COMMUNITY COLLEGE OF DENVER

Title: Compliance Team

Guideline #:   SA – 7

Approved: December 7, 2016
                  August 9, 2017

References: FERPA, Title IX, Title VII, Title IV, FACTA, Clery Report, Drug Free Schools and Communities Act, Americans with Disabilities Act, VAWA (Violence against Women Act), Biennial Review, Gainful Employment, Student Right to Know Act, VE 135.

Approved By: Dr. Everette J. Freeman, President

1.   PURPOSE

      To convene a cross-functional group of Community College of Denver (College) employees to serve on a Compliance Team (Team) that will have responsibility for ensuring the College successfully identifies and meets obligations to disclose information as required under the Higher Education Act (as amended by HEOA). The group will prioritize both compliance and communication.

2.   APPLICABILITY

      All students and employees of the College.

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3. DEFINITIONS

Compliance: Any requirements imposed upon the College to stay within the regulations surrounding higher education laws, statutes, and policies. This includes, but is not limited to: FERPA, Title IX, Title VII, Title IV, FACTA, Clery Report, Drug Free Schools and Communities Act Americans with Disabilities Act, VAWA (Violence against Women Act), Biennial Review, Gainful Employment, Student Right to Know, VE 135.

Communication: Some information may meet compliance by disclosure on the College website. Other information may have more detailed expectations. The Team will monitor compliance and communication.

4. POLICY

The Team will ensure compliance and communication requirements are completed in a timely manner.

5. GUIDELINES

a. Each July the Vice President for Enrollment Administration and Student Success (VP EASS) will convene the Team to determine expectations and updates necessary for the upcoming year. The Dean of Enrollment Services (Dean) will be charged with convening the group throughout the year to monitor compliance and communication.

b. The Team will identify compliance related deadlines, and assemble and document guidance, confirmations and other compliance related activities conducted by the Team. The Dean

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will be responsible for recording and maintaining all activities of the Team. The Dean will report all activities to the VP EASS.

    c.   The Team will:

        i.   Meet every other month and schedule additional meetings as needed;

        ii.   Keep meeting minutes;

        iii.   Maintain an on-going calendar of events; and,

        iv.   Communicate compliance issues, needs, etc., to College personnel.

    d.   Documented evidence of the Team's activities will be supported by hardcopy documents or stored on the Team's shared computer drive.

6.   TEAM MEMBERS

Team members are:

- Dean of Enrollment Services (Lead Team member)
- Registrar
- Dean of Student Life
- Director of Human Resources and Title IX Coordinator Officer
- Director of Financial Aid
- Director of Institutional Research
- Web Support and Content Specialist
- Associate Dean of Instruction/Accreditation Liaison Officer
- Adhoc Members will include but not be limited to and will be invited as needed:
  - Academic Deans
  - Chief Financial Officer

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- Director of Accessibility Center
- Director of Facilities

7. COMPLIANCE ITEMS AND DUE DATES

a. Biennial Drug and Alcohol Program Review
- This report will be made available October 1 of the even-numbered years.

b. Constitution and Citizenship Day
- September 17th of each calendar year.

c. Fair and Accurate Credit Transaction Act (FACTA)
- July 15th or as otherwise requested by the Colorado Community College System.

d. Family Education Rights and Privacy Act (FERPA) Annual Statement
- Monday following fall semester cense date for students. An email to faculty and staff will go out on the 1st day of classes for fall, spring and summer semester.

e. Voter Registration
- September 1st of each calendar year.

f. Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act
- October 1st of each calendar year to current employees and students

g. College Campus Security Authorities (CSA)

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- Training will occur July 1st of each year and as new employees are hired into positions identified as a CSA. A final email to all CSAs to ensure all incidents were reported will be sent December 15th.

h. College Annual Drug and Alcohol Abuse and Prevention Programs
- Every October 1st, March 1st and July 1st and email will be sent to all active/current students, staff and faculty.

i. College Violence Against Women Reauthorization ACT (VAWA)
- October 1st of each calendar year (included in the Annual Security Report).

j. Emergency Preparedness on the Auraria Campus
- June 1st of each calendar year, the Emergency guidelines must be reviewed and updated if necessary.

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