

**BOARD OF TRUSTEES
ACADEMIC AND STUDENT AFFAIRS COMMITTEE
March 14, 2014
10:15 a.m., University Center, Room 215**

Agenda

1.0 Action Item

**1.1 Approval of Policy 3.04 Revision Action
Student Education Records Privacy and Release
Resolution ASA 04-14**

Mr. Robert Trusz, Interim Vice President for Student Affairs, will present Resolution ASA 04-14, Approval of Policy 3.04 Revision, Student Education Records Privacy and Release.

2.0 Information Items

2.1 Policy 2.06, Approval of Graduates Information

Dr. David Todt, Provost and Vice President for Academic Affairs, will report that in the systematic review of institutional policies, Policy 2.06, Approval of Graduates was reviewed, and there were no significant changes.

2.2 Straight A Grant Information

Dr. Krista Maxson, Professor/Chairperson, Department of Mathematical Sciences and Interim Associate Provost, will present information on the Straight A Grant.

2.3 Complete College America Information

Dr. Paul Madden, Dean, College of Professional Studies, and Dr. Brenda Haas, Dean, University College, will share information from the Complete College America conference, and the Guided Pathways to Success in STEM Careers Self-Assessment.

2.4 Annual President's Day Open House Information

Mr. Trusz will report on the Annual President's Day Open House.

2.5 Student Government Association Information

Mr. Isaiah Riley, President of Student Government Association, will report on the activities of the SGA.

2.6 Black History Month Information

Ms. Ciera Locke, Coordinator, Multicultural Student Affairs, will report on the Shawnee State University activities during Black History Month.

3.0 Educational Item:

Mr. Trusz will present: Shawnee State University's Cohort Default Rate – What is it and what does it mean?

RESOLUTION ASA 04-14

**APPROVAL OF REVISION TO POLICY 3.04
STUDENT EDUCATION RECORDS PRIVACY AND RELEASE**

WHEREAS, a systematic review of institutional policies has been undertaken at the direction of the President in order to remove outdated policies, and to modify and update policies; and

WHEREAS, the current Policy 3.04 REV, Student Education Records Privacy and Release, has been in effect since March 11, 2011; and

WHEREAS, this policy has been reviewed and modified to remove language that is addressed in Policy 5.00, Policies and Procedures.

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University hereby approves revision of Policy 3.04 REV, Student Education Records Privacy and Release, effective March 14, 2014.

(March 14, 2014)

Shawnee State University

SUBJECT: STUDENT EDUCATION RECORDS PRIVACY AND RELEASE	POLICY NO. : ADMIN CODE: PAGE NO.: EFFECTIVE DATE: NEXT REVIEW DATE: RESPONSIBLE OFFICER(S): APPROVED BY:	3.04 REV 3362-3-04 1 OF 1 3/14/14 3/14/17 VPSA BOT
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- 1.0 The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, requires educational institutions to protect the privacy of student educational records and to ensure that students have access to their own educational records. As such, Shawnee State University will have a procedure and processes in place to ensure University compliance with FERPA's requirements. The procedure will include, but not be limited to the following: the method for informing students of their FERPA rights; and information regarding the campus locations of student educational records and the university officials who have authorized access to educational records. The procedure may also identify whether the University will have a student directory and if so, the type of student information that will be listed in such directory as well as the process for students to opt out of the directory.

History: 3.04Rev. 03/11/11; (*Eff. 04/02/90*)

Applicable Procedure: [3.04:1 Student Education Records: Privacy and Release](#)

INFORMATION ONLY

PROCEDURE TITLE:	STUDENT EDUCATION RECORDS: PRIVACY AND RELEASE
PROCEDURE NO.:	3.04:1REV
RELATED POLICY:	3.04REV
PAGE NO.:	1 OF 8
RESPONSIBLE ADMINISTRATOR(S):	REGISTRAR
EFFECTIVE DATE:	03/14/14
NEXT REVIEW DATE:	03/14/17
APPROVED BY:	PRESIDENT

1.0 BACKGROUND

- 1.1 The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, sets forth requirements designed to protect the privacy of student educational records. The law governs access to records maintained by educational institutions and the release of information from those records.
- 1.2 A notice is delivered to students each semester via the MySSU official notification system to explain the rights of students with respect to records maintained by the University. It also outlines the University's procedures to comply with the requirements of the Act.
- 1.3 Copies of the Act, the Federal Regulations adopted pursuant to it, and this procedure are available for review in the Office of the Registrar, located in the Student Business Center.

2.0 DEFINITIONS

- 2.1 University Official (referred to in FERPA as “school official”). Faculty and staff of Shawnee State University who have a legitimate educational interest, including student employees or agents of the institution, if necessary to conduct official business, as authorized by the Registrar. Legitimate educational interest includes performing a task related to the regular duties of the employee or agent, the student's education, the discipline of a student, a service or benefit for the student, or maintaining the safety and security of the campus. Examples of appropriate access for University officials:
 - 2.1.1 The Registrar has access to student grades.

- 2.1.2 The Dean of Students has access to disciplinary records.
 - 2.1.3 The Bursar has access to billing records.
 - 2.2 Education Record. Those records, files, documents, and other materials which contain information directly related to a student, and are maintained by any employee or agent of the University. The following categories of information are exempted and are not considered to be "education records":
 - 2.2.1 Records made by University personnel that are in the sole possession of the maker and are not accessible or revealed to any other person.
 - 2.2.2 Records maintained by the Department of Public Safety for law enforcement purposes.
 - 2.2.3 Medical and counseling records used solely for treatment. (Medical records may be personally reviewed by a physician of the student's choice.)
 - 2.2.4 Employment records.
 - 2.2.5 Alumni records. Records pertaining to an individual while enrolled as a student continue to be considered education records.
 - 2.2.6 Records of a deceased student.
 - 2.3 All records pertaining to students which are maintained by University offices are Official University records, and as such, remain the property of the University.
- 3.0 RIGHT TO INSPECT AND REVIEW
- 3.1 Students are granted the right to inspect and review all of their education records, except the following:
 - 3.1.1 Financial records of parents.
 - 3.1.2 Confidential letters and statements of recommendations placed in education records prior to January 1, 1975.

- 3.1.3 Confidential letters and statements of recommendations for admission, employment, or honorary recognition placed in education records after January 1, 1975, to which students have waived their right of access.

4.0 WAIVER OF RIGHTS OF ACCESS

Students may waive their right of access to confidential letters and statements of recommendation. Such waiver may be requested as part of the application process to a University graduate program or selective undergraduate program. All waivers must be made in writing. Even if the student signs a waiver, upon request, the names of all persons making confidential recommendations will be made available. Employees or agents of the University may not require a student to waive his or her right of access for receipt of University benefits or services.

5.0 INSPECTION AND REVIEW

- 5.1 Requests to review records should be made directly to the office that maintains such records. That office has 45 days to respond to requests to review and inspect. However, arrangements will be made as expeditiously as possible.
- 5.2 Information contained in education records will be fully explained and interpreted to students by University personnel assigned to, and designated by, the appropriate office.
- 5.3 Students have the right to review only their own records. When a record contains information about more than one student, disclosure cannot include information regarding the other student(s).

6.0 RIGHT TO CHALLENGE INFORMATION IN RECORDS - INFORMAL PROCESS

- 6.1 Students who believe that their education records contain information that is inaccurate, misleading, or inappropriate may discuss their problems informally with the custodian of the record. If the discussions result in a decision in favor of the student's request, the record custodian will amend the record accordingly. If not, the custodian will inform the student within a reasonable period of time that the record will not be amended, and explain the student's right to a formal hearing.
- 6.2 The right to challenge grades does not apply under this policy and procedure unless the grade assigned was inaccurately recorded, under which condition the record will be corrected. Students who have a grievance concerning a grade should follow the Academic Concerns process.

7.0 FORMAL HEARING TO CHALLENGE RECORDS

- 7.1 If the records matter was not able to be informally resolved, Students may request a formal hearing by submitting a written request for a hearing to the Registrar listing the specific information in question and the reasons for the challenge. The Registrar will forward the hearing request to the Vice President of the office that is responsible for maintaining the record.
- 7.2 The appropriate Vice President will appoint a hearing officer to review the complaint but such person will not have direct responsibility for the disputed record.
- 7.3 The grounds to challenge the content of the education records is limited to whether the information is inaccurate, misleading or in violation of the privacy rights of the student. Students may present relevant evidence and may, at their own expense, bring someone to assist, including an attorney.
- 7.4 The hearing officer will render a decision, in writing, noting the reason and summarizing all evidence presented within a reasonable period of time after the challenge is filed. Should the decision be in favor of the student, the record will be amended accordingly. The decision of the hearing officer is final.

8.0 RETENTION OF EDUCATION RECORDS

In accordance with the University's records retention policy and legal statutes governing retention, each record keeping office will establish and make available reasonable guidelines regarding the retention of student records.

9.0 RELEASE OF STUDENT EDUCATION RECORDS

9.1 Consent for Release Required

A signed consent must be obtained from students for the release of information from education records, specifying what is to be released, the reasons for release, and to whom, with a copy of the record sent to the student if he or she desires. A consent form may be obtained from the Registrar's Office.

9.2 Release without Consent

The requirement for consent does not apply to the following:

- 9.2.1 Requests from University Officials (see definition above) on a "need to know" basis.
 - 9.2.2 Requests in compliance with a lawful subpoena or judicial order.
 - 9.2.3 Requests in connection with a student's application for, or receipt of, financial aid.
 - 9.2.4 Requests by State authorities and agencies specifically exempted from the prior consent requirements by the Act.
 - 9.2.5 Information provided to organizations conducting studies on behalf of the University, if such studies do not permit the personal identification of students to any persons other than to representatives of such organizations and if the personally identifiable data is destroyed when no longer needed.
 - 9.2.6 Information submitted to accrediting organizations.
 - 9.2.7 Requests by parents or legal guardians of a dependent student, as defined in Section 152 of the Internal Revenue Code of 1954.
 - 9.2.8 In the case of emergencies, the University may release information from education records to appropriate persons in connection with the emergency, if the knowledge of such information is necessary to protect the health or safety of a student or other persons.
 - 9.2.9 To authorized federal officials who have need to audit and evaluate federally-supported programs.
 - 9.2.10 The results of any disciplinary proceeding conducted by the University against an alleged perpetrator of a crime of violence to the alleged victim of that crime.
 - 9.2.11 Requests for "directory information" (see below).
- 9.3 The University reserves the right to verify the accuracy of any information contained in what purports to be an official University document (e.g. a transcript or diploma) or is provided to a third party. In addition, degrees (any honors, majors, minors and specializations) are considered public information since they are conferred in a public ceremony.

10.0 RECORD OF DISCLOSURES FROM EDUCATION RECORDS

Each University unit has an obligation to keep a record of requests and disclosures of student record information except when the request is from the student, a University official with a legitimate educational interest, someone requesting directory information, or related to a request with consent from the student. Students have the right to review this record of requests and disclosures of student record information.

11.0 DIRECTORY INFORMATION

11.1 Shawnee State University, in accordance with the Act, has designated the following information about students as public (directory) information:

11.1.1 Name

11.1.2 Address (local, home and university-assigned e-mail)

11.1.3 Telephone (local and home)

11.1.4 Program of Study (including college of enrollment, major and concentration)

11.1.5 Enrollment status (e.g. full-time, part-time, withdrawn)

11.1.6 Class rank (freshman, sophomore, etc.)

11.1.7 Dates of attendance

11.1.8 Degrees and honors awarded

11.1.9 Previous educational agencies or institutions attended

11.1.10 Participation in officially recognized activities and sports

11.1.11 Weight and height of members of intercollegiate athletic teams

11.2 The Registrar will issue a notice at least once a year to notify students of their right to have this directory information withheld from the public if they so desire. Each student who wants all directory information to be withheld must so indicate by completing a Change of Information Form which can be obtained from the

Office of the Registrar. At least 10 days should be allowed for processing of these requests.

- 11.3 The University receives many inquiries for "directory information" from a variety of sources, including friends, parents, relatives, prospective employers, other institutions of higher education, honor societies, licensing agencies, government agencies, and the news media. Each student is advised to carefully consider the consequences of a decision to withhold "directory information." The University, in good faith, will not release directory information requested to be withheld, and any requests from persons or organizations outside the University will be refused unless the student provides written consent for the release.

12.0 COMPLAINTS, CONCERNS OR SUGGESTIONS

Any student who has reason to believe that the University is not complying with the Act or this policy should inform the Registrar in writing. The Registrar will promptly review all such allegations.

13.0 TYPE, LOCATION AND CUSTODIAN OF STUDENT RECORDS

- 13.1 Shawnee State University does not maintain education records in one central office. Education records are maintained in the various academic departments and student services offices of the University. Questions regarding individual student records should be directed to the appropriate location, as listed below. If the record is not listed below, contact the Office of the Registrar to identify its location.

<u>RECORD TYPE</u>	<u>LOCATION</u>	<u>CUSTODIAN</u>
Admissions*	Office of Admission, University Center	Director
Athletics	Athletic Department, Rhodes Athletic Center	Director
Billing	Office of the Bursar, Student Business Center	Bursar
Disciplinary	Student Affairs, University Center	Dean of Students
Enrollment	Office of the Registrar, Student Business Center	Registrar
Financial Aid	Office of Financial Aid, Student Business Center	Director
Housing	Office of Residence Life, University Center	Director of Housing & Res Life

*Currently enrolled and former students only. Applicants are not covered by FERPA.

History: Revises Procedure 3.04; 03/14/14 (*Eff. 03/11/11*)

**Board of Trustees Meeting
March 14, 2014**

President's Day Open House

February 17, 2014

RSVP – 271

Attend – 173 (64%)

February 18, 2013

RSVP – 345

Attend – 244 (71%)

The Office of Admission believes the decrease in attendees was due to the weather that had been predicted for that date as well as many school districts being in session on President's Day to make up for previously missed calamity days. Over twenty students emailed their "cancelation" over the weekend prior to the 2014 event. Many of these students stated that their district "took back the holiday" and they did not want to miss school.

During the event Admission office staff was approached by several people who wanted to leave early because of the freezing rain that was forecast for the Columbus area. A large number of people opted out of the Academic Sessions and we provided them with housing tours after lunch so they could get on the road.

While the attendance at the event was disappointing, Open House programs remain a vital part of our recruitment strategy.

**Board of Trustees Meeting
March 14, 2014**

Student Government Association Report

- **Current Projects**
 - SGA is working with University College to review General Education Program
- **Student Organizations**
 - 39 organizations/clubs approved for status
 - \$100 for funding (spring 2014)
- **Committee Projects**
 - **Student Life**
 - Working with Sodexo Dining Service to ensure student/customer satisfaction
 - Examining food service needs in the Education Building
 - Sending Student Government emails to all students on campus through Student Life email portal by Karen Leach
 - Extended hours for possibly Athletics, Library or University Center
 - **Academic Affairs**
 - General Education Program review
 - Evening Of Honors- Friday, March 28th
 - Student Government Association Constitution revisions
 - Organizing and advertising for the upcoming 2014-15 Student Government Elections
 - **Budget and Financing**
 - Budgeting “great job to the treasure”
 - Closed expired club financial accounts
 - After-hours vending machines in University Center
 - Restocking the Game Room with new equipment.
 - **Inner- Club Council**
 - Inter Club Council meeting
 - Leadership meeting for Clubs and Organizations
 - Presidents & Treasurers attend.
 - Posting guidelines complete.
 - Creating a better line of communication between Student Government and Organizations.
- **Social Media**
 - Campus Email
 - Twitter
 - Facebook
 - Possible Instagram
 - Student Government drop box for student concerns.

Approved Student Organizations

Association of Greek Life	Kendo Club
AHANA	Math Club
Alpha Psi Omega	Model Arab League
Animation Appreciation Club	Phi Eta Sigma
Athletic Training	Phi Mu Delta
BBQ Club	Philosophy Club
Beta Beta Beta	Pre-Med Club
Bookends	Psychology Club
Chemistry Club	Rotaract
College Republicans	Shawnee International Forum Club
Collegians Against Cancer	Sigma Tau Delta
Corn hole Club	Society of Plastic Engineers
Delta Phi Epsilon	SROT2
Dungeon Crawlers	SSU Jedi Order
EMPOW-HER	SSU League of Legends
Fantanime	SSU Nerf War Club
Floor Hockey Club	Student Development Technology
Floppy-Discs	Student Occupational Therapy Association
Gay Straight Student Alliance	Tau Kappa Epsilon
Geology Club	Tennis Club
HEALS	The World Before US
History Club	Theta Phi Alpha
Hip Hop Dance Club	Wall Street Bears
International Gaming Development Association	Walleyball
	Zombie Educational Defense

**Board of Trustees Meeting
March 14, 2014**

Multicultural Student Affairs Report

Past Events

- November 5 & 6, 2013- Native American Cultural Festival (3 local schools visited)
 - Tuesday, November 5- Steve Free Concert
 - Wednesday, November 6- Randy McGinnis Concert
- November 14, 2013- Annual Shawnee Got Talent Show, Sponsored by AHANA.
- November 19, 2013- Zumba, Hispanic Heritage Month for October
- December- Display of Holidays (Christmas, Hanukkah, Kwanzaa)
- January 21-23, 2013- I Have a Dream Activity

Black History Month

- During the month of February, MSA sponsored African American ethnic based events for all students.
 - February 1-28– Library Book Display of African American books, authors and stories.
 - Tuesday, February 4 – Black History Trivia Game Show
 - Sunday, February 9 – AHANA Gospel Fest, community invited
 - Saturday, February 15 – The Jackie Robinson Story: 42

Future Events

- MSA March Events:
 - MLK Day of Service
(Rescheduled for March due to weather)
 - Day trip to the National Underground Freedom Center, Cincinnati Ohio
(Planning for March 29)
 - Women's History Month Display
(Located in UC Lobby, March 19)
 - Diversity Week
(March 24-28)