FACULTY PROFESSIONAL DEVELOPMENT COMMITTEE AGENDA
February 22, 2018; 11:00am – CTX (LC-201)

1. Expanding Mentor Program: Peer-to-Peer Classroom Visits (2PCV) [**C4.1**, C8.1] UPDATE
   a. Presented to Faculty Senate
   b. Pesented to Deans
   c. Next Steps: Summer Institute

2. CRTL and the Summer Insititue [EMP: C1.5, C1.8, C4.1]

3. Online Certification [EMP: C1.5, C1.8, C4.1] UPDATE
   a. Met with Cynthia Alexandra to discuss recertification and Alternative certification process
   b. Recertification being discussed by Technology-based Learning Committee (TBLC)
   c. Alternative certification process in informally in place. Also be Discussed by TBLC

4. ED TECH DAY [EMP: C1.5, C1.8, C4.1] March 7, 2018

5. FERPA Best Practices for teaching online [EMP: C1.5, C1.8, C4.1]
   a. Discussion
   b. Next steps

6. Items from the floor:

7. Meeting Dates:

   Thursday, March 22, 11am-12:30pm, CTX Conference Room
   Thursday, April 26, 11am-12:30pm, CTX Conference Room

____ Atherton, Amparo Classified
____ Baskette, Shawna Manager
____ Betancourt, David CTX
____ Breit, Craig FA
____ Calisher, Jennifer SEM
____ Falcon, Dennis   HUM/SS
____ Greene, Chad LA
____ Moriarty, Cindy BE
____ Pestolesi, Kari HPEA
____ Scott, Kaitlin Library
____ Shore, Marlena HO
—— Valencia, Monique Classified
____ Vega, Frank Technology
____ VACANT Counseling
____ VACANT Student Services

The Family Educational Rights and Privacy Act of 1974 (AKA the Buckley Amendment) establishes protections and rights for students by controlling the creation, maintenance, and access to educational records. The Act guarantees students' access to their academic records while prohibiting unauthorized access by others. In so doing, the Act alters the way faculty are allowed to interact with students with regard to sensitive information. Some of the penalties associated with non-compliance include the College's loss of federal Title IV (Financial Aid) funds and given recent litigation, there is now standing in court for individual liability extending to professor and others.

The best practices list is intended to offer suggestions to faculty that will accomplish several goals:
help faculty comply with FERPA
reduce personal liability for faculty and overall College liability
minimize disruption of the long-honored academic processes at Cerritos College
protect student rights and privacy
minimize academic impacts
honor professional discretion

Proposed Best Practices (F2F)

• Keep the names of students enrolled in your classes private—do not provide to anyone except Cerritos College officials with a legitimate educational purpose.

•Use discretion when leaving voicemails and emails for or about students. The student may not be the first one to retrieve them. Consider your tone as well—does it suggest serious trouble or is it neutral or upbeat?

•Discuss student performance (grades, GPA, progress, other assessment) out of hearing of others, including the student's boyfriend/girlfriend, family, etc. (For an exception to this, require a signed and dated "release" from the student that includes what you may disclose. A form for this purpose is posted on the Cerritos College intranet forms page at [site to be determined]. A copy of this dated and signed form must be delivered to the Dean of Admissions, Records and Services. You should retain a copy in your files. At this time under FERPA, an email signature is not valid.) Contact the Dean of Admissions, Records and Services for assistance.

•Keep private grades and evaluative comments for tests, papers, projects, and anything else that identifies the student and do not post. (Exception: Grades listed according to a random code instead of student name or college ID number and not listed in alphabetical order of the students' names, may be posted. Be sure not to use the codes for other purposes if students might tend to become familiar with each other's codes; e.g., do not ask students to put their code on exams and papers as other students may become familiar with them.)

•Be sure to shred transcripts, rosters and other papers with identifiable student information as soon as you are finished with them. Likewise, be sure to log off and/or lock computer programs with identifiable student information.

• Hand out graded tests and assignments individually—do not leave in a stack for students to pick through, do not hand back by row, do not leave in a box or envelope, and the like. If you must make these items available to students when you are not present, ask students to provide you with a self-addressed, stamped envelope (SASE) and mail them to the students. Alternatively, take advantage of TalonNet. Contact the Innovation Center at extension 2797 if you need training on TalonNet. Also, remind students that final course grades are available most quickly on MyCERRITOS.

•Be sure to obtain the student's written, signed, and dated permission to include education record information (grades, GPA, etc.) in letters of recommendation. (A form for this purpose is posted on the Cerritos College intranet forms page at [site to be determined]) A copy of this signed and dated form must be delivered to the Dean of Admissions, Records and Services. You should keep a copy for your records.

• If in doubt, delay your response or other action. Direct your questions, requests for advice, etc. to the Dean of Admissions, Records and Services, Stephanie Murguia, at extension 2100.