

AGENDA
Executive Committee Meeting
CSUSM Academic Senate

Wednesday – October 20, 2010 – 12 noon – 1:50 p.m. ~ Kellogg 5207

[Send an email to
the faculty EC
members' listserv.](#)

I. Approval of Agenda

II. Approval of Minutes of 10/13/2010

III. Chair's Report, [Rika Yoshii](#)

Referrals: (EL = Extended Learning)

- BLP Investigate & address how to formalize the process of taking programs to and from EL
- FAC Investigate & address impact of moving programs to EL on RTP process for faculty teaching in EL
- FAC Investigate & address impact of moving programs to EL on entitlement for lecturers
- FAC Investigate & address impact of moving programs to EL on workload accounting for faculty teaching in EL
- FAC New policy on moving a faculty member to another department considering all possible cases (Powell)
- NEAC Violence Prevention Task Force - one Senate representative (data form requested)
- NEAC Guseman Periodic Review Cmte. - one CoBA department chair
- Next Steps Investigate & address impact of moving programs to EL on workload accounting for faculty teaching in EL
- PAC Investigate & address impact of moving programs to EL on program review process
- UCC Investigate & address impact of moving programs to EL on quality of programs (evaluation, catalog language, etc.). Perhaps we need to change the forms to require statements on qualification of faculty, required facility, ideal class size, etc.

IV. Secretary's Report *The following items have been responded to by the university administration:*

- APC Program Discontinuance *Approved*
- BLP Changes in Structure of Academic Affairs *Returned with comments*

V. Provost's Report, Emily Cutrer

VI. [ASCSU](#) Report, [Brodowsky/Montanari](#)

VII. [CFA](#) Report, Jocelyn Ahlers

VIII. Brief Oral [Committee](#) Reports: APC, FAC, LATAAC, PAC, UCC

IX. Old Business

Resolution on administrative appointments - handout

X. New Business

SAC Faculty Management of Course Records

XI. Discussion Items

XII. EC Members' Concerns & Announcements

Next meeting: 10/27 ~ 12-2 pm ~ Kellogg 5207

SAC: Policy for Faculty on the Management of Student Course Records

Rationale: Carryover of SAC tasks from last year. SAC was tasked to review this policy, gathered feedback from faculty, and administrators [attempted to received feedback from students, but SAC's student participation has been non-existent in spite of continuous efforts to solicit student participation]. The proposed revision incorporates minor changes for clarification.

Definition:	A policy governing faculty management of student course records
Authority:	Family and Educational Rights & Privacy Act of 1974 (FERPA)
Scope:	All university Faculty

1 **Procedure**

2 Instructors have the responsibility to ensure confidentiality of the student records to comply with the
3 Family Educational Rights and Privacy Act of 1974 (FERPA 1974). Student records are defined as any
4 documents (including electronic) that include identifying student information (e.g. name with social
5 security number, student ID number, or grade). Documents include, but are not limited to, graded class
6 assignments, homework, tests, letters of recommendation and roster print-outs showing student name
7 and any other type of personally identifiable information (e.g., social security number, student ID
8 number). The purpose of these guidelines is to help faculty understand how to manage student records.
9

10 **I. Instructor Responsibilities**

- 11 A. Keep student records out of reach of anyone else, preferably in a locked cabinet.
- 12 B. Obtain the student's written permission before anyone other than the student-including spouses,
13 parents, significant others, and other relatives-can collect his/her graded work.
- 14 C. Keep student records for a minimum of one year from the end of the term when the work was
15 completed before destroying them.
- 16 D. Obtain the student's written permission before you leave his/her records outside your office.
- 17 E. All records left outside of office must be in a sealed envelope.
- 18 F. After one year, records may be discarded after identifying characteristics have been removed or
19 destroyed.
- 20 G. Do not at any time use the entire ID Number of a student in a public posting of grades or any
21 other student records.
- 22 H. Do not ever link the name of a student with that student's ID number in any public manner.
- 23 I. Do not leave graded ~~tests-material (such as tests, papers, or assignments)~~ in a stack for students
24 to pick up by sorting through the papers-graded material of all students.
- 25 J. Do not circulate a printed class list with student name and ID number or grade as an attendance
26 roster.
- 27 K. Questions regarding the FERPA and/or other student record privacy matters should be directed
28 to the Vice President of Student Affairs.

30 **II. Student Responsibilities**

31 In most classes, faculty return graded materials to students during the course of the semester. If a
32 student elects to file a formal appeal over a course grade, she or he would need to produce all of the
33 original graded work for the purpose of the review procedure. Therefore, students should retain work
34 handed back to them at least until they receive the final grade. If the student then elects to file a grade
35 appeal, s/he should retain the graded materials until the appeal is resolved.
36