were created to provide a prompt (but informal) report about the meeting.

For a comprehensive, official accounting of Senate meetings, please refer to Senate meeting minutes:

<http://www.elcamino.edu/academics/academicsenate/>.

Thank you!





# ECC Academic Senate

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MARCH 19 2019

**PLEASE SIGN IN & PICK UP NAME CARD**

# Agenda

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- A. Call to Order
- B. Approval of Minutes -- **Pages 6-15 in Senate packet.** Minutes were approved with a minor correction; corrected minutes will be posted to the Senate website.
- C. Officer Reports
- D. Special Committee Reports
- E. Unfinished Business
- F. New Business
- G. Information Items/Discussion
- H. Future Agenda Items
- I. Public Comment
- J. Adjourn

# Welcome Division Personnel

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Dr. Amy Grant, Dean  
Natural Sciences

Dean Grant has been at El Camino for 20 years so she feels like she grew up at the college. She was invited to share something interesting about herself. She has been taking yoga in Torrance for many years and her instructor is 84 years old. Dr. Grant proudly asserted – and provided a demonstration – of her flexibility (she touched her toes!). 😊

# C. Officer Reports

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## a. President: Kristie Daniel-DiGregorio

### **New Campus Leaders Approved by Board of Trustees:**

James Buysee, Interim VP Administrative Services

Viviana Unda, Director Institutional Research & Planning

### **Change in reporting structure:**

Previously, Campus Police reported to Administrative Services. The Board approved a change for Campus Police to now report to Student Services.

### **Benefits Review:**

Working with Insurance Benefits Committee, the college is reviewing our health benefits with the goal of maintaining or improving services at lower costs. Visit the link below to view the presentation made to the Board:

[https://www.boarddocs.com/ca/ecccd/Board.nsf/files/BA828L6AFC74/\\$file/CalPERS%20Breakaway%20Analysis%20EI%20Camino%20CCD%20March%202019.pdf](https://www.boarddocs.com/ca/ecccd/Board.nsf/files/BA828L6AFC74/$file/CalPERS%20Breakaway%20Analysis%20EI%20Camino%20CCD%20March%202019.pdf)

# C. Officer Reports

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## a. President: Kristie Daniel-DiGregorio



ACADEMIC SENATE  
for CALIFORNIA COMMUNITY COLLEGES

*Celebrating 50 years*

*Leadership Empowerment Voice*

### **AREA C MEETING**

**Saturday, March 23, 2019**

**10:00 A.M. - 3:00 P.M.**

**(Continental Breakfast at 9:00 A.M./Lunch at noon)**

**Math Classroom Tours at 12:30 pm**

# C. Officer Reports

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## a. President: Kristie Daniel-DiGregorio

**Additional events sponsored by the Academic Senate for California Community Colleges ([www.asccc.org](http://www.asccc.org)):**

Meetings/Institutes – Registration Now Open

1. [Guided Pathways - Webinar](#) March 27, 2019
2. [OER Webinar - Economics](#) March 29, 2019
3. [2019 Spring Plenary Session](#) April 11, 2019 to April 13, 2019
4. [2019 Career and Noncredit Institute](#) April 25, 2019 to April 27, 2019
5. [2019 Faculty Leadership Institute](#) June 13, 2019 to June 15, 2019
6. [2019 Curriculum Institute](#) July 10, 2019 to July 13, 2019
7. [2019 Fall Plenary Session](#) November 7, 2019 to November 9, 2019

# C. Officer Reports

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- b. **VP Compton College: Amber Gillis.** No report; our Compton colleagues were double-booked during today's meeting (they are VERY busy getting ready for June 7<sup>th</sup>!)
- c. **Chair, Curriculum: Janet Young**

College Curriculum Committee minutes are available [here](#).

See slides that follow for updates from our College Curriculum Committee.



# Curriculum Committee Updates

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## **1<sup>st</sup> Reading of CCC ByLaws conducted in order to**

Remove References to Compton

Add Registrar and DEAC Coordinator as Ex Officio Members

Will bring it to the Senate in May

## **2nd Reading of the Distance Education Addendum conducted**

Revisions/recommendations from the CCC and DEAC Committee

# Curriculum Committee Updates

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**Work on Curriculog (Curriculum Management System) has begun**

Team has been assembled

Introductory team meeting was held

Design and training meetings have been scheduled

Implemented in fall

# Curriculum Committee Updates

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## **DE Expansion Project Implemented**

Division may submit courses (not scheduled for review) for DE and/or Hybrid Delivered this semester to be offered in winter/spring 2020 (fall schedule has already been developed)

Forms and process distributed to Divisions and posted on CCC Website

The Division Curriculum Committees determine whether courses are appropriate to offer as distance education. The CCC will provide more guidance and training for DCC members at Fall Professional Development Day. Note that only the addendum needs to be submitted, not the entire Course Outline of Record. Submissions should go through DCC in time to be considered at the April 1, 15, or 29 meeting of CCC.

# C. Officer Reports

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## d. VP Educational Policies: Darcie McClelland

Educational Policies Committee minutes available [here](#).

The Educational Policies Committee is welcoming new members. Some senators expressed concerns in the Senate evaluation regarding ed policies. Please consider joining EPC or sending someone from your department to join. There is a lot of work that is done on policies and procedures before they come to Senate. The EPC is a great way to learn more and to have a chance to provide input.

# C. Officer Reports

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## e. VP Faculty Development: Stacey Allen

**Pages 16-17 in Senate packet.**

Faculty Development Committee minutes available [here](#).

The Wellness Wednesday program is up and running. Thank you to Senator Yuko Kawasaki for offering a workshop on the importance of monitoring your blood pressure. Our next Informed and Inspired workshop will be next Thursday and is offered by Senator Analu Josephides. It is entitled “Contextualizing Native Hawaiian and Pacific Islander Students’ Experiences.”

# C. Officer Reports

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## f. VP Finance & Special Projects: Josh Troesh

Planning and Budgeting Committee minutes available [here](#).

Brian Fahnestock has stepped down as VP for Administrative Services. He was very open and communicative and that has not always been the case in his area. He invested a significant amount of time and energy into making the budget and budget processes more transparent and to making decision-making more collaborative. It is hoped that the college will continue in the same direction with new leadership.

## g. VP Academic Technology: Pete Marcoux

# C. Officer Reports

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## **g. VP Academic Technology: Pete Marcoux**

Registration for the Educational Technology Conference has been strong – approximately 60 have registered. (See next slide for details.) Please register by this Friday, March 22<sup>nd</sup>.

The Academic Technology Committee will meet the 2<sup>nd</sup> Thursday of each month; meeting location TBA.

The Canvas/Elucian exchange is improving.

There have been some challenges moving faculty and staff email accounts to the cloud.

The College Technology Committee meets immediately after the Senate meeting; all are welcome.

You are invited to

# ECC's Educational Technology Conference

Friday, March 29th 2019

## Tentative Schedule:

8:00-8:30 Registration & Vendor Sponsored Coffee

8:30-9:30 Keynote Speaker: Corinne Hoisington

9:30-9:45 Break & Vendor Sponsored Coffee

9:45-10:45 Breakout Sessions #1

10:45-11:00 Break & Vendor Sponsored Coffee

11:00-12:00 Breakout Sessions #2

12:00 Lunch

12:30-1:30 Breakout Sessions #3

1:30-2:00 Vendor Raffle



Register via Comerstone: At Welcome Page, click any date in the calendar. Locate class/event date via month view or agenda view (which may be easier) and click on desired event. Then click on Request ([Click here for video instructions on using Comerstone](#))



# C. Officer Reports

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## h. VP Instructional Effectiveness: Russell Serr

Fall 2018 PLO assessment status report –  $16/34 = 47\%$

Fall 2018 SLO Assessment status report –  $366/411 = 89\%$

Getting close to our goal of 100% for SLO assessments!

Assessments are being incorporated into Program Review documents, providing evidence of an integrated planning process. Assessments and Program Review recommendations can lead to funding. Keep up the good work! Emails are going out for the ILO assessment. A rubric will be provided. If you have questions, please contact Russell or Kevin Degnan.

# D. Special Committee Reports

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- a. **ECC VP of Academic Affairs: Jean Shankweiler. No report.**
- b. **ECC VP of Student Services: Ross Miyashiro. No report.**

# D. Special Committee Reports

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## c. **Distance Education Advisory Committee: Renee Galbavy, Academic Senate Distance Education Liaison**

The OEI Course Exchange is on hold. ECC has done a great job of getting courses ready but the OEI Course Exchange is undergoing some changes.

Gema Perez is still manually inputting information from Colleague to Canvas for both online and F2F classes. A patch has been developed and Beta testing will start soon. The goal is for this to be fixed by summer.

With Canvas, we have access to a lot of new software. Turnitin is available through Canvas. Proctorio is new proctoring software. It monitors students' movements and it can block students' access to other websites. It's possible to set the algorithms to monitor behaviors and whether there are other faces in the room and if there are "suspicious" movements.

DEAC is working on the Distance Education addendum and on faculty evaluations.

# E. Unfinished Business

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a. None.

# F. New Business

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## a. AP 5520 Student Disciplinary Procedures: 1<sup>st</sup> Reading

Darcie McClelland, VP Educational Policies

**Senate Packet, pgs. 19-41**

Revisions to this AP came about because faculty were concerned that the current system was not working effectively. A Discipline Task Force was convened to review the AP and the Ed Policies Committee spent several hours making further corrections. This is one of the longer APs. Changes included adding timelines for when things would happen. The AP starts with an overview of why we have the AP and a definition of terms. It continues to describe processes and timelines; sanctions; what sanctions faculty members can impose and those that can be imposed by others on campus; how disciplinary hearings are handled; who will be there; and how the meeting will be run. There are special provisions for Title IX.

# F. New Business

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## a. AP 5520 Student Disciplinary Procedures: 1<sup>st</sup> Reading

Darcie McClelland, VP Educational Policies

**Senate Packet, pgs. 19-41**

Outside the classroom, faculty can require students to provide their ID number. If they refuse, students are in violation of the Standards of Student Conduct (AP 5500) and can be asked to leave (e.g., the library). Faculty are sometimes reluctant to involve Campus Police, given the tendency for incidents to be filmed and then “go viral.”

Faculty were encouraged to file Maxient reports when they have a student discipline issue, even if they are handling the situation themselves (e.g., by removing a student from class). If no report is filed, it makes it very difficult to identify students who are repeatedly violating the Standards of Student Conduct.

# F. New Business

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## a. AP 5520 Student Disciplinary Procedures: 1<sup>st</sup> Reading

Darcie McClelland, VP Educational Policies

### Senate Packet, pgs. 19-41

It wasn't clear that AP 5520, as written, addressed online behavior (e.g., threats posted to Facebook), so revisions were made. In the case of threats or bullying, Campus Police should be contacted, whether threats are issued in person or online, on- or off-campus.

A question was raised about whether the college can enforce restitution. Legal counsel may need to be consulted. If this is included, there should be an explanation of the process.

The AP notes that parents must be present in certain circumstances for minors, but legal counsel may be needed to confirm we have addressed issues that may come up with our expanding dual enrollment offerings.

# F. New Business

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## a. AP 5520 Student Disciplinary Procedures: 1<sup>st</sup> Reading

Darcie McClelland, VP Educational Policies

### Senate Packet, pgs. 19-41

Senators asked whether the procedure ensures that the person filing a report gets confirmation of the report being received and is kept updated on the follow-up. This continues to be an issue where there is no follow-up with the filing faculty/staff member.

It was suggested that progressive sanctions be outlined. For example, suggested guidelines for 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> offenses. There will be exceptions, but, in the past, students have been able to chronically violate the Standards of Student Conduct.

Dr. McClelland will follow up and bring more information back for our second reading.



# F. New Business

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## b. BP 1200 The El Camino College Mission, Vision, and Values: 1<sup>st</sup> Reading

Darcie McClelland, VP Educational Policies

**Senate Packet, pgs. 42-46**

The Strategic Planning Committee has been working to revise BP 1200. The current version gets too far into the weeds; the revisions are designed to streamline the BP to focus on our Mission, Vision, and Values. Changes have been made to the Values to demonstrate a stronger commitment to the stated values.

# G. Information Items - Discussion

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## a. Senate Evaluation and Progress Report

Kristie Daniel-DiGregorio, President

**Senate Packet, pgs. 47-57 & handout**

Thank to all who responded: Survey response rate increased from 30% in 2017 to 65% in 2018. **The evaluation was not the only opportunity to provide input – the Senate executive board always welcomes comments and suggestions. The next slides provide snapshots of the evaluation results and brief explanation of the results, current strategies and additional, proposed strategies.**

## 1. I HAVE THE OPPORTUNITY TO...

<b>a. Participate in a process to review the committee's purpose. (Senate orientation, handbook.)</b>	Yes: 83%	Yes & Mostly: 100%
<b>b. Review the Making Decisions at El Camino document. (Senate orientation, handbook.)</b>	Yes: 80%	Yes & Mostly: 93%
<b>c. Participate in goal-setting for the committee (9/4 and 9/18 Senate meetings)</b>	Yes: 70%	Yes & Mostly: 83%
<b>d. Review progress on the committee's annual goals. (9/4 and 9/18 Senate meetings)</b>	Yes: 83%	Yes & Mostly: 96%

# Senate Evaluation Highlights

# Question 1:

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- Review committee purpose, Making Decisions document
- Participate in goal-setting for the committee & review annual goals.
- Most areas were rated highly, with the exception of participating in goal-setting.
- **Current Strategies:** Orientation in fall, handbook, website, two readings of goals.
- **Additional, Proposed Strategies:**
- Poll/survey senators for suggestions.
- PD Day Senate workshop, invite faculty input

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## 2. Overall, I...

<b>a. Have a good understanding of committee's purpose and responsibilities (Senate orientation, handbook).</b>	Yes: 83%	Yes & Mostly: 100%
<b>b. Have a good understanding of my role on the committee (Senate orientation, handbook)</b>	Yes: 80%	Yes & Mostly: 100%
<b>c. Received a copy of meeting agendas sufficiently in advance to review and consult where applicable.</b>	Yes: 100%	
<b>d. Received supporting materials in advance to review and consult where applicable.</b>	Yes: 97%	Yes & Mostly: 100%
<b>e. Have a regular practice of communicating with constituents whom I represent.</b>	Yes: 57%	Yes & Mostly: 90%
<b>f. Received an orientation to this committee when I began my term of membership (Senate orientation).</b>	Yes: 67%	Yes & Mostly: 74%

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# Senate Evaluation Highlights

# Question 2:

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- Committee purpose and responsibilities, my role on the committee
- Received materials in advance
- Have a regular practice of communicating with constituents. **To better communicate with constituents, “reporter” roles were established last year. Non-reporter senators may be less involved in communications but this doesn’t mean there is less communication. Also, meeting notes are promptly distributed across campus.**
- Received an orientation when I began my term.
- **Current Strategies:** Interactive orientation in fall, handbook, deans’ introductions. Meeting notes, Senate website.
- **Additional, Proposed Strategies:**
- Ongoing orientation efforts:
  - Email senators an overview of the meeting packet
  - Reach out to new senators individually
- Reporters email “highlights” to division faculty.
- Provide Senate notes and materials on google Drive.

<p><b>4. TO WHAT DEGREE IS THIS COMMITTEE FULFILLING ITS PURPOSE.</b></p>	<p>VERY WELL: 70%</p>	<p>VERY WELL &amp; SOMEWHAT WELL: 93%</p>
<p><b>6. Goal A: Ensure full faculty involvement in decision-making related to academic and professional matters.</b></p>	<p>Completed: 52%</p>	<p>Completed &amp; Somewhat completed: 82%</p>
<p><b>7. Goal B: Strengthen faculty involvement in the activities of the Academic Senate.</b></p>	<p>Completed: 33%</p>	<p>Completed and Somewhat completed: 77%</p>
<p><b>9. Goal C: Support the college's institutional effectiveness goal that more students from our diverse communities will attain educational success and achieve their academic goals.</b></p>	<p>Completed: 41%</p>	<p>Completed and Somewhat completed: 82%</p>

# Senate Evaluation Highlights

# Questions 4-9

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Strong support for the belief that the Senate is fulfilling it's purpose.

Goals A, B, and C. **These are unlikely to be “completed,” because they state the ongoing purpose of the Senate (e.g., representing faculty in the 10+1 purview).**

**Recent Progress: A number of faculty are serving in leadership roles at the state level.**

- *Guided Pathways Liaisons: Janice Pon-Ishikawa & Jenny Simon*
- *Legislative Liaison: Chris Wells*
- *Non-Credit Liaison: Matt Kline*
- *OER Liaison: Mary McMillan*
- *Julia Land, Basic Needs Advisory Group, ASCCC*
- *Darcie McClelland, Resolutions Committee, ASCCC*

**Current and Proposed, Additional Strategies:**

Encourage faculty to join Senate subcommittees, serve in leadership roles.

Offer Senate workshop at Fall and Spring PD Days.

Make goals more specific and short-term.



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**10. To what degree does this committee fulfill....**

<b>a. This committee's purpose statement incorporates the spirit of Strategic Initiative C.</b>	Very well: 70%	Very well and Somewhat well: 97%
<b>b. This committee actualizes Strategic Initiative C.</b>	Very well: 68%	Very well and Somewhat well: 82%
<b>c. How would you grade this committee.</b>	A Excellent: 66%	A Excellent and B Good: 94%

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# Senate Evaluation Highlights

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# Question 10

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Strong support for the Senate's purpose statement incorporating Strategic Initiative C and Senate actualizing Strategic Initiative C. 94% Rated Senate as an overall "A" or "B."

## **Evaluation Comments:**

### **Strengths:**

Organized

Efficient and responsive

Opportunity to develop leadership.

Know what is happening on campus.

Appreciate dedication of Senate leaders.

# Comments, Continued

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## Concerns:

Informational presentations. Senate subcommittees oversee much of the faculty purview at the college. Informational reports from Senate leaders are essential for faculty to know how they are being represented and to be able to provide input. Also, Senate leaders are modeling what their roles entail to mentor and encourage others to consider serving. Informational presentations from administrative leaders are an important way to maintain transparency on what initiatives are underway on our campus so faculty are informed and can provide input.

Rubber stamping administrative initiatives. There is significant consultation, negotiation, and compromise that occurs outside of Senate meetings. For example, at a recent meeting, it was noted that a task force was being convened to look at the scheduling grid. This solution was a compromise that was developed collaboratively between administrators and Senate leaders to ensure faculty consultation.

# Comments, Continued

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## Concerns:

Speaking limits. This can be proposed when we revise the Senate Constitution and Bylaws later this semester.

Placing items on the agenda. Agenda items can be proposed to the Senate president, who consults with the executive board. The Senate is invited to consider many issues and not all can be accommodated. Faculty are encouraged to consider a leadership role if they would like to take a more active role in determining meeting agendas.

Preparation by senators. Senate leaders know that senators have a lot of responsibilities and wear a lot of hats on our campus. Strategies like the “overviews” of the packets are sent to make preparing for Senate meetings more user-friendly. Senate leaders welcome any additional suggestions.

Thank you again to all who responded to our evaluation!

# G. Information Items - Discussion

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## **b. Campus Police: CLERY Reporting**

Chief Michael Trevis and Nina Wong

# A BRIEF OVERVIEW OF THE CLERY ACT

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Presentation by Nina Wong  
Campus Police  
nwong@elcamino.edu



# What is the Clery Act?

- The *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* (also known as the Clery Act) was enacted in 1990 by Congress as a consumer protection law
- The goal of the Clery Act is to ensure that students, prospective students, parents, employees and the campus community have **access to accurate information about committed crimes and campus security procedures**, and to assist them in making **informed decisions which affect their personal safety**



# THE 3 COMPONENTS OF CLERY STATISTICS

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1. CAMPUS SECURITY AUTHORITY
2. CLERY CRIMES
3. CLERY GEOGRAPHY



# 1. Campus Security Authority (CSA)

- The Clery Act requires that colleges and universities gather information about reports of crime from multiple sources
  - The information is used only for statistical purposes
- A CSA is an individual who is required by the Clery Act to report to ECCPD any Clery Act crimes that are made known to them in good faith
- Individuals with “**significant responsibility for student and campus activities**” are designated as a CSA and they are required by law to:
  - 1) Be notified that they are CSAs
  - 2) Complete annual CSA training
  - 3) Report any Clery Act crimes to ECCPD that are reported to them

***NOTE: CSAs are different than Title IX Responsible Employees. While there may be some overlap, CSAs are required to report additional crimes that are not part of Title IX***

## Examples of some Faculty CSA Positions On Campus

- Vice President of Academic Affairs
- Academic Deans
- Associate Deans
- Faculty Advisors for Clubs
- Counselors
- Athletic Coaches
- ...and more!

Note: Just because you are not designated as a CSA, it doesn't mean you can't report Clery crimes

If unsure, report it!

## 2. Clery Act Crimes

- Murder/Non-Negligent Manslaughter
- Manslaughter by Negligence
- Rape
- Fondling
- Incest
- Statutory Rape
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Hate Crimes including any of the crimes listed above as well as larceny-theft, simple assault, intimidation and damage/destruction/vandalism of property that include any of the following bias categories: Race, Gender, Religion, Sex Orientation, Ethnicity, Disability
- Dating Violence
- Domestic Violence
- Stalking
- Liquor Law Violations
- Drug Abuse Violations
- Weapons Law Violations

### 3. Clery Act Geography



- **On Campus** (campus buildings, common grounds, parking lots, etc.)
- **Public Property within or immediately adjacent to the campus** (roads, sidewalks, etc.)
- **Non-Campus properties that the institution owns or controls** (ECC Fire Academy, ECC Small Business Development Center, off campus classes at local high schools, student travel for excursions/field trips, study abroad, classes at local hospitals, etc.)

# CSA Responsibilities

- As a CSA, you are responsible for:
  - Reporting all Clery Act-related crimes in Clery Act geography in a timely manner to ECCPD
  - Getting all the facts
    - Where, what, when, who, etc.
  - Providing information about campus resources
    - Student Health Center
    - ECCPD
    - Title IX Office
    - Student Support Services
- As a CSA, you are **NOT** responsible for:
  - Investigating the incident
  - Arresting the perpetrator
  - Reporting incidents that occurred outside Clery geography (ie. At home during Spring Break, private property, etc.)
  - Reporting an incident that was overheard from a hallway conversation, in an in-class discussion, during a speech, workshop, group presentation or any other indirect manner

# Making a CSA Report

- Fill out an online form or contact ECCPD
  - [https://elcamino.formstack.com/forms/campus\\_security\\_authority\\_csa\\_reporting\\_form](https://elcamino.formstack.com/forms/campus_security_authority_csa_reporting_form)
  - ECCPD Number: 310-660-3100
- Report incident as soon as possible



# Noncompliance

- The Clery Act is a federal law
- Department of Education audits schools
- There are significant fines for noncompliance
  - \$57,317 (2019) per violation
  - Department of Education can limit or completely disqualify colleges from receiving federal funding

# Why is this important to me?



- Enhances campus crime awareness



- Increases personal and campus safety



- Helps individuals receive support services and resources



- ***KNOWLEDGE SHARING = POWER!***

- The more we know, the better



- This ultimately ensures student success



# Agenda

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## H. Future Agenda Items:

- Ed Policies: AP 7160 Professional Development
- Strategic Plan
- Senate Constitution and Bylaws
- AB 705
- South Bay Public Safety Center

## I. Public Comment

## J. Adjourn

*You made it to the end! If you haven't received a gift card this semester, be the first to email [kdaniel@elcamino.edu](mailto:kdaniel@elcamino.edu) letting her know what percentage of senators rated the Senate as an "A: Excellent" or "B: Good" on the most recent evaluation! Thanks for reading!*