



## STRATEGIC PLANNING COUNCIL AGENDA

Date: November 5, 2013  
Starting Time: 2:00 p.m.  
Ending Time: 3:45 p.m.  
Place: **AA-140**

**CHAIR:** Deegan

**MEMBERS:** Barton, Claypool, Cuaron, Davis, Dimmick, Falcone, Gilroy, Gonzales, Gonzalez, Holmes, Larson, Laughlin, Lienhart, Maunu, Moore, Navarro, Perez, Sourbeer, Stockert, Talmo, Titus, Tortarolo, Velazquez, Wick

**RECORDER:** Ashour

	Attachments	Time
<b>A. <u>MINUTES</u></b>		2 min
1. Approve Minutes of October 15, 2013		
<b>B. <u>INFORMATION</u></b>		10 min
1. Technology Plan Update	Exhibit B1	
<b>C. <u>ACTION ITEMS/SECOND READING</u></b>		5 min
1. BP 7250 Educational Administrators	Exhibit C1	
2. AP 7250 Educational Administrators	Exhibit C2	
<b>D. <u>ACTION ITEMS/FIRST READING</u></b>		5 min
1. 2014-2015 Academic Calendar	Exhibit D1	
2. BP 1100-The District; BP 1200-District Mission	Exhibit D2	
BP 1300-Educational Philosophy; BP 3500-Campus Safety		
3. AP 3500-Campus Safety; AP 3515-Reporting of Crimes	Exhibit D3	
<b>E. <u>INTEGRATED PLANNING MODEL</u></b>		30 min
1. SPC Timeline Check-In		
2. Strategic Plan 2016 Action Plan Update		
<b>F. <u>ACCREDITATION RECOMMENDATIONS AND PROGRESS</u></b>		15 min
1. Accrediting Commission Actions and Policy Updates		
2. Accreditation Self-Evaluation Update		
<b>G. <u>REPORTS OF PLANNING COUNCILS</u></b>		15 min
1. Finance & Administrative Services Planning Council – Ron Perez		
2. Human Resource Services Planning Council – John Tortarolo		
3. Instructional Planning Council – Berta Cuaron		
4. Student Services Planning Council – Adrian Gonzales		
<b>H. <u>REPORT FROM PC3H COMMITTEE</u></b>		5 min
<b>I. <u>OTHER ITEMS</u></b>		



**STRATEGIC PLANNING COUNCIL  
MEETING MINUTES  
November 5, 2013**

A regular meeting of the Palomar College Strategic Planning Council scheduled November 5, 2013, was held in AA-140. President Robert Deegan called the meeting to order at 2:05 p.m.

**ROLL CALL**

Present: Cuaron, Dimmick, Deegan, Gilroy, Gonzales, Larson, Laughlin, Maunu, Sourbeer, Stockert, Talmo, Titus, Tortarolo, Velazquez  
Absent: Barton, Claypool, Falcone, Holmes, Lienhart, Moore, Navarro, Perez, Wick  
Guests: Kendyl Magnuson  
Recorder: Cheryl Ashour

**A. MINUTES**

**1. Approve Minutes of October 15, 2013**

MSC (Cuaron/Sourbeer) to approve the Minutes of October 15, 2013 as written

**B. INFORMATION**

**1. Technology Plan Update (Exhibit B1)**

Don Sullins gave an update of the Technology Master Plan 2016, Year 3 Addendum, which meets Goal 6 of Strategic Plan 2016. He outlined the information in the three sections of the document: Executive Summary, Assessment of Technology Solutions, and Recommended Initiatives. Discussion ensued regarding adequately training users of installed technology, for example the digital boards in the Student Union. There was consensus that there needs to be more training and/or time to practice to those who will use the newly installed technology. President Deegan asked that this issue be addressed and to report back.

**C. ACTION ITEMS/SECOND READING**

**1. BP 7250 Educational Administrators (Exhibit C1)**

MSC (Sourbeer/Dimmick) to approve BP 7250 Educational Administrators as written

**2. AP 7250 Educational Administrators (Exhibit C2)**

There was a question with the wording in the first bullet of page 2 regarding if the criteria is established by the District or the Board of Governors and if the Faculty Senate can determine if an administrator meets the minimum qualifications as a faculty member, since an administrator does not teach. John Tortarolo was asked to bring back an answer to the questions when this item returns for action/second reading at the next SPC meeting.

**D. ACTION ITEMS/FIRST READING**

**1. 2014-2015 Academic Calendar (Exhibit D1)**

John Tortarolo explained how the 2014-2015 Academic Calendar was developed by the Calendar Committee. Berta Cuaron stated that an Academic Calendar Workgroup was formed to develop recommendation(s) for an academic calendar that is compliant with all Title 5 requirements and to provide guidelines to be considered by the Calendar Committee for current and future calendar needs. She shared the workgroup's guiding principles.

MS (Tortarolo/Cuaron) to move to second. There was not consensus to move the item to second reading; Teresa Laughlin had stated that the PFF E-Board and leadership are going to review the document this week. This item will return for action/second reading at the next SPC meeting.

**2. BP 1100-The District; BP 1200-District Mission; BP 1300-Educational Philosophy; BP 3500-Campus Safety**

There was no discussion. This item will return for action/second reading at the next SPC meeting.

**3. AP 3500-Campus Safety; AP 3515-Reporting of Crimes**

There was no discussion. This item will return for action/second reading at the next SPC meeting.

**E. INTEGRATED PLANNING MODEL****1. SPC Timeline Check-In**

There was no update given.

**2. Strategic Plan 2016 Action Plan Update**

John Tortarolo stated that the deadline for Staffing Plan updates from the Councils will be extended to the end of January, 2014.

**F. ACCREDITATION RECOMMENDATIONS AND PROGRESS****1. Accrediting Commission Actions and Policy Updates**

There were no updates.

**2. Accreditation Self-Evaluation Update**

Berta Cuaron discussed the progress of the Self-Evaluation document. Draft documents for all sections have been submitted to the writing team.

**G. REPORTS OF PLANNING COUNCILS****1. Finance and Administrative Services Planning Council – no report****2. Human Resource Services Planning Council**

John Tortarolo reported that HRSPC will meet today.

**3. Instructional Planning Council**

Berta Cuaron reported that information sessions were being conducted for the PRP process; IPC is discussing how to evaluate PRPs.

**4. Student Services Planning Council**

Adrian Gonzales reported that SSPC discussed the Staffing Plan, PRPs, and the Student Success Initiative.

**H. REPORT FROM PC3H COMMITTEE**

Sherry Titus reported that new flags and signs were purchased. The Human Dignity Foundation will match all funds donated to the Pride Center. The GSA Awards will be this Friday at 5:30 p.m. in the SU building.

**I. OTHER ITEMS****1. SPPF Process**

Teresa Laughlin asked about the SPPF process. An update on SPPF requests will be given at the next SPC meeting.

**2. Escondido Center**

The grand opening of the Escondido Center will be held on November 15 at 1:00 p.m.

**3. ASG**

Genesis Gilroy reported that Palomar was represented last weekend at the Student Senate for California Community Colleges Fall Conference. They voted on student-drafted resolutions; the votes and results of the resolutions will be posted on the ASG website. The website is being completely revamped and will be completed by the end of the semester. The minutes are now up-to-date; a set of goals have been adopted and will be posted online. A small taskforce has been formed to assimilate the GRAD program with the Interclub Council.

**J. ADJOURNMENT**

There being no remaining items, the meeting was adjourned at 3:50 p.m.



# **PALOMAR COMMUNITY COLLEGE DISTRICT TECHNOLOGY MASTER PLAN 2016**

## **YEAR 3 ADDENDUM**

**July, 2013**

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## I. EXECUTIVE SUMMARY

Strategic Plan 2013 was adopted by the Palomar Community College District Governing Board on February 16, 2010. Strategic Plan 2013 Goal 6 states: *Optimize the technological environment to provide effective programs and services throughout the district. Objective 6: Update Technology Master Plan 2005 to address: access, training, evaluation, disaster preparedness and data security, and ongoing technology, maintenance and replacement.*

Technology Master Plan 2016 has five major sections: the Executive Summary, Background, Technology Systems & Services, Technology Planning Process, and Recommended Initiatives. On November 16, 2010, the Strategic Planning Council (SPC) accepted Technology Master Plan 2016.

On October 2, 2012, SPC accepted Palomar College Strategic Plan 2013 – YEAR 3 Action Plan 2012-2013 which established *Objective 6.1 - Integrate assessment of technology solutions to meet current and future technology needs in the Technology Plan.*

Technology Master Plan 2016 Year 3 Addendum describes the assessment of technology solutions dialogue held by the Technology Plan Workgroup in FY2012-13 and provides an update to the Recommended Initiatives in Technology Master Plan 2016. The Recommended Initiatives are a set of directives, projects, and activities classified into three tiers that the District needed to undertake to meet Strategic Plan 2013 Goal 6.

Since Tier 1 Initiatives assumed using existing resources and no additional funding, thirty-three (33), or 83% of the Tier 1 Initiatives were completed or are in various stages of progress. Additionally, two (2) Tier 2 Initiatives were completed and six (6) Tier 2 and Tier 3 Initiatives are in progress. At the end of Year 3 forty-one (41) initiatives were started and the stage of progress is as follows:

- Completed – 13
- Partially completed – 11
- In progress – 11
- Ongoing initiative – 6

Of the completed Initiatives, the most beneficial were:

- Created a Technology Master Plan (TMP) Workgroup to comment authoritatively on new software and hardware proposed under the District's newly adopted Integrated Planning, Evaluation, and Resource Allocation Decision-Making Model (IPM).
- Established a District standard for telecommunications products to ensure the telecommunications infrastructure and network systems in all new buildings

comply with industry standards to support access, software applications, telecommunications, audiovisual solutions, and security.

- Segmented the Network and Technical Services program within the Information Services Department into two programs, Network and Data Center Services and Technical and AV Support Services to improve the District's technology support for students, faculty and staff.
- Implemented three emergency notification applications: E911, Blackboard Connect and InformaCast and installed phones in all classrooms to improve emergency services for students, faculty and staff.

As a result, the Recommended Initiatives section in Technology Master Plan 2016 has been updated to reflect the progress made over the three-year period and the Recommended Initiatives Update is provided in Section III. A summary of the Plan updates follows:

- Completed initiatives were removed from the Plan
- The six (6) initiatives identified as ongoing were moved to the Ongoing Technology, Maintenance and Replacement category
- The six (6) Tier 2 and Tier 3 Initiatives in progress were re-categorized as Tier 1 Initiatives
- Two (2) Tier 1 Initiatives were re-categorized as a Tier 2 Initiatives
- One (1) Tier 1 Initiative was re-categorized as a Tier 3 Initiative

The Workgroup has the following comments regarding obstacles to success for completion of Tier 2 and Tier 3 technology initiatives.

- The District lacks the project management and technical skills needed to successfully implement new technologies and has not established effective training programs to overcome these deficiencies.
- Additional staff members with the appropriate skills need to be hired in order to implement new technologies, but job descriptions reflect outdated duties and are not designed for hiring these types of people.
- The technology proposal process should be revised to not only include the hardware/software costs, but the full implementation costs, including a project plan, training, staffing requirements (length of time needed, types of skills, skill levels, expertise, backfill needs, etc.), documentation and implementation support.

## II. Assessment of Technology Solutions

During FY2012-13, the TMP Workgroup discussed establishing a set of evaluation criteria to measure technology solutions. The assessment discussion initially focused on establishing a standard set of evaluation criteria by which all technology solutions would be measured. However, due to differences in value provided by a hardware device, software application, computer appliance, etc., it became apparent that the one-size fits all assessment criteria was impractical and could deliver meaningless outcomes. As a result, the Workgroup agreed that the assessment criteria to measure the value of a technology solution should be developed based on the service value and functional benefits provided by the technology.

The assessment to be integrated into Technology Master Plan 2016 is a process rather than a standard set of evaluation criteria and used the Standardized Technology Evaluation Process (STEP) as a guideline.

[http://www.mitre.org/work/sepo/toolkits/STEP/files/StepUsersGuide\\_09.pdf](http://www.mitre.org/work/sepo/toolkits/STEP/files/StepUsersGuide_09.pdf)

The proposed process requires a set of evaluation criteria and a method by which to weigh the value of each criterion be established before the technology assessment is started. This process would provide a rationale to make and justify decisions and involves the following steps:

- Establish a set of evaluation criteria and, if appropriate, divide the criteria among a set of categories
- Determine a scheme for scoring value against the evaluation criteria
- Provide a set of numerical weights to determine the relative importance of the criteria and evaluation categories
- Compute an overall score for each technology

In order to test the assessment process, the TMP Workgroup identified three (3) technology solutions that were candidates for meeting district needs:

- Upgrade to Microsoft Windows 8
- Use mobile devices in student labs
- Implementing a Virtual Desktop Infrastructure (VDI).

During the discussions, the Workgroup could not reach consensus regarding the use of mobile devices in the student labs. Issues were raised regarding device types, screen sizes, operating system differences, application availability, and how to address those students who didn't own a smart phone or tablet. As a result, the use of mobile devices or the Bring Your Own Device (BYOD) to the student lab was dismissed as a technology solution to avoid ongoing computer costs of student labs and one to be evaluated at this time.

Next the criteria to weigh the value of the other technology solutions, Microsoft Windows 8 and a Virtual Desktop Infrastructure (VDI) as they relate to the district's programs and services were discussed and a set of categories were developed to



assess them. The proposed evaluation criteria for the Microsoft Windows 8 operating system assessment consisted of the following categories:

- Value for District programs
- Functionality
- User interface
- Vendor support
- Security
- System administration
- Patch management
- Deployment options
- Desktop application support

Academic Technology reviewed Windows 8 in fall 2012 and decided not to convert their labs in the Library to Windows 8 for the spring 2013 term. Information Services tested Windows 8 and Internet Explorer 10 with the PeopleSoft Student and eServices application in spring 2013 and concluded that the PeopleSoft applications worked as expected using Windows 8 and IE10 with only minor issues encountered.

At the April TMP Workgroup meeting, an assessment discussion followed a Microsoft Windows 8 demonstration. The discussion to establish the evaluation criteria to assess its value concluded in Windows 8 having no immediate value for the district. Since no touchscreen applications are currently in use, it was recommended that the evaluation be postponed until FY2014-15 or until a touchscreen application was needed. As a result, a scheme for scoring value and setting numerical weights to determine the importance of each criteria and evaluation category was never created, but the Windows 8 assessment was communicated to the Finance & Administrative Services Planning Council (FASPC) and to the Strategic Planning Council (SPC). From a technology planning perspective, the assessment was important because the District would not be upgrading its existing computers to Microsoft's new Windows 8 operating system, nor purchasing any new computers with Windows 8 for the next fifteen (15) months.

At the May TMP Workgroup meeting, a Virtual Desktop Infrastructure (VDI) presentation and discussion was held to establish the evaluation criteria for a VDI assessment and the proposed evaluation criteria included the following categories:

- Value for District programs
  - BYOD services for students and faculty
  - Departments can use any student lab
  - Staff can access their desktop environment from any office
  - Fitness for a community college
- Functionality
  - Flexibility for remodels and office/classroom moves
- User interface
- Vendor support

- Security
  - Platform for BYOD security and resource utilization
- System administration
  - Simplifies maintenance and service
- Deployment options
- Desktop application support

The VDI proof of concept project that Information Services had scheduled for summer 2013 was postponed due to staff resource constraints and higher priority, network, audiovisual, system upgrade projects that needed to be completed before the fall term began. As a result, the VDI assessment was not completed and the proposed process to assess technology solutions was not validated.

The assessment of the three (3) technology solutions have been included in the Recommended Initiatives Update and categorized as follows:

- Tier I Initiatives:
  - Assess the value of upgrading to the Microsoft Windows 8 operating system
- Tier 2 Initiatives:
  - Assess the value of having students Bring Your Own Device (BYOD) to the lab
  - Assess the value of implementing a Virtual Desktop Infrastructure (VDI)

### III. Recommended Initiatives Update

#### Tier 1 Initiatives

<b>Access:</b>
Expand wireless network to include access to campus network resources for faculty, staff and students based on security profile.
Improve access to information by providing more self-service functionality in the Student and Faculty eServices systems to facilitate academic advising, prerequisite checking, and degree audit.
Provide more open labs for students, and provide signage so students will know about them.
Revise VOIP system auto-attendant processes and caller functionality in the Call Center application.
<b>Training and Support:</b>
Provide training on District security policies and practices, including email security, viruses, phishing attempts, spam, acceptable use of email, and other email-related topics.
Develop a personal computer backup strategy for all campus computers and publicize its use.
Consider a chat feature for student help with the District's PeopleSoft and Blackboard applications.
<b>Disaster Preparedness:</b>
Keep the Data Center Disaster Recovery plan current.
Validate application priorities and redundant hardware strategy for the Escondido Educational Center Disaster Recovery facility.
Develop a system of campus digital signage for emergency notifications.
<b>Data Security:</b>
Implement stronger password requirements and more secure change control procedures.
Develop an educational initiative on privacy policies and security measures being taken by the District and inform system users.
Develop data security guidelines and provide orientation for faculty and staff.
<b>Software And Hardware:</b>
Assess the value of upgrading to the Microsoft Windows 8 operating system.
<b>Network Infrastructure:</b>
Add building automation for facilities functions.
<b>Telecommunications:</b>
Add emergency phone systems District-wide.
Add redundancy to phone systems.

## Tier 1 Initiatives

### **Audiovisual Solutions:**

Develop standards for network-based AV devices and systems to simplify the selection, ordering and support of AV equipment.

Secure all technology equipment to prevent theft and operational damage.

Develop a sound system standard for classrooms based on need.

Implement a central control system that would network all digital projectors and provide software control of all critical projector functions available from any computer

Install Blu-ray players or Blu-ray equipped computers in all classrooms

Investigate and recommend LCD monitors as replacements for digital projectors and screens where appropriate.

### **Ongoing Technology, Maintenance And Replacement:**

Establish an annual budget to support ongoing technology, maintenance and replacement.

Maintain a 5-year replacement cycle for the District's servers, computers, audiovisual equipment, network infrastructure, and data center assets.

Ensure technology needs identified in the annual Program Review and Planning (PRP) process meet established campus technology specifications.

Allocate technical resources to research and evaluate new academic and administrative technologies.

Implement new functions and features in the District's Student and Administration Information Systems (PeopleSoft) to improve eServices, streamline administrative tasks and comply with federal and state regulations.

Implement new versions of District standard operating systems, applications, and desktop productivity software, where appropriate, and maintain currency by applying software patches when available.

Provide the bandwidth necessary to keep the District's systems stable and secure and robust enough to support current technology.

Increase CENIC (Corporation for Education Network Initiative in California) building and off-site center connections as demand dictates.

Replace the Data Center infrastructure to support increase in bandwidth requirements.

Implement new versions of network operating systems and applications, where appropriate, and maintain currency by applying software patches when released.

## Tier 2 Initiatives

<b>Access:</b>
Implement a content management system to standardize web access to District information.
<b>Training And Support:</b>
Create a computer competency program for faculty and staff.
Build a phone tree linked to a central assistance point that will better handle user inquiries and increase levels of self-help
Establish a District standard to link the deployment of new technology with training on how to use it.
<b>Data Security:</b>
Install network intrusion prevention and detection systems.
Implement single sign-on system.
<b>Software And Hardware:</b>
Acquire and implement new modules within the District's Learning Management System (Blackboard), specifically the Content Management System and the Community System.
Implement a Facilities maintenance management system, such as DirectLine to streamline work requests.
Implement a system of electronic signatures in order to move manual business functions online.
Assess the value of having students Bring Your Own Device (BYOD) to the lab.
Assess the value of implementing a Virtual Desktop Infrastructure (VDI).
<b>Other Related Processes And Services:</b>
Allocate proper facilities and workspace for technical staff.

## Tier 3 Initiatives

### Access:

Research desktop virtualization to allow students to remotely connect to lab computers and to extend the usefulness of older computers.

Add support for mobile devices in both the District Learning Management System and Student Information System.

Create a laptop loan or lease system for students.

Improve access to scanning resources for students and faculty members.

Evaluate keyless entry system installed in the HS Building and make a recommendation for all campus rooms.

Study the feasibility of disabling Internet in selected classrooms on demand.

Study the feasibility of allowing mobile devices to access the District's email system via a wireless connection.

### Training/Support:

Study the feasibility of providing a single Call Center for faculty, staff and students for technical assistance: hardware, software, AV equipment, PeopleSoft, Blackboard, eServices, etc.

Create a full-day technology orientation event.

Study the feasibility of a 24/7 helpdesk or alternative automated systems.

Study the feasibility of deploying self-paced training, such as lynda.com to all students, staff and adjunct faculty.

### Disaster Preparedness:

Study the feasibility of implementing a secondary network hub for redundant campus network services.

### Data Security:

Research, and if appropriate, install additional monitoring systems.

Research biometric security technologies for added security.

### Software And Hardware:

Study feasibility and acceptability of deploying a web content management system, including a unified web authoring tool.

Study the feasibility of converting District file storage to cloud-based storage systems.

Study the feasibility of converting District productivity software to cloud-based products, like Google Docs.

Study the feasibility of implementing roaming profiles that follow employees and students to any District computer.

Study the feasibility of implementing a non-proprietary email system similar to Gmail or Windows Live Mail to replace the proprietary Exchange system now in use by the District.

Study the feasibility to, and if feasible, replace public student and selected staff workstations with virtualized client/server implementations where all work is web-based.

Investigate the feasibility of deploying a lecture capture, such as the coursecast system in selected classrooms.

Implement a system whereby laptop computers with docking stations can replace faculty desktop computers.

## Tier 3 Initiatives

### **Network Infrastructure:**

Study the feasibility of adding network infrastructure redundancy to support critical services.

Research network management systems to monitor for bottlenecks and ensure traffic is safe and secure.

Study the feasibility of creating a Network Operations Center and expand support to 24x7.

### **Telecommunications:**

Evaluate a 311 system, where non-emergency comments and suggestions can be submitted by students, faculty and staff.

Evaluate installation of video conferencing services.

### **Audiovisual Solutions:**

Investigate interactive whiteboard technology and recommend a deployment strategy where indicated.

Study classroom deployment of computers, cabling and control systems, and design a more effective classroom configuration with standard cabling specifications that meet the needs of teachers.

Create a plan to make more interactive student polling devices (clickers) available throughout academic departments.

Create a formal program for faculty members to checkout laptops, digital cameras and digital camcorders.

Study the feasibility of installing networked webcams over whiteboards to capture and store class notes for student review.

Develop a plan for deployment of tablet computers where appropriate.

Enhance District scheduling to account for AV resources.

### **Other Related Processes and Services:**

Research the feasibility of using paperless systems, such as the Hershey imaging system to reduce paper supplies.

Study the feasibility of implementing an IP-based video surveillance system for campus security.

Investigate the feasibility of eBook content and the deployment of eBook readers for selected learners

HUMAN RESOURCES  
DRAFT AS OF 9-6-13

## BP 7250 EDUCATIONAL ADMINISTRATORS

## References:

Education Code Sections 72411 et seq., 87002(b), 87356, and 87457-87460;  
Government Code Sections 3300-3313 (Peace Officers' Bill of Rights) and  
3540.1(g) and (m)

Educational administrator means an administrator employed in an academic position designated by the Governing Board of the District as having direct responsibility for supervising the operation of or formulating policy regarding the instructional or student services programs of the District. Educational administrators include, but are not limited to, the superintendent/president superintendents, presidents, and other supervisory or management employees designated by the Governing Board as educational administrators.

An administrator is a person employed by the Governing Board in a supervisory or management position as defined in Government Code Sections 3540 et seq.

**NOTE:** This policy is **legally required**. The language in green ink reflects revisions/additions made by Human Resource Services. This policy was reviewed at the April 15, 2011 and May 13, 2011 Task Force Meeting and 9-6-13 P&P Committee meeting the items in yellow amended. This procedure was approved by the P&P Committee on 10-4-13.

**Date Adopted: 4/14/2009; Revised:**



HUMAN RESOURCES  
DRAFT as of 9-6-13

## AP 7250 EDUCATIONAL ADMINISTRATORS

References:

Education Code Sections 72411 et seq., 87002(b), and 87457-87460;  
Government Code Sections 3300-3313 (Peace Officers' Bill of Rights) and 3540.1(g)  
and (m)

Educational administrators shall be compensated in the manner provided for by the appointment or contract of employment. Compensation shall be set by the Governing Board upon recommendation by the Superintendent/President. Educational administrators shall further be entitled to health and welfare benefits made available by action of the Governing Board upon recommendation by the Superintendent/President.

Educational administrators shall be entitled to vacation leave, sick leave, and other leaves as provided by law, these policies, and administrative procedures adopted by the Superintendent/President.

Every educational administrator shall be employed by an appointment or contract of up to four years in duration.

The Governing Board may, with the consent of the administrator concerned, terminate, effective on the next succeeding first day of July, the term of employment and any contract of employment with the administrator, and reemploy the administrator on any terms and conditions as may be mutually agreed upon by the Governing Board and the administrator, for a new term to commence on the effective date of the termination of the existing term of employment.

If the Governing Board determines that the administrator is not to be reemployed when his/her appointment or contract expires, notice to an administrator shall be in accordance with the terms of the existing contract. If the contract is silent, notice shall be in accordance with Education Code Section 72411.

An educational administrator, hired after June 30, 1990, who has not previously acquired tenure as a faculty member in the District shall have the right to become a first

**NOTE:** This procedure is **suggested as good practice**. The language in **red type** is recommended from the CCLC. The information in **blue type** is additional language to consider including. The language in **black type** is current Palomar Policies 27 titled Administrator Retreat Rights and 154.1 titled Supervision of Faculty with no adoption date and Procedure 154.1 titled Supervision of Faculty with no date. The language in **green ink** reflects revisions/additions made by HRS This procedure was reviewed on Oct. 17 and Dec. 12, 2008 the P&P. This procedure was tabled at the January 23, 2009 Task Force Meeting and reviewed again on February 20, 2009. This procedure was reviewed at the April 15, 2011; May 13, 2011; Sept 16, 2011; and Dec. 9, 2011 P&P Meetings. This procedure was reviewed at the 9-6-13 meeting; line 53 amended. This procedure was approved by the P&P Committee on 10-4-13.

**Date Approved:**

(Replaces current Palomar Policies 27 and 154.1 and Procedure 154.1)

year probationary faculty member once his/her administrative assignment expires or is terminated, if the following criteria are met:

- The administrator meets the criteria established by the District for minimum qualifications for a faculty position, in accordance with procedures developed jointly by the Superintendent/President and the Faculty Senate and approved by the Governing Board. The Board shall rely primarily on the advice and judgment of the Faculty Senate to determine that an administrator possesses minimum qualifications for employment as a faculty member.
- The requirements of Education Code Section 87458(c) and (d), or any successor statute, are met with respect to prior satisfactory service and reason for termination of the administrative assignment.
- The administrator was not hired prior to July 1, 1990 and/or is not part of the classified service.\

Educational Administrators who were hired prior to July 1, 1990 and were tenured faculty have full retreat right to full-time faculty in their prior discipline.

Refer to the current Administrative Association Handbook for details regarding retreat rights.

#### ❖ From current Palomar Policy 27 titled Administrator Retreat Rights

~~In accordance with Education Code Section 87458 an instructional or student services administrator hired after June 30, 1990, who was not previously tenured shall have the right to become a first-year probationary faculty member at the conclusion of the administrative assignment if all of the following apply:~~

- ~~A. The administrator meets the minimum qualifications for the discipline in accordance with Education Code 87356.~~
- ~~B. The administrator has completed at least two years of satisfactory District service as a faculty member or as an instructional or student services administrator.~~
- ~~C. The termination of the administrative assignment is for any reason other than cause.~~

~~This policy does not apply to:~~

- ~~A. administrators who were hired prior to July 1, 1990.~~
- ~~B. administrators who are part of the classified service.~~

**NOTE:** This procedure is **suggested as good practice**. The language in **red type** is recommended from the CCLC. The information in **blue type** is additional language to consider including. The language in **black type** is current Palomar Policies 27 titled Administrator Retreat Rights and 154.1 titled Supervision of Faculty with no adoption date and Procedure 154.1 titled Supervision of Faculty with no date. The language in **green ink** reflects revisions/additions made by HRS This procedure was reviewed on Oct. 17 and Dec. 12, 2008 the P&P. This procedure was tabled at the January 23, 2009 Task Force Meeting and reviewed again on February 20, 2009. This procedure was reviewed at the April 15, 2011; May 13, 2011; Sept 16, 2011; and Dec. 9, 2011 P&P Meetings. This procedure was reviewed at the 9-6-13 meeting; line 53 amended. This procedure was approved by the P&P Committee on 10-4-13.

#### **Date Approved:**

*(Replaces current Palomar Policies 27 and 154.1 and Procedure 154.1)*

### ❖ From current Palomar Policy 154.1 titled Supervision of Faculty

~~Faculty members are under the supervision of the department chairperson/director, the dean of the appropriate division, and the Assistant Superintendent/Vice President for Instruction with reference to their teaching duties. The faculty in conduct of their instruction are to be facilitated in every possible way by all members of the administrative staff.~~

### ❖ From current Palomar Procedure 154.1 titled Supervision of Faculty

#### **Division Organization**

##### ***Instruction***

~~The educational program consists of five instructional divisions:~~

- ~~• ARTS AND LANGUAGES DIVISION~~
- ~~• MATHEMATICS AND THE NATURAL AND HEALTH SCIENCES DIVISION~~
- ~~• MEDIA, BUSINESS, AND COMMUNITY SERVICES DIVISION~~
- ~~• HUMAN ARTS AND SCIENCES DIVISION~~
- ~~• VOCATIONAL TECHNOLOGY DIVISION~~

~~The deans of the five instructional divisions are responsible to the Assistant Superintendent/Vice President for Instruction. Their duties require extensive communication with chairpersons and directors, with each other, and with the Assistant Superintendent/Vice President for Instruction in the interest of maintaining a viable program which uses all college resources in meeting the needs of the entire community.~~

~~The instructional departments and programs are: American Indian Studies; Art; Athletics; Behavioral Sciences; Business Education; Chemistry; Child Development; Communications; Computer Science and Information Systems; Cooperative Education; Counseling, Guidance, and Career Development; Dental Assisting; Earth Sciences; Economics, History, and Political Science; Emergency Medical Education Programs; English; English as a Second Language; Family and Consumer Sciences; Foreign Languages; Library/Media Center; Life Sciences; Mathematics; Multicultural Studies; Nursing Education; Performing Arts; Physical Education; Physics and Engineering; Public Safety Programs; R.O.P.; Reading Services; Special Education; Speech Communication/Forensics/ASL; Trades and Industry; and Vocational Programs.~~

##### ***Student Services***

~~Student Services is divided into six primary areas of responsibility: Enrollment Services; Counseling, Guidance, and Career Development; Student Support Programs; Student Affairs; Intercollegiate Athletics, and Matriculation.~~

**NOTE:** This procedure is **suggested as good practice**. The language in **red type** is recommended from the CCLC. The information in **blue type** is additional language to consider including. The language in **black type** is current Palomar Policies 27 titled Administrator Retreat Rights and 154.1 titled Supervision of Faculty with no adoption date and Procedure 154.1 titled Supervision of Faculty with no date. The language in **green ink** reflects revisions/additions made by HRS This procedure was reviewed on Oct. 17 and Dec. 12, 2008 the P&P. This procedure was tabled at the January 23, 2009 Task Force Meeting and reviewed again on February 20, 2009. This procedure was reviewed at the April 15, 2011; May 13, 2011; Sept 16, 2011; and Dec. 9, 2011 P&P Meetings. This procedure was reviewed at the 9-6-13 meeting; line 53 amended. This procedure was approved by the P&P Committee on 10-4-13.

---

#### **Date Approved:**

*(Replaces current Palomar Policies 27 and 154.1 and Procedure 154.1)*

~~Enrollment Services covers the entire admissions and registration process as well as records evaluation for the purpose of determination of graduation eligibility. The process of veteran benefit eligibility and monitoring is also a part of this area.~~

~~Counseling, Guidance, and Career Development includes all functions of counseling on and off campus.~~

~~It includes the Counseling Center, Career Center, Transfer Center, and Assessment. Counseling is also an integral part of the Disabled Student Programs and Services (DISABILITY RESOURCE CENTER) and the Extended Opportunity Program and Services (EOP&S).~~

~~Student Support Programs includes a wide diversity of services including Financial Aid and Scholarships, Extended Opportunity Programs and Services (EOP&S), Disabled Student Programs and Services (DISABILITY RESOURCE CENTER), Student Job Placement, Tutorial Services, Health Services, GEARUP, TRIO/SSS, and Upward Bound Program.~~

~~Student Affairs includes the areas of Student Government, student clubs and activities, and discipline.~~

~~Matriculation activities span a number of different programs and services and reports organizationally to the Assistant Superintendent/Vice President for Student Services, but has reporting responsibilities to the Assistant Superintendent/Vice President for Instruction as well, due to secondary effects of the programs on instruction and curriculum.~~

~~Intercollegiate Athletics includes men's and women's athletics, athletic trainers, and athletic equipment and facilities.~~

Also see BP/AP 7211 titled Faculty Service Areas, Minimum Qualifications, and Equivalencies

Office of Primary Responsibility:    Human Resource Services

**NOTE:** This procedure is **suggested as good practice**. The language in **red type** is recommended from the CCLC. The information in **blue type** is additional language to consider including. The language in **black type** is current Palomar Policies 27 titled Administrator Retreat Rights and 154.1 titled Supervision of Faculty with no adoption date and Procedure 154.1 titled Supervision of Faculty with no date. The language in **green ink** reflects revisions/additions made by HRS This procedure was reviewed on Oct. 17 and Dec. 12, 2008 the P&P. This procedure was tabled at the January 23, 2009 Task Force Meeting and reviewed again on February 20, 2009. This procedure was reviewed at the April 15, 2011; May 13, 2011; Sept 16, 2011; and Dec. 9, 2011 P&P Meetings. This procedure was reviewed at the 9-6-13 meeting; line 53 amended. This procedure was approved by the P&P Committee on 10-4-13.

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**Date Approved:**

(Replaces current Palomar Policies 27 and 154.1 and Procedure 154.1)



# PALOMAR COLLEGE 2014-2015 ACADEMIC CALENDAR

May-14						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SUMMER 2014						
Jun-14						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Jul-14						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SUMMER		FALL 2014					
Aug-14							
SUN	MON	TUE	WED	THU	FRI	SAT	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

Sep-14						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Oct-14						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Nov-14						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Dec-14						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SPRING 2015						
Jan-15						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Feb-15						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

Mar-15						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Apr-15						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

SPRING						
May-15						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SUMMER 2015						
Jun-15						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Jul-15						
SUN	MON	TUE	WED	THU	FRI	SAT
				2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SUMMER			FALL 2015			
Aug-15						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24/31	25	26	27	28	29

SUMMER 2014	
May 26	Holiday - Memorial Day
June 16	Summer 6-and 8-wk sessions begin
Jul 4	Holiday - Independence Day
July 25	6-wk session ends
August 8	8-wk session ends
August 17	Summer grade rosters due

FALL 2014	
August 14	Part-time Faculty Plenary
August 15	Faculty Plenary
August 18	Fall semester/Fast Track 1 begins
August 23	Fall Saturday classes begin
Sep 1	Holiday - Labor Day
Sep 2	Census Day
Oct 13	Fast Track 1 ends
Oct 14	Fast Track 2 begins
Nov 11	Holiday - Veterans' Day
Nov 24-26	Non-Instructional Days
Nov 27-28	Holiday - Thanksgiving
Nov 29	Non-Instructional Day
Dec 11-17	Final Exams
Dec 17	Fall semester/Fast Track 2 ends
Dec 22	Fall grade rosters due
Dec 25	Holiday - Christmas
Jan 1	Holiday - New Year's Day

SPRING 2015	
Jan 8	Part-time Faculty Plenary
Jan 12	Spring semester/Fast Track 1 begins
Jan 17	Spring Saturday classes begin
Jan 19	Holiday - Martin Luther King Jr Day
Feb 12	Non-Instructional Day
Feb 13	Holiday - Lincoln's Day
Feb 14	Non-Instructional Day
Feb 16	Holiday - Washington's Day
March 14	Fast Track 1 ends
March 16-22	Spring Break
March 23	Fast Track 2 begins
May 12-18	Final Exams
May 15	Commencement
May 18	Spring semester/Fast Track 2 ends
May 22	Spring grade rosters due
May 25	Holiday - Memorial Day

SUMMER 2015 (Tentative)	
May 25	Holiday - Memorial Day
June 15	Summer 6-and 8-wk sessions begin
Jul 3	Holiday - Independence Day
July 24	6-wk session ends
Aug 7	8-wk session ends
Aug 15	Summer grade rosters due

163 Instructional Days, 12 PD Days (11 PD + 1 Plenary)

FALL 2014 SEMESTER MEETING DAYS						
M	T	W	TH	F	S	
16	16	17	16	16	16	

SPRING 2015 SEMESTER MEETING DAYS						
M	T	W	TH	F	S	
16	17	17	16	16	16	

LEGEND	
◆	Faculty Plenary
⊗	Part-time Faculty Plenary
→	Semester Begins
▲	Spring Recess
○	Last Class/Final Exams
■	Shaded Areas-Non-instructional Days



**Palomar College  
Academic Calendar Workgroup  
April – October 2013**

**Goal:** The Academic Calendar Workgroup was convened in Spring 2013 to develop recommendation(s) for an academic calendar that is compliant with all Title 5 requirements and to provide guidelines to be considered for current and future calendar needs.

**Members:** Berta Cuaron, VPI – facilitator  
Norma Miyamoto, Dean, AMBCS – Instructional Services representative  
Kendyl Magnuson, Director, Enrollment Services – Student Services representative  
Greg Larson, Faculty – Faculty Senate representative  
Richard Albistequi-Dubois, Faculty – Faculty Senate representative  
Marlene Forney, Faculty – Library representative  
April Woods, Faculty – Counseling representative  
Travis Ritt, Faculty – PFF representative  
Marilee Nebelsick-Tagg, Faculty – PFF representative

The workgroup met on May 8, September 19, and September 26, 2013. Through its discussions and research, the following guiding principles were utilized in developing its recommendation(s):

**Guiding Principles:**

1. Develop academic calendar options that:
  - a. Comply with Title 5 regulations, §55700 §58142, 175-day traditional calendar
  - b. Comply with State of California mandated holiday dates (Education Code 79020)
  - c. Ensure 16 class meeting days for primary teaching days of Monday-Friday for both Fall and Spring semesters to facilitate scheduling classes at least the minimum lecture or lab face-to-face contact hours required per one credit hour (Title 5 §55002.5)
  - d. Support existing class scheduling blocks as much as possible
  - e. Protect 12 professional development days
  - f. Consider calendar trends of surrounding K-12 and community college districts
2. Recommendations for future planning:
  - a. When Veteran's Day Holiday must be observed on Monday –
    - i. the instructional day (Monday) may be made up on the Monday of Thanksgiving week, or
    - ii. the term can be extended to capture the trailing Monday (using 3 non-instructional days in Fall term or adjust the PD days)
  - b. Research the option to move to a 32-week Compressed Calendar.

THE DISTRICT

Rev. 8-28-13

**BP 1100 THE PALOMAR COMMUNITY COLLEGE DISTRICT****References:**

Education Code Section 72000(b)

Elections Code Section 18304

The District has been named the Palomar Community College District.

The name is the property of the District. No person shall, without the permission of the Board, use this name or the name(s) of any college(s) or other facilities of the District, or any abbreviation of them, to imply, indicate or otherwise suggest that an organization, product or service is connected or affiliated with, or is endorsed, favored, supported, or opposed by, the District.

The District consists of the following college(s), education center(s): ~~and sites:~~

- Palomar College San Marcos Campus
- Palomar College Escondido Center

and sites ~~at:~~

- ~~• Borrego Springs~~
- Camp Pendleton
- Fallbrook
- ~~• Mt. Carmel~~
- Pauma
- ~~• Poway~~
- ~~• Ramona~~

The official boundary description for the Palomar Community College District is on file at the San Diego County Office of Education.

**NOTE:** *The changes in green type with yellow highlighting are suggestions from the Standard IV Accreditation Team.*

**Date Adopted: 11/13/2007**

*(Replaces former Palomar College Policy 1100)*



THE DISTRICT

Rev. 8-27-13

The Mission was revised as part of Strategic Plan 2016

**BP 1200 DISTRICT MISSION****References:**

Accrediting Commission of Community and Junior Colleges of the Western Association of Schools and Colleges Standard I: Institutional Mission and Effectiveness 1 (as of June 2002)

The mission of the Palomar Community College District:

Our mission is to provide an engaging teaching and learning environment for students of diverse origins, experiences, needs, abilities, and goals. As a comprehensive community college, we support and encourage students who are pursuing transfer-readiness, general education, basic skills, career and technical training, aesthetic and cultural enrichment, and lifelong education. We are committed to promoting helping our students achieve the learning outcomes necessary for our students to contribute as individuals and global citizens living responsibly, effectively, and creatively in an interdependent and ever-changing world.

To achieve its mission, the Palomar Community College District follows the mission of the California Community College System as determined by the State Legislature.

The District's mission is evaluated and revised on a regular basis as part of the strategic planning cycle.

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**NOTE:** The changes in green type with yellow highlighting are suggestions from the Standard IV Accreditation Team.

The changes in red type with yellow highlighting are the changes from SPC.

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**Date Adopted: 11/13/2007; Revised: 6/10/2009; Revised: 11/08/2011; Revised:**  
(Replaces former Palomar College Policy 1200)



**THE DISTRICT**

**No changes are suggested to this Board Policy.**

**BP 1300 Educational Philosophy****References:**

No specific references

The educational philosophy of Palomar College is based upon belief in the value of the individual and belief in the individual's potential for intellectual, ethical, personal, and social growth. Only through growth in these areas and responsible examination of the question of personal rights can the rights of an individual in a democratic society be fully understood.

The fundamental assumption of the democratic way of life is the intrinsic worth of the individual. This assumption, therefore, becomes the fundamental principle of public education in a democratic community.

In order to become an effective member of a democratic society, an individual must take part in a free exchange of ideas. Only within a free society is the individual assured this free exchange of ideas and the maximum freedom of choice and opportunity for self-realization consistent with the freedoms and opportunities of others. Only within a free society can the human personality attain its greatest stature.

The community college, by providing equal opportunities for individuals to develop their differing abilities and interests, enables students to realize more fully their potentials. Thus, their talents become more readily available to the community, and their participation in society becomes more effective.

GENERAL INSTITUTION  
DRAFT as of 10/4/13

**BP 3500 CAMPUS SAFETY PLAN**

**Reference:**

Education Code Section 67380(a)(4)

The Governing Board is committed to a safe and secure District work and learning environment. To that end, the Superintendent/President shall establish a Campus Safety Plan and ensure that it is posted or otherwise made available to students and employees. The Campus Safety Plan, addressed in the Annual Security Report, shall include availability and location of the Palomar College Police Department, methods for summoning assistance of the Palomar College Police Department, any special safeguards that have been established, any actions taken in the preceding 18 months to increase safety, and any changes in safety precautions to be made during the next 24 months.

The highlighted language is from the 10-4-13 P&P meeting.

**Date Adopted: 6/10/2009; Revised:**

GENERAL INSTITUTION  
DRAFT as of 10/4/13

**BP 3500 CAMPUS SAFETY PLAN**

**Reference:**

Education Code Section 67380(a)(4)

The Governing Board is committed to a safe and secure District work and learning environment. To that end, the Superintendent/President shall establish a Campus Safety Plan and ensure that it is posted or otherwise made available to students and employees. The Campus Safety Plan, addressed in the Annual Security Report, shall include availability and location of the Palomar College Police Department, methods for summoning assistance of the Palomar College Police Department, any special safeguards that have been established, any actions taken in the preceding 18 months to increase safety, and any changes in safety precautions to be made during the next 24 months.

The highlighted language is from the 10-4-13 P&P meeting.

**Date Adopted: 6/10/2009; Revised:**

GENERAL INSTITUTION  
DRAFT as of 10/4/13

**NOTE:** This procedure is **legally required**. CCLC Update 20 issued 3/2012 and Update 22 issued 6/2013 language is incorporated. This AP has not yet been approved by the District.

## AP 3500 CAMPUS SAFETY

### References:

Education Code Sections 212, 67380, and 87014;  
Penal Code Section 245;  
20 U.S. Code Sections 1232g, 1292(f);  
34 Code of Federal Regulations 668.46;  
34 Code of Federal Regulations 99.31(a)(13), (14);  
Campus Security Act of 1990

A campus safety plan shall be developed and provided to students and employees as part of the Annual Security Report published by the Palomar College Police Department by October 1st of each year. This report is also available online at [www.palomar.edu/police](http://www.palomar.edu/police).

The Palomar College Police Department prepares and annually updates a report of all occurrences reported to campus the Palomar College Police Department of and arrests for crimes that are committed on campus and that involve violence, hate violence, theft or destruction of property, illegal drugs, or alcohol intoxication, and of all occurrences of noncriminal acts of hate violence reported to campus authorities. A written report will be submitted to the Board.

Written records of noncriminal acts of hate violence shall include at least a description of the act of hate violence, the victim characteristics, and offender characteristics, if known.

**NOTE:** Education Code Section 67380 defines "hate violence" as: "any act of intimidation or physical harassment, physical force or physical violence, or the threat of physical force or physical violence, that is directed against any person or group of persons or the property of any person or group of persons because of the ethnicity, race, national origin, sex, sexual orientation, gender identity, gender expression, disability, or political or religious beliefs of that person or group." Section 67380 requires reporting of both occurrences reported to campus police or safety authorities of and arrests for crimes that involve hate violence (Section 67380(a)(1)(A)) and of "non-

**NOTE:** The **red ink** signifies **legally required** language recommended by CCLC The language in **black ink** is current Palomar College Procedure 465 titled Emergency Messages to Students dated 3/21/00. The language in **green ink** was recommended by the Palomar College Police Department. The **highlighted** language is from the 10-4-13 P&P meeting.

### Date Approved:

(Replaces current Palomar College Procedure 465)

*criminal acts of hate violence” (Education Code Section 67380(a)(1)(B)). For purposes of reporting under the Clery Act, “hate crimes” include domestic violence, dating violence, and stalking.*

~~✓~~ **From current Palomar College Procedure 465 titled Emergency Messages to Students**

~~Student messages will be handled in the following manner:~~

~~Messages will be delivered to students in classrooms **only in health and safety emergencies**. Upon receipt of a valid emergency phone call, the Campus Police will dispatch a member of Campus Police to locate the student concerned and deliver the message. Please provide your family members, friends, and child-care providers with your complete class schedule and classroom numbers so you can be contacted quickly if an emergency should arise.~~

~~Campus Police shall note:~~

~~A. the emergency;~~

~~B. the time of the call; and~~

~~C. the time Campus Police picks up the message to be delivered.~~

~~The caller will be contacted only if the student was not in the classroom.~~

~~The time frame established to deliver an emergency message to a student is 30 minutes. This time begins once Campus Police has determined the location of the student, and the officer is dispatched to locate the student.~~

~~In the event that Campus Police cannot locate a student, the caller shall be notified of this situation (within the 30-minute time frame).~~

~~Rev. PAC 3/21/00~~

Office of Primary Responsibility: Student Services

**NOTE:** The **red ink** signifies **legally required** language recommended by CCLC. The language in **black ink** is current Palomar College Procedure 465 titled Emergency Messages to Students dated 3/21/00. The language in **green ink** was recommended by the Palomar College Police Department. The **highlighted** language is from the 10-4-13 P&P meeting.

**Date Approved:**

*(Replaces current Palomar College Procedure 465)*

## GENERAL INSTITUTION

**NOTE:** This procedure is **legally required**. CCLC Update 22 issued 6/2013 language is Incorporated.

**AP 3515 REPORTING OF CRIMES****References:**

Education Code Sections 212 and 87014;  
Penal Code Sections 245 and 11160;  
Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998;  
20 U.S. Code Section 1232g;  
34 Code of Federal Regulations Part 99.31(a)(13) and (14);  
34 Code of Federal Regulations Part 668.46;  
Campus Security Act of 1990

Members of the Palomar Community College District included but not limited to employees or students, who are witnesses or victims of a crime should immediately report the crime to the Palomar College Police Department.

The District shall annually collect and distribute statistics concerning crimes on campus. All Campus Security Authorities as defined in the Clery Act with significant responsibility for student and campus activities shall report crimes about which they receive information.

In the event an employee is assaulted, attacked, or menaced by a student, the employee shall notify his/her supervisor as soon as practical after the incident. The supervisor of any employee who is attacked, assaulted, or menaced shall assist the employee to promptly report the attack or assault to the Palomar College Police Department. The supervisor shall make the report if the employee is unable or unwilling to do so. Reporting a complaint to local law enforcement will not relieve the District of its obligation to investigate all complaints of harassment.

The District will instruct members of the District Police Department to notify students and employees complaining of sexual violence of their right to file a sex discrimination complaint with the District in addition to filing a criminal complaint, and to report incidents of sexual violence to Palomar College Police Department if the complainant consents.

*The language in **black ink** is current Palomar College Procedure. The **yellow highlight** language was recommended by the Palomar College Police Department and includes CCLC Update 22 language.*

**Date Approved: 5/14/2013; Revised:**

The District shall publish warnings to the campus community about the following crimes that are considered to represent a continuing threat to other students and employees in a manner that is timely and will aid in the prevention of similar crimes:

- Criminal homicide – murder and non-negligent manslaughter
- Criminal homicide – negligent manslaughter
- Sex offenses – forcible and non-forcible sex offenses
- **Domestic violence, dating violence and stalking**
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson
- Arrests for liquor law violations, drug law violations, and illegal weapons possession
- Persons who were not arrested for liquor law violations, drug law violations, and illegal weapons possession, but who were referred for campus disciplinary action for same
- Crimes that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability and involve larceny-theft, simple assault, intimidation, destruction/damage/vandalism of property, or any other crime involving bodily injury
- **Those reported to the Palomar College Police Department; and**
- **Those that are considered to represent a continuing threat to other students and employees.**

~~In the event that a situation arises, either on or off campus, that, in the judgment of the Chief of Police, constitutes an ongoing or continuing threat. The Chief of Police will draft an e-mail containing the proposed Timely Warning and forward it to the Director of Communications, Marketing, and Public Affairs (PIO). The PIO will review and revise the text as needed, and then send the Timely Warning to the College Community as a mass e-mail. Updates to the College community about any particular case resulting in a Timely Warning may also be distributed electronically via a mass e-mail or posted on the College web site at [www.palomar.edu](http://www.palomar.edu).~~

**In the event that a situation arises, either on or off campus, that, in the judgment of the Chief of Police or his designee, constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued through the college e-mail system to students, faculty, staff and the campus' student newspaper. The information shall be disseminated by the Director of Communications, Marketing and Public Affairs in a manner that aids the prevention of similar crimes.**

*The language in **black ink** is current Palomar College Procedure. The **yellow highlight** language was recommended by the Palomar College Police Department and includes CCLC Update 22 language.*

**Date Approved: 5/14/2013; Revised:**

Anyone with information warranting a timely warning should report the circumstances to the Palomar College Police Department, by phone 760-744-1150 Ext. 2289, or 760-744-7753 or in person at the Palomar College Police Department, located at 1140 W. Mission Road, San Marcos, CA 92069.

The District shall not be required to provide a timely warning with respect to crimes reported to a pastoral or professional counselor.

If there is an immediate threat to the health or safety of students or employees occurring on campus, the District shall follow its emergency notification procedures.

The District shall publish an Annual Security Report every year by October 1 that contains statistics regarding crimes committed on campus and at affiliated locations for the previous three years. The Annual Security Report shall also include policy statements pertaining to campus security, alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, victims' assistance program, student discipline, campus resources, and other matters. The District shall make the report available to all current students and employees. The District will also provide prospective students and employees with a copy of the Annual Security Report upon request. A copy of the Annual Security Report can be obtained by contacting the Palomar College Police Department located at 1140 W. Mission Road, San Marcos, CA 92069 or at [www.palomar.edu/police](http://www.palomar.edu/police) the website address published in the Annual Security Report and semester class schedules.

#### To Report a Crime:

Contact the Palomar College Police Department at 760-891-7273 (non-emergencies) and dial 9-1-1 (emergencies only). Any suspicious activity or person seen in the parking lots or loitering around vehicles or inside buildings should be reported to the police department. In addition you may report a crime to Campus Security Authorities, including but not limited to Vice Presidents, Deans, Directors, Department Heads, Director of Student Affairs, Advisors to Students/Student Organizations, Athletic Coaches, and Assistant and Volunteer Coaches.

If you are the victim of a crime and do not want to pursue action within the District's System or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Palomar College Police Department and/or a Campus Security Authority can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the District can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

*The language in **black ink** is current Palomar College Procedure. The **yellow highlight** language was recommended by the Palomar College Police Department and includes CCLC Update 22 language.*

**Date Approved: 5/14/2013; Revised:**



The Palomar College Police Department encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Because the Palomar College Police Department's media log is a public record under state law, the Palomar College Police Department cannot hold reports of crime in confidence. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to other Campus Security Authorities, including but not limited to Vice Presidents, Deans, Directors Department Heads, Director of Student Affairs, Advisors to Students/Student Organizations, Athletic Coaches, and Assistant and Volunteer Coaches.

The District may disclose the final results of student disciplinary proceedings to a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, regardless of the outcome. The District may also disclose to anyone, the final results of a student disciplinary proceeding in which it concludes that a student violated District policy with respect to a crime of violence or non-forcible sex offense. The offenses that apply to this permissible disclosure are:

- Arson
- Assault offenses
- Burglary
- Criminal homicide--manslaughter by negligence
- Criminal homicide--murder and non-negligent manslaughter
- Destruction/damage/vandalism of property
- Kidnapping/abduction
- Robbery
- Forcible sex offenses
- Non-forcible sex offenses

The disclosure may only include the final result of the disciplinary proceeding with respect to the alleged criminal offense. The District shall not disclose the name of any other student, including a victim or witness, unless the victim or witness has waived his/her right to confidentiality.

Office of Primary Responsibility: Student Services

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