



El Camino College

Program Review

Title IX, Diversity and Inclusion

Planning of Goals - Title IX, Diversity and Inclusion

Goal 1 - unlawful discrimination compliance

Goal Description

Ensure District Compliance with State and Federal Laws re: unlawful discrimination on a routine basis (yearly and every 4 years).

* Goal Status

In Progress/Funded

* Goal Cycle(s)

July 2022 - June 2026

Actions/resources needed to meet goal

Active

Y

Action

Action

Actions/resources needed to meet goal

Update unlawful discrimination procedures for the District to ensure compliance with changes to State and Federal laws.

Update the unlawful discrimination processes and protocols to support and carry out the updated unlawful discrimination procedures for the District.

Update to training and resource materials regarding the unlawful discrimination complaint process at El Camino to reflect any updates to District policy and procedure.

* Performance indicator/accomplishment

BPs/APs and procedures are in compliance with 2022 state/federal laws.

Goal 2 - Title IX compliance

Goal Description

Ensure District Compliance with State and Federal Laws re: sexual/gender-based misconduct on a routine basis (yearly and every 4 years).

* Goal Status

In Progress/Funded

* Goal Cycle(s)

July 2022 - June 2026

Actions/resources needed to meet goal

Active

Y

Action

Action

Actions/resources needed to meet goal

Update Title IX procedures for the District to ensure compliance with changes to State and Federal laws.

Update Title IX processes and protocols to support and carry out the updated unlawful discrimination procedures for the District.

Update to training and resource materials regarding Title IX complaint process at El Camino to reflect any updates to District policy and procedure.

* Performance indicator/accomplishment

BPs/APs and procedures are in compliance with 2022 state/federal laws.

Planning of Goals - Title IX, Diversity and Inclusion

Develop, submit, and implement District EEO Plan

Goal Description

Develop CCCCCO required District EEO Plan due once every 3 years. This requires bringing EEO Plan through consultation and obtain Board Approval, submit to CCCCCO.

* Goal Status

In Progress/Funded

* Goal Cycle(s)

July 2022 - June 2026

Actions/resources needed to meet goal

Active

Y

Action

Action

Actions/resources needed to meet goal

Work as a committee to evaluate employee, applicant, and student data and determine the appropriate goal in increases representation of under-represented groups in various hiring stages.

On a 3 to 4 year cycle (based on plan submission date), maintain EEO Plan requirements, work with EEO Committee/Sub-Committee to implement changes.

Goal Description

Convene EEO Committee and Sub-Committee meetings throughout the school year to develop and modify District hiring practices to increase diversity in District workforce.

* Goal Status

In Progress/Funded

Actions/resources needed to meet goal

Active

Y

Action

Action

Actions/resources needed to meet goal

Once the EEO committee has evaluated employee, applicant, and student data and identified a quantifiable goal to increase representation of under-represented groups in various hiring stages, work on multi-year plan to accomplish the goal.

Planning of Outcomes - Title IX, Diversity and Inclusion

Outcome 1 - Title 5 regulations

Outcome Description

Students, staff and faculty will have clear District processes in place to provide resources and options regarding unlawful discrimination. In addition, they will have informal and formal courses of action to address unlawful discrimination allegations.

* Outcome Status

In Progress/Funded

* Outcome Cycle(s)

July 2022 - June 2026

Actions needed to achieve outcome

Drafting and bringing BPs/APs through consultation process.

Performance indicator/accomplishment

BPs/APs updated are published on District website and will be added to updated list submitted to Chancellor's Office as addendum to EEO Plan. Updating procedures and policies and publishing them on the District website will benefit key stakeholders (students and employees) by having the latest up to date information on what their rights (including complaint processes) and obligations are under Title 5.

Target

n/a

Outcome 2 - Title IX regulations

Outcome Description

Students, staff and faculty will have clear District processes in place to provide resources and options regarding sexual and gender-based misconduct. In addition, they will have informal and formal courses of action to address sexual and gender-based misconduct allegations.

* Outcome Status

In Progress/Funded

* Outcome Cycle(s)

July 2022 - June 2026

Actions needed to achieve outcome

Draft BPs/APs, bring them through the consultation process, obtain board approval.

Performance indicator/accomplishment

BPs/APs under Title IX will be published on the District website and submitted to Chancellor's Office as addendum to EEO Plan. Updating and publishing on the District website will benefit key stakeholders (students and employees) by having the latest up to date information on what their rights (including complaint processes) and obligations are under Title IX.

Target

n/a

Outcome 3 - EEO Plan

Outcome Description

The aim of the EEO plan is to increase the diversity of applicant pool, and selected applicants for interview and hiring. The El Camino College community will experience increased diversity in the pool of individuals who apply to work at the institution, as well as in the applicants selected for interview and hiring.

* Outcome Status

In Progress/Funded

Planning of Outcomes - Title IX, Diversity and Inclusion

* Outcome Cycle(s)

July 2022 - June 2026

Actions needed to achieve outcome

Development and approval of the EEO Plan. Implementation of the EEO Plan's stated goals through the work of the EEO Committee and Sub-Committees.

Performance indicator/accomplishment

Increased percentage of under-represented groups identified by the CCCCCO/EEO Plan in the categories of qualified applicants, applicants selected for interview, and applicants selected for the position.

Target

Targeted levels of increase TBD during the development of the EEO Plan.

Planning of Annual Resources

July 2021 - June 2025

Facilities & Equipment Assessment

What resources does the office/program currently have? Attach any documents in the next field.

The TDI office currently has a 3-person office on the first floor of the Administration building.

What resources does the office/program need to better support the goals and outcomes? How will it help achieve office/program goals and outcomes? Attach any documents in the next field.

Potential modification (ex. flexible seating) of investigator's office to be more trauma-supportive per trauma-centered research. (see attachment)

Technology & Software Assessment

What resources does the office/program currently have? Attach any documents in the next field.

The TDI office has standard office equipment for all 3 employees. We continue to use editing software for training presentations.

What resources does the office/program need to better support the goals and outcomes? How will it help achieve office/program goals and outcomes? Attach any documents in the next field.

We would like to use redaction software for case files and document submissions and close-captioning software to ensure any electronic training materials are 504 compliant.

Staffing Assessment

What resources does the office/program currently have? Attach any documents in the next field.

We currently have a director (Jaynie), investigator (Claire), and administrative assistant (Amanda).

What resources does the office/program need to better support the goals and outcomes? How will it help achieve office/program goals and outcomes? Attach any documents in the next field.

The administrative workload for the TDI office is very high and is currently placed on one person. The administrative assistant role serves to ensure facilitation of all incoming reports, scheduling, and general case management. In addition, this role serves to coordinate the implementation of online training for sexual harassment, as well as EEO-related trainings. In addition, the administrative tasks required to facilitate completion of the annual EEO Expenditure Report are considerable. In addition, as of July 1, 2022, there is a new requirement that EERs are paid a stipend. The continued monitoring, processing, and facilitation of EERs serving on committees and authorizing payment is an addition to the workload placed on our 1 administrative support. Additional administrative support (through a TNC or part-time position) is requested. Because Jaynie is currently serving as the chair of the district behavioral intervention team (AIMS) and Claire is serving as the de facto case manager, the AIMS team needs to be restructured in compliance with the NABITA-established recommendations under Student Services. Typical behavioral intervention teams (BIT) do not house both of these roles in the Title IX Office, and they are typically held under Student Services. Given the priority of ensuring health and safety on campus, the District needs a separate case manager to take over this function and properly perform initial risk assessments and case manage and refer out student cases to various offices and resources on campus. Eventually, the District also needs to

Planning of Annual Resources

change leadership of the BIT team to fall under Student Services, as per standard practice across campuses.

Complaint/investigation caseload fluctuates; when it is too high or the number of cases requiring exhaustive investigations are required, all deadlines must still be met. In those circumstances, additional investigative support is needed to ensure full compliance with state/federal laws and board policies and procedures.



9 ELEMENTS TO CONSIDER WHEN DESIGNING A TRAUMA INFORMED SOFT INTERVIEW ROOM



These 9 elements are critical to designing a Trauma-Informed Soft Interview Room

These statistics from [RAINN \(Rape, Abuse & Incest National Network\)](#) may disturb you:

- **On average, there are 433,648 victims (age 12 or older) of rape and sexual assault each year in the United States.**
- **Every 73 seconds an American is sexually assaulted.**
- **Ages 12-34 are the highest risk years for rape and sexual assault.**

In response to the growing need for services that demand justice for sexual assault survivors, law enforcement is increasingly taking measures to create resources that are trauma informed. According to Tracy Matheson, the President/Founder of Project Beloved – trauma-informed care is a practice that takes the body’s biological response to trauma into consideration.

Thus the soft interview room was born; a safe place for victims and witnesses to feel comfortable to share their story and provide crucial evidence that helps law enforcement get pertinent details about the case and suspect.

We sat down with Tracy Matheson to speak more about her non-profit and the essential considerations for developing a trauma informed interview room.

www.maestrovision.com uses “cookies” to track non-personal information and may collect users’ personal information.

By clicking “Accept”, you agree to the terms and conditions of our Privacy Policy and Terms of

Use. [Accept](#) [Read More](#)



www.maestrovision.com uses “cookies” to track non-personal information and may collect users’ personal information.

By clicking “Accept”, you agree to the terms and conditions of our Privacy Policy and Terms of

Use. Accept [Read More](#)

victim of sexual assault and homicide in 2017. Some of the projects and initiatives employed by the organization include:

- **The passing of Molly Jane’s Law** which allows law enforcement agencies in Texas to communicate with one another through the use of ViCAP, which is administered by the FBI. ViCAP was created to help identify serial murderers and rapists and is available in all 50 states.
- **The creation and distribution of Beloved Bundles.** Beloved Bundles are distributed to survivors of sexual assault when they go to the hospital for a forensic exam (otherwise known as a “rape kit”) and their belongings are seized as evidence. The Bundles include: clothing, undergarments, hygiene products and other necessary items.
- **The Molly Jane Matheson Memorial Scholarship** is awarded to social work students at the University of Arkansas on an annual basis in the amount of \$2200 each in honor of Molly’s 22 years.
- **The installation of Soft Interview Rooms at law enforcement agencies.** Project beloved assists law enforcement agencies with the funding, layout and installation of Soft Interview Rooms at their department. As of today, they have installed 24 soft interview room at police stations, child advocacy centers and organizations which serve vulnerable youth throughout the US. In 2021, they plan to install 12 more.

[Donate to Project Beloved](#) to support their mission of educating, advocating, and collaborating to change the conversation about sexual assault and empower survivors to find their voices.

The 9 Critical Elements of an Effective Trauma-Informed Soft Interview Room

Is your organization interested in acquiring a Soft Interview Room? Here are the 9 factors that Tracy recommends taking into consideration when building an effective trauma informed Soft Interview Room.

www.maestrovision.com uses “cookies” to track non-personal information and may collect users’ personal information.

By clicking “Accept”, you agree to the terms and conditions of our Privacy Policy and Terms of

Use. [Accept](#) [Read More](#)

1. Privacy

Ensure the room is private. Sound proofing the walls is a good option to consider for less distractions, unwanted or loud noises that can interrupt the interview and make the interviewee feel less safe and secure.

2. Color

Consider what color is on the wall. Use pleasing, comfortable, soft colors like blues and greens.

3. Furniture

Use furniture with soft fabrics that are comfortable to sit in. Find chairs that swivel to allow greater movement for a victim being interviewed.

4. Lighting

www.maestrovision.com uses “cookies” to track non-personal information and may collect users’ personal information.

By clicking “Accept”, you agree to the terms and conditions of our Privacy Policy and Terms of

Use. Accept [Read More](#)

5. Blankets

Incorporate blankets that are weighted and soft.

6. Accessories

Create a safe vibe with diffusers (use oils that are soothing to the senses) and accessories like artwork that are pleasing to look at.

7. Carpeting

Use carpeting like an area rug. Avoid bare hardwood floors.

8. Cameras

Utilize subtle, covert cameras (although the interviewee is informed they're being

www.maestrovision.com uses "cookies" to track non-personal information and may collect users' personal information.

By clicking "Accept", you agree to the terms and conditions of our Privacy Policy and Terms of

Use. Accept [Read More](#)

9. The Interview

Make sure you're well versed on trauma informed investigations. Tracy describes it as "Having a deep engrained understanding of what trauma is and how it affects a person who has experienced violence or a sexual assault. It's woven into the fiber of your being so you respond from a place of understanding. Everything you do is done to minimize or reduce the trauma that they've experienced rather than re-traumatize or add to the trauma. It's a mind shift. Once I understand trauma, it's going to change everything that I do and say when I encounter someone who has experienced trauma."



www.maestrovision.com uses "cookies" to track non-personal information and may collect users' personal information.

By clicking "Accept", you agree to the terms and conditions of our Privacy Policy and Terms of

Use. [Accept](#) [Read More](#)



Above are some of the examples of soft interview rooms that Project Beloved has installed at various police stations throughout the US.

Bonus Tip from MaestroVision

10. The Interview Recording System

Utilize a provider that understands the work you do and has experience creating interview recording systems for other CACs and Soft Interview Rooms. Our CEO, Claude Turcotte used his audio/video and broadcasting expertise to create [this insightful \(unbiased\) guide](#) which will help you find the right interview recording system for your organization including:

www.maestrovision.com uses “cookies” to track non-personal information and may collect users’ personal information.

By clicking “Accept”, you agree to the terms and conditions of our Privacy Policy and Terms of

Use. Accept [Read More](#)

Are you a 501c3 non-profit? We're happy to provide you a system for 50% off.

Contact us for more information.

Has Project Beloved installed a Soft Interview Room at your police department? If so, let us know and we'll donate 20% of all proceeds for your new system to the organization.

Reason for reaching out	Full Name
Company	Title
Email	Phone Number
Message (optional)	

CONTACT

www.maestrovision.com uses "cookies" to track non-personal information and may collect users' personal information.

By clicking "Accept", you agree to the terms and conditions of our Privacy Policy and Terms of

Use. Accept [Read More](#)

Join the hundreds of government and business entities benefitting from MaestroVision's solutions.

COMPANY

- [About us](#)
- [Partners](#)
- [Events](#)
- [Careers](#)

ACCOUNT

- [Login / Register](#)
- [Shopping Cart](#)
- [Order history](#)
- [Terms of use](#)
- [Privacy policy](#)

RESOURCES

- [Contact us](#)
- [Blog](#)
- [FAQ](#)
- [Site Map](#)

SUPPORT

- [Warranty](#)
- [Customer Service](#)

© Copyright 2021 MaestroVision
Designed by [Kubo Digital](#)



www.maestrovision.com uses "cookies" to track non-personal information and may collect users' personal information.

By clicking "Accept", you agree to the terms and conditions of our Privacy Policy and Terms of

Use. [Accept](#) [Read More](#)