

East Georgia State College Study Abroad Committee

Meeting Minutes

October 16, 2015

10:00 a.m., Swainsboro Campus, Room B171

Type of meeting: Regular Committee meeting

Meeting Facilitator: Dr. Carmine Palumbo, Director of Study Abroad

- I. Call to order (10:00 a.m.)
- II. Roll call/Attendance: Dr. Carmine Palumbo, Ms. Vicki Sherrod, Ms. Katelyn Moore, Ms. Tracy Woods, Chief of Police Mr. Wiley Gammon, Ms. Mary Smith (via conference call), and Ms. Jessica Todd.
- III. New Business

- a. **Clery Act:** Dr. Palumbo asked Mary Smith to address the Clery Act and how it applies to Study Abroad Programs. Ms. Smith discussed that the Clery Act is more about the geographic location of the crime rather than the relationship between the individual and the college. For instance, did the crime take place or occur where the college has control (i.e. student rooms, student floors, common rooms, or a restaurant)? Was the crime committed by another student?

The question was raised should we as faculty/staff report the crime to the authorities? If the crime was student on student or faculty on student (or vice versa), then we should NOT report the crime to the local authorities. Instead the crime should be reported through the college system. Ms. Smith stated that she would check with the University System of Georgia about their policies and research how other schools are handling these types of situations.

Scenarios: When Ms. Smith was asked about certain scenarios involving student on student crime (i.e. one student assaulting another student on a campus site vs. one student assaulting another student at a hotel off-site), she explained that the first priority of the faculty/staff should be to take care of the well-being of the student; the faculty/staff needs to ensure the student receives medical attention, but also to think about the student's mental/emotional well-being. She explained that if the assault occurred on a campus site, then we would need to know their policies regarding reporting a crime. If the assault occurred off-site at a hotel, then there were certain rules that applied to duration. For instance, a short duration stay (less than 10 days) is not considered part of the Clery Act. However, we still have a victim and a perpetrator, so the situation will need to be reported to the college and handled through the system.

Steps for Faculty/Staff when dealing with a Victim:

1. Ensure the victim receives medical attention.
2. If the student desires to return home, ensure that the student is allowed to return home.
3. Report the incident to Tracy Woods, who is our Title IX Coordinator. Contact her using the quickest method of communication, depending on your location. Be sure to follow up with Tracy with a written record of the incident.
4. Tracy Woods will report the incident to the Chief of Police, Mr. Wiley Gammon.

If the victim does not want to return home, then it is the responsibility of the Program Director and faculty/staff on the program to separate the victim and the perpetrator. This may require a relocation of housing. Sending the offender home is a possibility. Keep in mind that the victim may need counseling, so check to see if such services are available at the location.

Collection Evidence:

Be sure to document the physical evidence of assault (i.e. photograph any visible violence on the victim, bag their clothing, etc.).

Check with UGA Costa Rica to see what their policies or procedures are regarding crime. Each program will need to check with their sites regarding local laws, resources, and the ramifications for the victim/offender in that particular country.

Collecting Information:

Faculty/staff are the first reporting method. Therefore, it is important to get the student's consent and record the report using phone/video. This way, we can relay an accurate report to the coordinator or law enforcement.

Private Residence/Homestays:

In regard to the Clery Act, a crime within a host family home can only be reported if the school has significant control over the private home (i.e. the place where the student is residing has its own private entrance and separate living quarters than the host family). If the student is living in the home with the family sharing common spaces like bathrooms, kitchen, etc., then the crime is not reportable outside of the US. The crime still must be reported to Tracy, and the victim's well-being taken into account. There is an obligation to tend to the immediate need of the victim; try to limit the effects of what has happened and prevent a reoccurrence.

Every member of a Study Abroad Program should be responsible for being a **CSA (Campus Security Authority)**. Faculty/staff are responsible and obligated to report any crime or breach of the conduct code. The faculty/staff member should report what crime or offense occurred, when, and where.

It was noted that the procedures for handling any type of crime or offense should be made as clear as possible to Faculty/staff on Study Abroad Programs. [End of the Clery Act discussion. Ms. Smith, Ms. Woods, and Chief Wiley Gammon left the meeting.]

- b. **Memorandums:** The following memorandums were sent to Dr. Boehmer regarding our previous conversations during our committee meetings: Proposed Study Abroad Programs 2016 and Proposal to Waive Fees.

IV. Adjourn

The next meeting will take place on Nov 6 at 10 am in B171. There was a motion to adjourn, and it was seconded. All were in favor (10:50am).