



STRATEGIC PLANNING COUNCIL AGENDA

Date: November 19, 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
A. <u>MINUTES</u>		2 min
1. Approve Minutes of November 5, 2013		
B. <u>ACTION ITEMS/SECOND READING</u>		5 min
1. 2014-2015 Academic Calendar	Exhibit B1	
2. BP 1100-The District; BP 1200-District Mission	Exhibit B2	
BP 1300-Educational Philosophy; BP 3500-Campus Safety		
3. AP 3500-Campus Safety; AP 3515-Reporting of Crimes	Exhibit B3	
C. <u>INTEGRATED PLANNING MODEL</u>		10 min
1. SPC Timeline Check-In		
2. Strategic Plan 2016 Action Plan Update		
D. <u>ACCREDITATION RECOMMENDATIONS AND PROGRESS</u>		15 min
1. Accrediting Commission Actions and Policy Updates		
2. Accreditation Self-Evaluation Update		
E. <u>REPORTS OF PLANNING COUNCILS</u>		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		
F. <u>REPORT FROM PC3H COMMITTEE</u>		5 min
G. <u>OTHER ITEMS</u>		



**STRATEGIC PLANNING COUNCIL
MEETING MINUTES
November 19, 2013**

A regular meeting of the Palomar College Strategic Planning Council scheduled November 19, 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, Falcone, Gilroy, Gonzales, Gonzalez, Holmes, Larson, Laughlin, Maunu, Moore, Navarro, Perez, Sourbeer, Stockert, Talmo, Titus, Tortarolo, Velazquez, Wick
Absent: Barton, Claypool, Davis, Lienhart
Guests: Kendyl Magnuson, Jay Wiestling
Recorder: Cheryl Ashour

A. MINUTES

1. Approve Minutes of November 5, 2013

MSC (Cuaron/Sourbeer) to approve the Minutes of November 5, 2013 as written

B. ACTION ITEMS/SECOND READING

1. 2014-2015 Academic Calendar (Exhibit B1)

Teresa Laughlin and guest Jay Wiestling discussed the problems for faculty if classes do not meet the week of Thanksgiving ; Mike Dimmick spoke of the difficulty Information Services will have in preparing the classrooms with only one week off between winter and spring semesters; Jennifer Gonzalez spoke of ASG's approval of having Thanksgiving week off; and Aaron Holmes requested that classified and students be represented on the next academic calendar committee. Discussion ensued.

MSC (Tortarolo/Maunu) to approve the 2014-2015 Academic Calendar as written

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

MSC (Sourbeer/Titus) to approve BP 1100-The District, as presented

MSC (Sourbeer/Titus) to approve BP 1200-District Mission, as presented

MSC (Sourbeer/Titus) to approve BP 1300-Educational Philosophy, as presented

MSC (Sourbeer/Titus) to approve BP 3500-Campus Safety, as presented

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

MSC (Tortarolo/Sourbeer) to approve AP 3500-Campus Safety, as presented

MSC (Cuaron/Titus) to approve AP 3515-Reporting of Crimes, as presented

C. INTEGRATED PLANNING MODEL

1. SPC Timeline Check-In

There was no update given.

2. Strategic Plan 2016 Action Plan Update

Robert Deegan stated that there are still a few outstanding objectives that need to be solidified.

D. ACCREDITATION RECOMMENDATIONS AND PROGRESS

1. Accrediting Commission Actions and Policy Updates

There were no updates.

2. Accreditation Self-Evaluation Update

Berta Cuaron reported that the Writing Team is reviewing the draft reports and will provide feedback; the second draft is due before the holiday break. A Substantive Change will be submitted to ACCJC for some curriculum, especially regarding distance education.

E. REPORTS OF PLANNING COUNCILS**1. Finance and Administrative Services Planning Council**

Ron Perez reported that the Facilities Review Committee is looking at a new monument sign and the Safety and Security Committee is working on the Emergency Operating Plan; these items will come to SPC in the future.

2. Human Resource Services Planning Council

John Tortarolo reported that Human Resource Services has a new website which is mobile friendly. He stated that the PPO health plan quoted a zero rate increase for next year; Kaiser's rate will increase 4%; and there has been a slight decrease in the dental program.

3. Instructional Planning Council

Berta Cuaron reported that IPC received presentations regarding the Technology and Staffing Plans. She stated that there are significant changes in the Program and Review process; the training sessions on the changes were well-attended.

4. Student Services Planning Council

Adrian Gonzales reported that SSPC focused on reviewing its PRPs. A workgroup on behavioral and mental health was formed and a formal committee may be recommended, in addition to a task force regarding the SSTF's matriculation recommendation.

F. REPORT FROM PC3H COMMITTEE

Sherry Titus reported PC3H is addressing additional language to BP/AP 3430. The Pride Center assistant is leaving and may be replaced with student workers during the spring semester. The Safe Zone manual is being updated.

G. OTHER ITEMS**1. Gala**

Rich Talmo reported that the GALA was a tremendous success; less people attended but there was a higher net.

2. Adult Education

Robert Deegan reported that he met with the four area high school superintendents and their representatives whose districts offer adult education, to discuss an adult education planning grant opportunity.

3. Spring Enrollment

Kendyl Magnuson reported on spring enrollment numbers.

4. ASG

Genesis Gilroy reported that ASG is taking steps to improve the GRAD program and plans to submit a SPPF request. The ASG attended the following events: The Escondido Center Grand Opening, the Foundation GALA, and the Veteran's Day Memorial. The ASG hopes to help the Philippines victims in some way; if you are interested in helping, please contact Sherry Titus.

5. GIS Day

Dan Sourbeer announced that the GIS Day 2013: "*Discovering the World through GIS*" will be held tomorrow; activities will be focused on Geographic Information Systems (GIS).

J. ADJOURNMENT

There being no remaining items, the meeting was adjourned at 3:45 p.m.

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
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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
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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
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12	13	14	15	16	17	18
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Nov-14						
SUN	MON	TUE	WED	THU	FRI	SAT
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30						

Dec-14						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
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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
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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
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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
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29	30	31				

Apr-15						
SUN	MON	TUE	WED	THU	FRI	SAT
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SPRING						
May-15						
SUN	MON	TUE	WED	THU	FRI	SAT
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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 16-2	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.

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.

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

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.

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.~~

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 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.*

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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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