

# Office of Institutional Effectiveness

Compliance Training





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# ACCREDITATION & COMPLIANCE

- Granted Accreditation with Exceptional Outcome, a ten-year status, by the Commission on Osteopathic College Accreditation (COCA) with a renewal in early 2034.
- Candidacy Status with the Higher Learning Commission.
- Licensed as an institution of higher learning through the New Mexico Higher Education Department and the Florida Commission for Independent Education.
- Licensed by the State of Texas for clerkship rotations in El Paso.
- Member of NC -SARA
- Policies, College Catalog, Student Handbook, Standard Operating Procedures, NC -SARA, Higher Education Act, Title IV

Following a comprehensive site visit in January 2024, the College was granted Accreditation with Exceptional Outcome, a ten-year status by the COCA. More information can be found on our website under the About BCOM Tab.

The College is seeking accreditation from the Higher Learning Commission. Our goal is to transition from the COCA serving as our institutional accreditor to the HLC. HLC accreditation would enable us to evaluate additional programs. The COCA would remain a programmatic accreditor for the DO program.

We have other states in which students attend clinical rotations and the College adheres to regulatory compliance with those states as well.

NC-SARA allows the College to cross state lines with reciprocity to engage in distance education. This includes crossing state lines for clerkship rotation in years three and four.

Our office maintains the College Policies, Standard Operating Procedures, Catalog, and Student Handbook. We also assist with Title IV Compliance.

# COMPLIANCE: HIGHER EDUCATION ACT

- Annual Safety and Security Report (Clery Report) and Fire Safety
  - Campus Emergency Procedures and Timely Notifications/Warnings
- Drug and Alcohol Abuse Prevention
- Missing Person Procedures
- FERPA
- Title IX
- Copyright
- Consumer Information
  - Health and Safety
  - Financial Aid Policies
  - Catalog/Student Handbook
- Voter Registration
- Data
  - IPEDS Reporting
  - Student Outcomes
  - Net Price Calculators
  - Graduation Rates
  - Default Rates

The Higher Education Act was first passed in 1965 to ensure that every individual has access to higher education; the HEA also governs student-aid programs and federal aid to colleges. It is generally scheduled for reauthorization by Congress every five years to encourage growth and change. Components of the Higher Education Act are listed in this slide.

# FERPA

- FERPA or the Family Educational Rights and Privacy Act
- What are “education records”?
  - Any record that personally identifies a student and that is maintained by an educational institution or an educational affiliate.
  - Records can be in any media form – handwritten and/or electronic.
- Students have a right to review their education record.
- Students have a right to request an amendment to their record if inaccurate.
- The right to not disclose directory information.
- The right to file a complaint with the US Dept. of Education if the College is not complying with requirements of FERPA.

FERPA is a federal law designed to protect the privacy of education records. FERPA also establishes rights for students that allows them to inspect and review their educational record and provides guidelines as to the correction of inaccurate information. This information is outlined in the student handbook and in the standard operating procedure regarding FERPA. Personally identifiable information is information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or

Personally identifiable information is information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or

Information that reveals the identity of the student to whom the education record relates

Once a student enrolls in college (please note that FERPA does not apply until a student begins taking classes), he or she can determine what types of information parents and other caregivers can access via FERPA release. This information falls into three basic categories: financial records (i.e. bills and financial aid information), educational records (i.e. grades and class schedules), and student life records (i.e. disciplinary actions). Students can set their own FERPA permissions, and they can change these permissions at any time with the Office of the Registrar.

Directory Information is information contained in an educational record that would not generally be considered harmful or an invasion of privacy if disclosed which includes your name, email address, etc. Directory information can never include a social security number, race, ethnicity, gender, etc. You can opt out of the sharing of directory information with the Office of the Registrar.

Governed under the Department of Education who investigates complaints on non-compliance with FERPA.

# FERPA Best Practices

**Don't leave items with identifiable information exposed.**

**FERPA protected data should not circulate via email or text message unless it is done so in a secured fashion.**

**Don't post grades or evaluations in a way that shows identifiable information.**

**Faculty, staff, including preceptors, can have access to FERPA covered information if they have a legitimate educational interest.**

## **Confidentiality**

Just a few tips regarding FERPA and best practices:

Don't complete evaluations in an area where others might have visible access to personally identifiable information.

Keep all student information confidential; Don't discuss a student's education record with others where you might be overheard.

Student evaluations are educational records.

Legitimate educational interest is considered necessary for employees to carry out their job responsibilities in support of Burrell's educational mission. Curiosity is not legitimate educational interest and having access to student education records does not equate to license to access them out of curiosity.

Please be careful to ensure the confidentiality of student records.

# TITLE IX

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance”.

-Title IX of the Education Amendments of 1972

Title IX recently went through negotiated rulemaking and includes updates to its scope (sex characteristics, pregnancy or other related condition), sexual orientation and gender identity), the definition of sexual harassment, and expanded application of Title IX processes and procedures, including increased access to informal resolution processes.

Current procedures are currently posted on the College's website on its Title IX page. The updated policy and procedures will be published on or just prior to August 1.

# PROHIBITED CONDUCT UNDER TITLE IX

## ➤ Sex Discrimination

➤ Adverse treatment based on sex, including sex stereotypes, sex characteristics, pregnancy or other related condition, sexual orientation and gender identity

## ➤ Sexual Harassment

➤ Unwelcome conduct of a sexual nature including sex stereotypes, sex characteristics, pregnancy or other related condition, sexual orientation, gender identity, sexual assault, dating violence, domestic violence, and stalking

## ➤ Hostile Environment

➤ harassment that is severe, pervasive and objectively offensive enough to effectively deny equal access to education programs and activities.

## ➤ Quid Pro Quo

➤ “this for that”

## ➤ Sexual Exploitation

➤ Bullying, endangerment, hazing in the context of sexual harassment and/or sexual discrimination

## ➤ Retaliation

New definitions that go into effect August 1 with the new regs are included below. The following are prohibited and fall under title ix when they occur against a person in the US in an education program or activity.

- Sex discrimination: Any Adverse treatment based on sex, including sex stereotypes, sex characteristics, pregnancy or other related conditions, sexual orientation and gender identity.
- Sexual Harassment: Unwelcome conduct of a sexual nature (unwelcome sexual advances, verbal and physical remarks, action of a sexual nature, solicitation of sexual favors, jokes, comments about a person's sex life, micro-aggressions
  - Hostile environment unwelcome conduct that is severe or pervasive enough to deny equal access to educational programs and activities. quid pro quo or "this for that" could involve things such as the exchange of sexual favors in the workplace or education environment).
  - Gender based Harassment – unwelcome conduct of a nonsexual nature based on a student's actual or perceived sex, including conduct based on gender identity, gender expression, and nonconformity with gender stereotypes.
  - Sexual Assault– severe form of sexual harassment; physical sexual acts perpetrated against a person's will
- Sexual Exploitation – person taking non-consensual or abusive sexual advantage of another (e.g. sexual voyeurism, recording another person in a sexual act, engaging in sexual activity while knowingly infected with HIV/STD/STI)
- Other prohibited conduct that is sexual in nature such as bullying, endangerment, hazing
- Retaliation: it is unlawful for a college to discriminate or intimidate an individual for filing a title ix complaint.

All College employees are mandated reporters by law. Jurisdiction under the new regs – occurred in the US; occurred where the College controls the context of the incident (college property/program); the College has jurisdiction over the respondent as a student/employee; happened to a complainant while the complainant was participating or attempting to participate in the College's program. If not under this jurisdiction, dismissed as Title IX but may be referred to College's formal grievance process.

Colleges are required to address prohibited conduct through an informal resolution processes and formal complaint process.

Recent revisions to the law regarding the investigation and resolution processes and Title IX are codified by the College and posted on our website.

# TITLE IX COORDINATOR

- Faculty and staff members are mandated reporters and are required to report any violations to the Title IX Coordinator immediately.
- Visit our website for information regarding our Title IX policy, request for investigation forms, and investigation procedures:

<https://burrell.edu/students/title-ix/>



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**3501 Arrowhead Dr. 88001**  
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**(575) 674 - 2339**

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Colleges are required to address prohibited conduct through an informal resolution processes and formal complaint process.

Currently, there are procedures posted on our website that related to any Title IX incidents occurring prior to August 1, 2024. In another week or two, a new policy and set of procedures will be posted regarding the procedures for incidents occurring on and after August 1, 2024.

We will also be announcing a new Title IX Coordinator at the end of the month in that communication.

# Complaints: Informal Resolution

**Ombudsman Services :** <https://burrell.edu/GA017/>

- Strategies for remediation
- Sound Board/Listening
- Facilitated Conversation
- Consultation on Policies and Procedures

**Erica Hughey, MBA (she/her)**  
**Ombudsman**  
**Las Cruces, New Mexico 88001**  
**Office (575) 674-2279**  
[ehughey@burrell.edu](mailto:ehughey@burrell.edu)



SOP regarding our Ombudsman Services: <https://burrell.edu/GA017/>

# General Feedback & Formal Grievances

## General Feedback and Grievances

[Home / Grievance Form](#)

## General Feedback and Grievances

The General Feedback form is to be used to provide informal feedback to the College. The information is received by the Office of Institutional Effectiveness. The submission will be routed to the appropriate department for awareness purposes only. There is no notification regarding receipt or resolution. The College reserves the right to redirect the general feedback form for review under the College's Grievance Policy, if necessary.

[GENERAL FEEDBACK](#)

The Grievance Form is utilized to report any action that is in violation of written College policies or procedures or constitutes arbitrary, capricious, or unequal application of written College policies or procedures.

[GRIEVANCE FORM](#)

[GRIEVANCE POLICY](#)

- The College has a form located on its website where it can receive general feedback. Constructive feedback is always appreciated in our continued cycle of improvement.
- The College also maintains and publishes procedures necessary for the filing of any formal grievance by any person or organization regarding the conduct of the College's programs or operations or regarding the conduct of its students, faculty or staff.
  - Violation of policy or procedure of the College (see the Grievance Policy)
  - Informal or Formal resolution
    - Ombuds Service: Erica Hughey

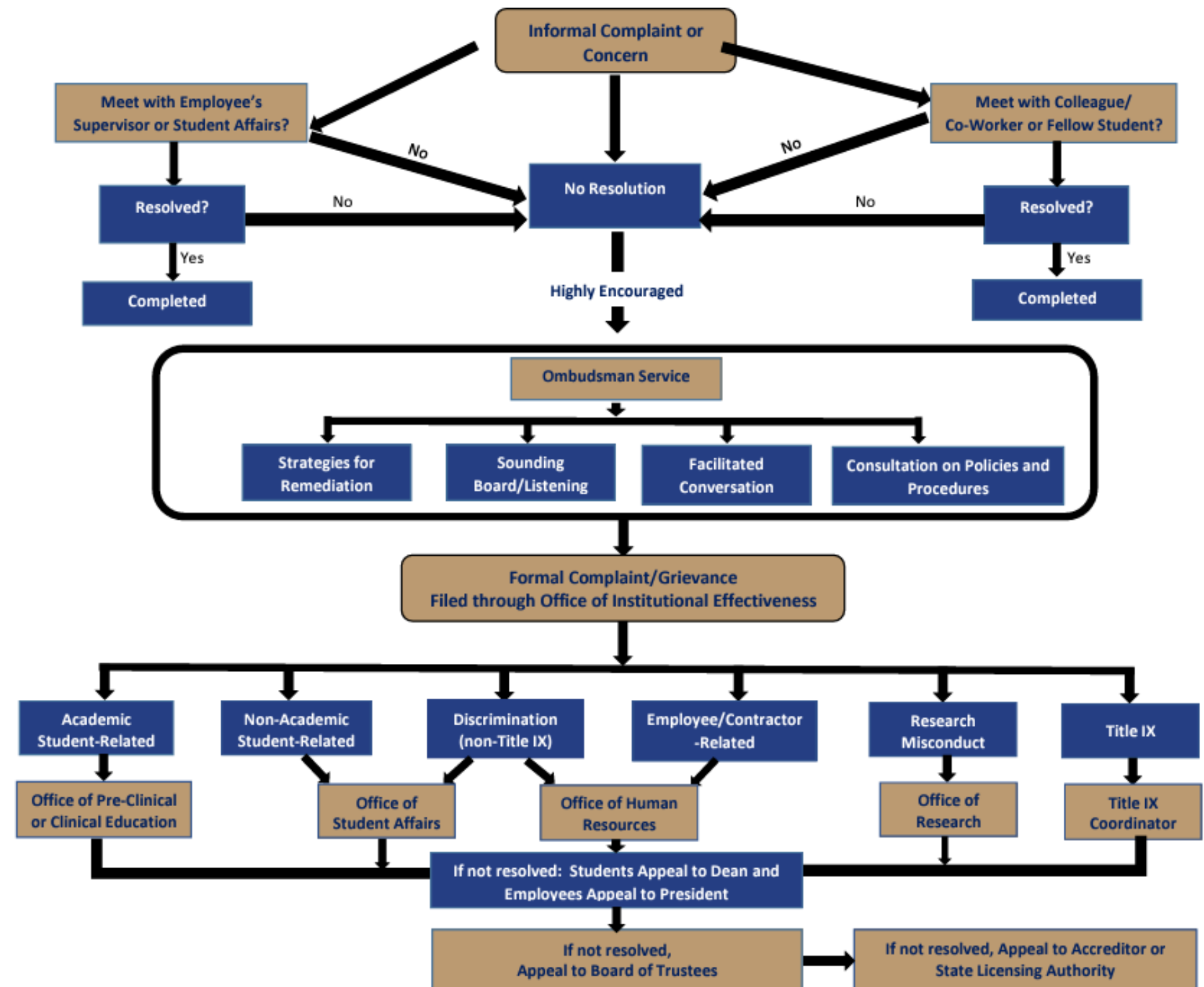
# OMBUDS SERVICE

Erica Hughey, MBA  
[ehughey@burrell.edu](mailto:ehughey@burrell.edu)

575-674-2279

OMBUDS SERVICE SOP:  
<https://burrell.edu/GA017/>

For any informal complaint or any complaint that is not a violation of policy or procedure, the College encourages the use of the Ombudsman Service to assist. Erica Hughey provides this service on behalf of the College. We also maintain an Standard Operating Procedure that can be found on our website. The Flowchart provided on this page is helpful in determining how to route a complaint.





## Accreditation Complaint

[Home](#) / [About](#) / [Accreditation and State Authorization](#) / [Accreditation Complaint](#)

Accreditation standards are published on the American Osteopathic Association's (AOA) website.

Any individual who believes Burrell College of Osteopathic Medicine is not in compliance with a Commission on Osteopathic College Accreditation (COCA) standard has a right to address his/her concern. The complaint will be kept on file in a confidential manner. Please see Accreditation Standard Complaint Policy B2030 (Policy B2030) regarding the process for filing a complaint.

The College Catalog provides contact information for anyone wishing to file their complaint directly with the COCA and/or other accreditors.

➤ [Accreditation Complaint Policy/Form](#)

# COLLEGE WEBSITE

**BURRELL COLLEGE**  
*of*  
**OSTEOPATHIC MEDICINE**

[About](#) [Admissions & Aid](#) [Academics](#) [Students](#) [Faculty](#) [Administration](#) [Preceptors](#) [Giving](#) [Communications](#) [Forthcoming Florida Campus](#) 



Navigation to the Accreditation Information, as well as Policies and Standard Operating Procedures of the College.

# COLLEGE WEBSITE

Home / About

## Overview and History



The Burrell College of Osteopathic Medicine was envisioned by its Founding Dean George Mychaskiw, D.O., to address the shortage of physicians in the Southwestern United States and its border with Northern Mexico, as well as to diversify the physician workforce. Dr. Mychaskiw reached out to John Hummer, a New Mexico business and healthcare leader, for his assistance in pursuing this vision.

## ABOUT US

- > About Us
  - > Mission, Vision & Guiding Principles
  - > Our History
  - > Leadership
    - > Board of Trustees
    - > Institutional Leadership
  - > Message from the President
  - > Accreditation and Licensure
  - > Governance
    - > Board of Trustees Bylaws
    - > College Bylaws
    - > Strategic Initiatives
    - > Institutional Policies
    - > Standard Operating Procedures
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  - > Code of Professional Conduct
  - > Diversity & Inclusion
  - > Directory



Navigation to the Accreditation Information, as well as Policies and Standard Operating Procedures of the College.

# CAMPUS SAFETY AND SECURITY



Under the Administration tab on our website, you'll see a link regarding Campus Safety and Security. The Campus Safety and Security page also has link to our Drug & Alcohol Free Campus link. The page also contains our Emergency Procedures. Please take a moment to familiarize yourself with the various links on this page.

# CAMPUS SAFETY AND SECURITY



## Campus Safety and Security

[Home](#) / [Campus Safety and Security](#)

### Safety Mission

The Burrell College of Osteopathic Medicine is committed to creating a safe and secure environment for the faculty, staff, and students. Burrell College of Osteopathic Medicine maintains a safe environment by providing the necessary resources for all that are a part of it, and encouraging everyone to follow proper safety procedures. A safe and secure environment will allow faculty, staff, and students to focus on learning and growing as a community.

 [Annual Safety and Security Reports/  
Weekly Crime Reports](#)

 [Drug and Alcohol Free Campus](#)

 [Emergency Notifications](#)

 [Emergency Procedures](#)

 [Evacuation](#)

 [Incident Report](#)

 [Chemical Safety](#)

 [Resources & Numbers](#)

 [Title IX](#)

➤ Annual Safety and Security Reports

➤ Please report incidents occurring on campus or off campus during education activities.

➤ Review our Emergency Notifications and Emergency Procedures

On the Campus Safety and Security page, we house links to the Annual Safety and Security Reports (Clery). For last year's report and the report that will be published on October 1<sup>st</sup> of this year, statistics are combined with NMSU due to our location being on their campus.

Our report will include combined statistics from NMSU and Florida Tech.

The College's biennial review of its drug and alcohol prevention strategies is located under the Drug and Alcohol Free Campus Tab

Incident Reports: any incident that occurs on this campus (falls, needle sticks, the calling of EMS, etc.) please use the incident form to report.

# BLOODBORNE PATHOGENS

## **The Federal OSHA Bloodborne Pathogen Standard**

- Published in 1991 and designed to reduce and minimize the potential for occupational exposure to the Human Immunodeficiency Virus (HIV), the Hepatitis B Virus, Hepatitis C Virus, and other human bloodborne pathogens.

## **Risk**

- Anyone who handles blood, blood components, or other potentially infectious materials (OPMI).
- Anyone who touches contaminated equipment or surfaces.

## **Exposure**

- An occupational exposure may occur in the cleaning or collecting/handling/disposing of blood or other potentially infectious materials (ex. bodily fluids).
- Rendering first aid or assisting in emergency situations
- Mucous membrane splash (eye, mouth, nose)
- Contact on non-intact skin (open cuts, blisters, hangnails, etc.)
- Contaminated sharps (needle sticks, scalpel blades, etc.)

Click to view the [College's Bloodborne Pathogen Exposure Control Plan](#)

# BLOODBORNE PATHOGENS

## Universal Precautions

- Always assume all blood, blood products, and bodily fluids are contaminated.
- Handwashing – Single most important means of preventing the spread of infection
  - Apply soap and wash for at least 15 seconds.
- Handling sharps
  - Use tongs to pick up broken glass/needles.
  - Discard all needles and sharps in sharps containers
- If you see a blood spill, ask janitorial to clean (they will follow their procedures to clean)
- Personal Protective Equipment: wear gloves to prevent hand contact with infectious substances.

## Exposure Incident

- Ensure the exposed area is flushed with large amounts of water (and soap if contact was made with skin) for at least 15 minutes.
- Notify your supervisor and, if it happened on Burrell property, fill out an Incident Report form.
- Seek medical attention - follow up with your PCP for evaluation

Click to view the [College's Bloodborne Pathogen Exposure Control Plan](#)

# Fire Safety and Prevention<sup>1</sup>

- Familiarize yourself with evacuation routes and practice your fire escape plan.
- When noticing a fire-related emergency,
  - Alert others, pull the fire alarm if able.
    - In the event the alarm does not function, use verbal evacuation. This is commonly done by calling out “Fire!”
  - As you evacuate, close doors behind you to limit the spread of the fire.
  - Contact the fire department by calling 911 from a safe area
  - Try to extinguish small fires. Do not attempt to extinguish large fires
    - Pull the pin.
    - Aim at the base.
    - Squeeze the discharge handle.
    - Sweep the agent across the fire.

<sup>1</sup><https://safety.nmsu.edu/campus-safety/fire-safety.html>

# Fire Extinguisher Training

(Press Play to begin Video)



# Fire Safety and Prevention<sup>1</sup>

There is no code, standard, policy, or state law that states a person discovering a fire is legally bound to extinguish it. However, when a fire is discovered in its incipient state, it can be easily extinguished utilizing a fire extinguisher. Below is a brief way to decide when to attempt extinguishment.

## **Fight the fire if:**

- The building occupants have already been notified to evacuate and the campus Fire Department has been notified of the emergency (by calling 911);
- The fire is small enough to be extinguished with a portable extinguisher;
- You have a clear path to the exit;
- Someone knows you are attempting to extinguish the fire;
- You have been trained in the use of a fire extinguisher.

## **Do not fight the fire if:**

- The fire appears to be too large to extinguish with one attempt;
- You must pass through the smoke to reach the fire;
- You must shield yourself to reach the fire;
- The fire could cut off your path of egress;
- You think there may be explosive, reactive or toxic products burning;
- You have not been properly trained to extinguish the fire.

<sup>1</sup><https://safety.nmsu.edu/campus-safety/fire-safety.html>

# Fire Safety and Prevention<sup>1</sup>

- Matter of education, training, and common sense
- Smoking-related fires are one of the most common types of fires. The College prohibits smoking on any of its campuses.
- Working on electrical wiring or equipment is only permitted under the oversight of a licensed electrician.
  - Extension cords are permitted on non-heat producing devices (computers, etc.)
  - Avoid using extension cords on heat producing or high voltage devices such as coffee pots, microwave ovens, refrigerators.
  - Never use a cord that feels hot or is damaged.
  - Use only surge protectors or power strips that have three-prong grounded plug.
  - All electrical outlets must have a cover plate. Notify the Facilities Office if broken.
  - Combustible items (paper, trashcans, etc.) should be at least two feet from either side of an outlet.

<sup>1</sup><https://safety.nmsu.edu/campus-safety/fire-safety.html>

# Fire Safety and Prevention<sup>1</sup>

- Cooking is not permitted in offices, labs, classrooms, storage areas.
  - There are designated areas in which microwave ovens are permitted to be used.
  - The New Mexico Campus does have a gas grill on its patio. It is not to be used within 15 feet of the building. Do not leave the grill unattended while in operation. Be sure to turn off the propane when not in use.
- The College reserves the right to review and approve for requests for a cooking event. Such events are subject to approval by jurisdictional fire departments.
- General storage does not constitute a fire hazard. The problem begins when items are stored improperly, in a hazardous location, or in a place where other fire hazards are present. Please contact the College's Environmental Health and Safety Officer for additional information.

<sup>1</sup><https://safety.nmsu.edu/campus-safety/fire-safety.html>

# Fall Prevention<sup>1</sup>

- Slips, trips and falls are common
  - They can occur anywhere (inside and outside)
  - Falls and slips and trips without a fall are one of the three leading causes of work-related injuries treated in an emergency department<sup>1</sup>
- Slips, trips and falls cause minor to major injuries, even death
  - Sprains and strains
  - Bruises and contusions
  - Fractures and breaks
  - Abrasions and lacerations
- Slips, trips and falls can have a significant cost to you
  - Lost wages
  - Out-of-pocket expenses
  - Pain
  - Temporary or permanent disability
  - Reduced quality of life
  - Depression

<sup>1</sup><https://www.cdc.gov/niosh/injury/fastfacts.html#3>

# Fall Prevention<sup>1</sup>

- Preventing slips, trips and falls
  - Housekeeping
    - Reduce clutter, clear aisles
    - Close cabinet, file and desk drawers and doors
    - Don't use uncovered extension cords or cables/wires
    - Floor mats should be flat with no folds or curled edges
  - Modify your behaviors
    - Have your mind on task when walking – look where you are going
      - Be mindful of steps, ramps, curbs and uneven bricks/tiles
      - Use sidewalks - stay out of the gravel and rocks
    - Be aware of slippery areas surfaces
      - Indoors and outdoors (e.g., spills on tile or ice on sidewalks)
    - Don't stand on tables or chairs – ask facilities for help instead
    - If you drop it, pick it up; If you spill it, wipe it up
- Correct or report any hazards immediately!

# Active Shooter Preparedness

(Press Play to Begin Video)



<https://youtu.be/i3QBktsRKVY?si=e17TkchlYMg7L-Vq>

# Active Shooter Preparedness<sup>1</sup>

- Be aware of your environment and any possible dangers
- Take note of the two nearest exits in any facility you visit

## How to Respond

### Run

- Have an escape route and plan in mind
- Leave your belongings behind
- Keep your hands visible

### Hide

- Hide in an area out of the shooter's view
- Block entry to your hiding place and lock the doors
- Silence your cell phone

### Fight

- As a last resort when you are in imminent danger
- Attempt to incapacitate the shooter
- Act with physical aggression and throw items at the shooter

**Call 911 When Safe To Do So!**

<sup>1</sup><https://www.fbi.gov/how-we-can-help-you/safety-resources/active-shooter-safety-resources>

<sup>1</sup>[https://www.dhs.gov/xlibrary/assets/active\\_shooter\\_pocket\\_card.pdf](https://www.dhs.gov/xlibrary/assets/active_shooter_pocket_card.pdf)

# Annual Safety/Security/Fire Safety Reports & Incident Reporting

- Click on the Administration Tab and Navigate to Campus Safety and Security
- Please report incidents occurring on campus or off campus during education/business-related activities.
- Link to Annual Safety and Security Reports and Fire Safety Reports

Please report any type of incidents using this form. This may include accidents, falls, medical emergencies, theft, FERPA violations, etc. Typically students will fill out when they have a needle sticks, or some other type of incidents at the College or while they are participating in clinical rotations.

The screenshot shows the Burrell College of Osteopathic Medicine website. The navigation menu includes: About, Admissions & Aid, Academics, Students, Faculty, Administration, Preceptors, Giving, Communications, Florida Campus, and a search icon. A blue arrow points to the 'Administration' tab. Below the navigation is a banner image of a classroom with the text 'Campus Safety and Security'. Below the banner is a breadcrumb trail: 'Home / Campus Safety and Security'. The main content area is titled 'Safety Mission' and contains a paragraph about the college's commitment to a safe environment. To the right is a sidebar titled 'ADMINISTRATIVE SERVICES' with a list of links: Administrative Services, Human Resources, Employee Handbook, Work Opportunities, Become a Preceptor, Faculty & Staff Evaluations, Human Resource Forms, Institutional Policies, Greenshades, and Employee Assistance Program. At the bottom of the main content area, there are three links: 'Annual Safety and Security Reports/ Weekly Crime Reports' (with an information icon), 'Incident Report' (with a checkmark icon), and 'MSDS Online' (with a document icon). Blue arrows point from the text instructions to these three links.

# INCIDENT REPORT

➤ Please report incidents occurring on campus or off campus during education activities.

➤ You can find the link to report the incident here:

<https://burrell.edu/campus-safety-and-security/>

Please report any type of incidents using this form. This may include accidents, falls, medical emergencies, theft, FERPA violations, etc. Typically students will fill out when they have a needle sticks, or some other type of incidents at the College or while they are participating in clinical rotations. Use the search button on our website.



Campus Safety and Security

Home / Campus Safety and Security

### Safety Mission

The Burrell College of Osteopathic Medicine is committed to creating a safe and secure environment for the faculty, staff, and students. Burrell College of Osteopathic Medicine maintains a safe environment by providing the necessary resources for all that are a part of it, and encouraging everyone to follow proper safety procedures. A safe and secure environment will allow faculty, staff, and students to focus on learning and growing as a community.

- Annual Safety and Security Reports/ Weekly Crime Reports
- Drug and Alcohol Free Campus
- Emergency Notifications
- Emergency Procedures
- Evacuation
- Incident Report
- Chemical Safety
- Resources & Numbers
- Title IX

# ACCEPTABLE USE

## **Protection of Sensitive Electronic Information (SEI) and Personally Identifiable Information (PII)**

The Burrell College of Osteopathic Medicine (BCOM) shall ensure the integrity of information technology resources made available to the College community to prevent disruption to academic and administrative needs. All members of the College community shall promote efficient, ethical and lawful use of BCOM's information technology resources. All information technology resources provided by the College are property of the College.

Acceptable Use Guidelines Published on the College website:

<https://burrell.edu/acceptable-use-guidelines/>

# ACCEPTABLE USE

## **Sensitive Electronic Information (SEI)**

Refers to data that Burrell College of Osteopathic Medicine must protect by law or that Burrell College of Osteopathic Medicine protects to reduce institutional risk. Some important examples of SEI include:

- Protected Health Information, or PHI. Refer to the Uses and Disclosures of Protected Health Information Policy and HIPAA FAQs for more information on identifying and managing PHI.
- Social Security Numbers, or SSNs.
- Credit/debit card numbers and other financial account information.
- Student information, as defined by the Federal Educational Rights and Privacy Act (FERPA)
- Other Personally Identifiable Information, or PII, as may be defined by the New Mexico Statute and Florida Statute.

# ACCEPTABLE USE

- Passwords must comply with the College's Password standard, never be shared with another individual, should not be used on a non-Burrell systems and should not be written on paper. Refer to the password policy: <https://burrell.edu/IT008/>
- Be on the look out for suspicious communications, links and attachments in emails.
- Inspect email addresses for non-College emails, and web site URLs for contents that point to unfamiliar sites. Never open an email attachment if you don't trust the source.
- Be suspicious of requests for Burrell usernames and passwords.

# ACCEPTABLE USE

- Protect Workstation and Laptops by arranging so that they aren't facing outward, and they must be locked when unattended.
- To install or uninstall software on College issued laptops, you must get approval from the IT department.
- Access to VPN and Wi-Fi are only permissible on Burrell-owned laptops and devices.
- Protect data storage, transmission and backups with encryption accordance to Burrell IT standards.
- Secure electronic communications by using a Burrell email account, encrypting SEI and not sharing with outside sources.
- Protect Physical assets with sensitive data and building access from unauthorized people.

# ACCEPTABLE USE

## Recognizing and Reporting Security Incidents

- A security incident is an event that may result in the confidentiality, integrity, or availability of Burrell information systems or data being compromised.
- If you believe that you have observed an information security incident, please take the following steps:
  - Report the incident immediately to the IT Help Desk by calling (575) 674-2390
  - If the incident involves your computer: Discontinue using it until the IT Help Desk has evaluated the situation.
  - If the incident involves the loss or theft of a computer or mobile devices, contact the IT Help Desk, who will assist you in filing a police report.

THANK YOU

QUESTIONS?

