

MINUTES

CELS Faculty and Professional Staff Meeting – December 14, 2015

1. The meeting was called to order at 10:05 a.m. on Monday, December 14, 2015 in CBLS 100, Dean John Kirby presiding. The following faculty and professional staff members were present: Anderson, Arts, August, Becker, Bengtson, Bidwell, Blackwood, Boving, Bozzi, Brown, D., Brown, R., Camberg, Casagrande, Clinton, Dacey, Dewsbury, Dondeti, English, Fastovsky, Fontes-Barros, Forrester L, Frazier, Gerber, Ginsberg, Goldsmith, Gomez-Chiarri, Greene, Hamidzada, Howlett, Hufnagel, Humphries, Irvine, Kirby, Kolbe, Laliberte, Lane, Lang, LeBrun, Lofgren, Mallilo, McGreevy, Melanson, Mitkowski, Morreira, Moseman-Valtierra, Nelson, Neptin, Norris, Opaluch, Palmer, Pradhanang, Rhodes, Rice, Roberts, Savage, Sheely, Snyder, Sperry, Sproul, Sun, Tewksbury, Thompson, Tovar, Trandafir, Uchida, E., Uchida, H., Vadiveloo, Van Buren, Veeger, Vetvois, Vieira, Wang, Webb, Wilga, and Zhang B.
2. The Minutes from the May 1, 2015 CELS Faculty and Professional Staff Meeting were approved.
3. Announcements/Correspondence:
 - a) Dean Kirby welcomed all to the meeting and yielded the floor to accommodate invited speakers.
 - b) Jayne Richmond, Dean of University College of Academic Success provided an overview of the effort to introduce Starfish, a new on-line support system for academic advising. Dean Richmond's presentation is provided in **Appendix 1**.
 - c) Carnell Jones and Jack Humphries from Enrollment Services gave a presentation on the Family Educational Rights and Privacy Act of 1974 as Amended (FERPA). They provided a one-sheet outline of FERPA Requirements in **Appendix 2**, and their slide presentation can be found in **Appendix 3**.
4. CELS Faculty Committee Elections:
 - a) Associate Dean Rhodes Announced that there had been a new vacancy on the Space Committee due to the resignation of NFS Professor English with her departure other department to the new Health College. This meant there were two seats open to be filled by election. The two nominations by the Executive Committee were Prof. Austin Humphries from FAVS and Prof. Corey Lang from MAF. Faculty Secretary Rice opened up the floor for nominations. There were none. A motion was made to elect the two candidates by acclamation. The vote was unanimous. Prof. Humphries will fill the seat with expiring term in 2017 and Prof. Lang will be filling the seat wit the expiring term in 2016.
 - b) There were no nominations by the Executive Council to fill the vacant seat on the Bylaws and Review Committee. Prof. Jessica Frasier from MAF was nominated from the floor by Chairperson Thompson and the nomination seconded by Chairperson Gomez-Chiarri. Prof. Fraser was elected unanimously by acclamation to fill the seat with term expiring in 2017.
 - c) There were no nominations by the Executive Council to fill the vacant seat in the Commencement Committee expiring in 2018. There were no nominations from the floor. One faculty seat on the Commencement Committee shall remain vacant.
5. Reports of Standing Committees:

- a) Curriculum Committee: The Curriculum Committee report was given by Prof. Brian Savage. He reported the committee's accomplishments of the past semester in a report posted on the CELS Curriculum Committee website: <http://web.uri.edu/celsgov/curriculum-committee/> Of note is that the course and curriculum review tracking system implemented by the Faculty Senate can be found at: <http://www.uri.edu/facsen/tracker.html>
- b) Research Committee: Associate Dean Rhodes provided the report of the CELS Research Committee. He reported that the committee is working on assessment issues.
- c) Associate Dean Sheely gave the report on the Cooperative Extension and Outreach Coordinating Committee. She reported that there is a Strategic Plan for Extension and Outreach under development and there is continuing outreach to Faculty and staff engaged in Extension-related activities.
- d) Associate Dean Rhodes provided a brief report of the Space Committee activities over the last year. He said that six space requests had been processed and committee recommendations had been forwarded to Dean Kirby for approval and implementation
- e) Professor Mallilo provided the report of the Commencement Committee. The CELS graduation will be held Saturday May 21 in the Ryan Center with doors opening at 4pm and ceremony beginning at 5pm. The committee is seeking a willing faculty member to fill the vacant seat on the committee.

6. Old Business:

There was no old business

7. New Business:

There was no new business

The meeting was adjourned at 11:50 a.m.

Respectfully submitted,
Michael A. Rice, Secretary of the CELS Faculty

Appendix I -- Starfish Advising System by Dean Jayne Richmond

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Roles and relationship – we have the power to decide who will do what, see what, receive what, etc.

Context – 15 years using URI advisement for appt and notes. Complex way to manage the system. Sought comparable product – unsuccessful

Same time, G2C best practices in stem/gateway classes, looked for system to facilitate feedback from faculty in class

Starfish allowed for both

One year vetting, talking with other schools, STARFISH RFP, Oct 1 approval

Slide 2



Two products purchased

Early alert is the faculty feedback piece

Connect is the academic advisement piece

Starfish implementation specialist – penn state and us. Just finished Syracuse

Slide 3

Specific Expectations			
Faculty	Academic Advisor	Students	Everyone
<ul style="list-style-type: none"> Raise concerns (flags) Make referrals Initiate "to do's" Send "kudos" Provide student progress feedback through Sakai (grade book) 	<ul style="list-style-type: none"> Receive email notifications Record follow up actions in Starfish Add notes Schedule appointments Clear flags Identify students who need to register for required courses, apply for graduation, deal with GPA issue, etc. 	<ul style="list-style-type: none"> "Raise Hand" to ask for help Make an appointment with faculty, advisor, tutor, career counselor, etc. Respond to email notifications when flagged Contact appropriate support office 	<ul style="list-style-type: none"> Use Sakai Utilize online appointment scheduling to facilitate student meetings, tutoring, SI, walk-ins, faculty hours, etc.

Proactive options for all.
Importance of both positive (kudo) and concerned (flags) feedback.
Students to connect with support services

Sakai integration is key for easy feedback processes
Professional advisors to be active outreach and support faculty advisors and students

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URI Integration Priorities
<ul style="list-style-type: none"> Encourage universal use of Sakai "Zoom-In" used to manage rosters and student communication (especially helpful for large classes) Calendar integrates with Google Run reports (accreditation, resource management) <ul style="list-style-type: none"> Advisor appointments/need and demand Course absences, drops, withdrawals Student progress in majors

Zoom in – slice and dice for messages
Run reports, your choice for what you want to know

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URI Plan
<ul style="list-style-type: none"> Phase I <ul style="list-style-type: none"> Scope <ul style="list-style-type: none"> UCAS/DGC Graduate students (?) Goals Workflows Data integration Phase II <ul style="list-style-type: none"> Orientation and training DGC presentations Special group presentations <ul style="list-style-type: none"> TD Honors Student affairs/HRL Phase III <ul style="list-style-type: none"> Launch Marketing Phase IV <ul style="list-style-type: none"> Evaluation

Happening now phase 1 and 2,
Core team each tues at 11:00
Each department/college, etc chooses own scope and goals
Launch still being determined for who and when

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Timeline

- Oct. 20 – Stakeholders Orientation
 - *Letter/Video http://dosstarfish.com/services/indepthDemo2014_2/indepthDemo2014_2_player.html
- Oct. 26 – ESAC discussion
 - Establish Core Team
 - Weekly webinars
- Nov. 4 – Council of Deans
- Dec. 9 – Faculty Senate Executive Committee
- Beginning now – individual mtgs. with each DGC
- Technical integration processes
 - Data load from PS, URI Advisement
 - Kiosk “waiting room” systems for walk-ins (advising, faculty office hours, tutoring, career counseling)
 - Photo IDs
 - Sakai

Share the video
Kiosk functions and photo id’s take it to the next level.

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Add Office Hours

Simple
Options increase or decrease
Mapping for unique populations (office hours for roster of a class, or for all advisees, etc)

Slide 8

Student View – My Success Network

Raise your hand
Plans – later degree audit functions

Slide 9

Key Message for Faculty

- Quickly provide feedback about and to students
- Help students connect with services
- Post office hours and communicate to specific student groups with unique messages
- Integrated with existing systems (Sakai, Ecampus)
- Focus on
 - Raising flags
 - Provide batch feedback (e.g., grades, attendance, quality of work)
 - Make referrals

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Final takeaways

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Key Message for Advisors

- Manage and prioritize students to reach the most critical needs first
- Make appointments 24/7 that are role-driven with easy contact notes and role and location options
- Make it easier to share information
 - Confidential
 - Student support services

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Final takeaways

Recruit for honors, for majors, for graduate students

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Our Starfish Implementation Team

- Executive Sponsor: Jayne Richmond
- Functional Lead: Kristina Perrelli
- Technical Lead: Tina Yetman
- Faculty Liaison: Cynthia Graham Brittain
- Other members of team:
 - Nancy Eaton, Trish Morokoff, Peg Boyd, Kim Anderson, Linda Lyons, Jessica Boisclair, Nancy Kelley, Denise Gorenski, Jared Abdirkina, Penny Steen, Martha Waitkun, John Sears, Carnell Jones, Gary Boden, G2C – Bryan Dewsbury, ATL – Josh Caulkins, Advising Oversight Committee – Rebecca Romanov, TD – Kristina Moyet, Honors – Kathleen Maher, MCC- Karolyn Lopes, etc.

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Still open for more

Appendix 2

Students' Right To Privacy – It's The Law!

FERPA, the *Family Educational Rights and Privacy Act*, is a federal law that protects the privacy of student education records by restricting the release of and access to those records. It does, however, allow institutions to designate and release specified items called directory information.

Directory Information Defined

Check with the appropriate office before releasing directory information!

Directory information is information contained in a student education record that would generally not be considered harmful or an invasion of privacy if disclosed. However, students have the right to and may place a directory hold on any or all of this information. Items designated by URI as directory information are:

Information Type

- Full name
- Campus, local, home, email address
- Telephone listings (local and home)
- Date and place of birth
- Major field of study
- Full/part-time student status
- Participation in officially-recognized activities
- Sports participation
- Weight and height of athletic team members
- Dates of attendance
- Degrees and academic awards received
- The most recent previous educational institution
- Class year

Office responsible

- Enrollment Services
- Enrollment Services
- Enrollment Services
- Enrollment Services
- Enrollment Services
- Enrollment Services
- Memorial Union/Student Involvement Office
- Sports Information Office
- Sports Information Office
- Enrollment Services
- Enrollment Services
- Enrollment Services
- Enrollment Services

Student Education Record Defined

This information cannot be released without written permission from the student!

Any record, with certain exceptions, maintained by an institution that is directly related to a student or students is an education record. This means any and all information, maintained in any medium, that is directly related to students and from which students can be personally identified. Education records can contain a student's name, or several students' names, or information from which an individual student or students can be individually identified. Directions for students to release information can be found at:

<http://web.uri.edu/enrollment/third-party-access/>

Examples of education records include but are *not limited to*:

- | | | |
|-----------------------------|--------------------------------|---------------------------|
| • Social security number | • Test scores (SAT, GRE, etc.) | • Citizenship/nationality |
| • University ID | • Class schedule | • Gender |
| • Grades/exam scores | • Progress reports | • Disciplinary status |
| • Grade point average (GPA) | • Race/ethnicity | • Religious affiliation |

And please remember, DO NOT:

- Link a student's name with that student's social security number or URI ID in any public manner.
- Leave information about all students you are working with in a stack for students to sort through.
- Circulate a student list with student name and social security number, URI ID, to take attendance.
- Provide anyone other than authorized University offices with rosters of students.
- Discuss the progress of any student with anyone (including parents/guardians) other than the student without the written consent of the student.
- Give anyone a student schedule or assist anyone other than authorized University offices in finding a student on campus.
- Post information regarding test/quiz or assignment grades with student ID numbers or names.
- Provide group assignment grades in a group email to students.
- Post pictures electronically or on bulletin boards with names or other student information without written permission.

To learn more about FERPA go to: <http://security.uri.edu/policies/ferpa/>

Be sure to review the University policy on release and disclosure of information from student records found at:

<http://web.uri.edu/studentconduct/student-handbook-ch9/#6>

If ever in doubt whether you should release information, DO NOT. Check with Enrollment Services first!

THINK BIG WE DO™

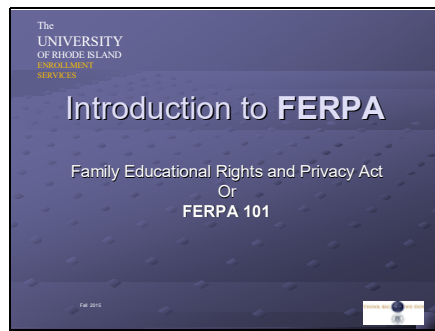


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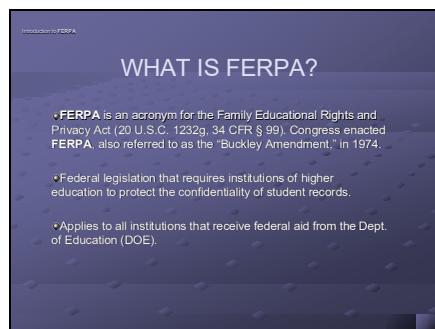
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Appendix 3

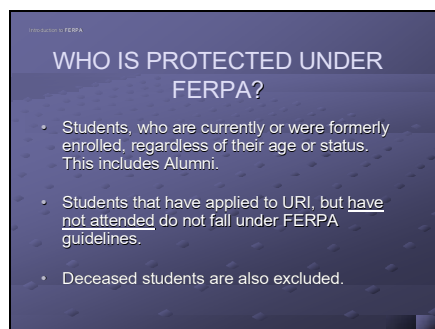
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Introduction to FERPA

University Policy

The university's policy in response to **FERPA** is printed in the *Student Handbook* (sections 9.6-9.8) under the section entitled *Release & Disclosure of Information From Student Records*. **FERPA** requires that a student's education records must:

1. Not be disclosed to persons who do not meet the strict definition of a school official who has a legitimate educational interest in the records (or others explicitly granted access under the law), and
2. be made available within 45 days to the student for inspection and review

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Introduction to FERPA

Definition School Officials

A school official is:

1. A person employed by the university in an administrative, supervisory, academic, research, or support staff position
2. A trustee or outside contractor such as health or medical staff, an attorney or auditor acting as an agent for the university
3. A student, alumni or other person serving on an official committee, such as a disciplinary or grievance committee, or who is assisting another school official in performing his or her tasks

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Introduction to FERPA

Definitions Continued

A school official has a legitimate educational interest, or legal right to know, if the official is:

- ♦ Performing a task that is specified in his/her position description or contract; Performing a task related to a student's education or to student discipline; Providing a service or benefit related to the student or student's family, or Maintaining safety and security on campus.
- ♦ An example of a legitimate educational interest would be an academic advisor who needs to review a student's education record to determine what courses have been and/or need to be completed. This is a task related to advising the student. The advisor would not be authorized to view education records that are not relevant to the task at hand. Curiosity does not qualify as a legal right to know.

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Introduction to FERPA

Definitions Continued

Additional parties to whom educational records may be released without written permission:

- To officials of another school, upon written request, in which a student seeks or intends to enroll. The student shall receive notification of the disclosure unless the student initiated the disclosure.
- Appropriate persons, in connection with an emergency, if the knowledge of such information is necessary to protect the health or safety of the student or others.
- To comply with a judicial order or lawfully issued subpoena, provided the university makes a reasonable effort to notify the student in advance of compliance, unless the university receives a federal grand jury subpoena or other subpoena prohibiting notification.

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Introduction to FERPA

Parental Access

- Parents have no inherent right to inspect a student's education record.
- The right to inspect is limited solely to the student.
- Records may be released to parents **ONLY** under the following circumstances:

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Introduction to FERPA

Parental Access Cont'd

- Student grants e_Campus Parent and/or [Third Party Access](#) to Billing, FA, Student Records.
- Through written consent of the student. ([Consent to Release Educational Records Form](#))
- In compliance with a subpoena.
- By producing a copy of the most recent Federal Income Tax form showing that the student was claimed as a [dependent](#).

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Introduction to FERPA

Student Records Defined

- ♦ Student records include any and all records, in any medium, maintained by URI which are directly related to a student (or are personally identifiable records or files). The terms "student records" and "education records" are often used interchangeably. They are, however, distinguishable under **FERPA**.

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Introduction to FERPA

Student Records Continued

The following student records are not considered education records and are not subject to **FERPA** protection:

- ♦ Admissions records.
- ♦ URI law enforcement records;
- ♦ Employment records where employment is not connected to student status;
- ♦ Medical and mental health records used only for the treatment of the student (protected by other laws);
- ♦ Faculty and staff personal records not shared with others (the memory-jogger type of record); and
- ♦ Alumni records which do not relate to the person as a student.

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Introduction to FERPA

Student Records and Directory Information

- ♦ Written permission must be obtained from the student before releasing an education record, unless the request for release fits certain exceptions.
- ♦ One exception, for which written permission from the student is not *generally* required, is the release of directory information. To complicate matters, however, there is an exception to this exception. Students may request that the Office of Enrollment Services keep all or part of the directory information restricted from release. Requests are processed through each student's individual e-Campus Self-Service Access.
- ♦ Directory information in a restricted record may not be released without written permission from the student, unless the request for release fits certain exceptions.

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Introduction to FERPA

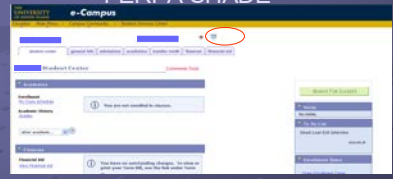
Directory Information Continued

- ◆ **Directory information may be given** to the requester, either in person, by mail, or by **telephone**, and may be otherwise made public.
- ◆ **Requests for releasing any directory information should be directed to the Office of Enrollment Services** to see if the student has placed a hold on the release of directory information.

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Introduction to FERPA

FERPA SHADE



When working in e-Campus you can determine if a student has a FERPA restriction by looking for the FERPA "Shade" symbol. The FERPA shade indicates that the student has a FERPA restriction in place. It is better to err on the side of caution if the student has a FERPA restriction in place and check what information is releasable. You can look up details regarding the student's FERPA restriction by clicking on the "Shade" symbol or by reviewing their FERPA information on the "Review FERPA Display" or "FERPA Quick Entry" Screens. If you are unsure, check with Enrollment Services before releasing information to a third party.

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Introduction to FERPA

URI has chosen to designate the following as directory information:

- ◆ Name of student;
- ◆ Address (both local and home, and campus email address);
- ◆ Telephone number (both local and home);
- ◆ Dates of attendance;
- ◆ Full or part-time status;
- ◆ Major/Minor field(s) of study;
- ◆ Degrees earned and awards received;
- ◆ The name of the most recent previous educational institution attended;
- ◆ Class year and graduation dates;
- ◆ Participation in officially recognized activities and sports;
- ◆ Weight and height of members of athletic teams; and
- ◆ Date and place of birth.

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INTRODUCTION TO FERPA

Remember!!!

- FERPA states that each student has the right to withhold any or all of their information.
- Students must restrict their information through e_Campus or "Request to Prevent Disclosure of Directory Information" in writing to the Office of Enrollment Services.
- Once restricted, that information cannot be released without the written consent of the student.

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INTRODUCTION TO FERPA

Restricting information can have unintended consequences

- If student has restricted Name and Dates of Attendance the University could not verify the students status for employers without the written consent of the student.
- If Release of Name and Degrees/honors received is restricted, the students name could not be published in a Program or in a Press Release without their written consent.

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INTRODUCTION TO FERPA

Questions

- Can a professor obtain a copy of student education records without the student's written permission?
A school official (and this includes professors) may obtain a copy of a student's record without consent of the student only when the school official has a "legitimate educational interest" for a legal "right to know". This would be true in the case of an Academic Advisor.
- I have access to computerized education records. Does this mean I am authorized to view all of the available records?
No. The confidentiality provisions of FERPA still apply, and a school official should only access a student's education record if a legitimate educational interest exists with respect to that student and that record.
- What should I do if someone from the media asks for information about a well-known person who was once a URI student?
FERPA protects the education records of former and current students. Thus, educational record information about a former student cannot be released without the written permission of the student. Directory information could be released as long as it had not been placed on the directory information (i.e., directory information published in the annual URI Alumni Directory).
- Do any special rules apply to transcripts or Social Security/ Empl ID numbers?
Yes. Enrollment Services is the only office authorized to issue transcripts, and an official transcript is issued only when requested by the student in writing or through the student's e-campus account. Social Security numbers are personally identifiable and contain private information. They must be treated as education records.

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- What rights does FERPA give to students?
FERPA grants student the right to inspect and review their student records, except for those portions of the records that are not considered education records. Thus, a student could not review portions of a record containing information about students other than the requesting student, medical or mental health records, or records connected with an application to attend URI or a component unit of URI if that application is denied.
- What limits apply to the disclosure of information from a student's education record to a third party?
Records may be disclosed to a third party only if the student has given written permission for the additional disclosure, or if a legitimate educational interest has been allocated for disclosure to the third party and noted in the record. This limitation does not apply to directory information. Third party access to a secure PIN (password controlled by the student) is considered an "electronic signature" (e. Campus Third Party Access is a good example of this).
- What if I receive a fax from a student requesting a copy of his/her education records?
URI policy is to grant a student inspection of records only upon written request, ordinarily to be presented to persons who appropriate identification, and made in the presence of the designated personnel of the office maintaining the records. Students may request and provide written authorization for a copy of their education records to be provided to a third party, such as an attorney.
- Can we charge a copying fee for the student record?
Yes, in response to an authorized request for a copy of a student's education records, URI may charge a reasonable fee for the copy.
- How do I respond to a request for the education records of a deceased student?
A URI policy is not to release the education records of a person who has died.
Requests for exceptions to this practice should be directed to the Senior Associate Director/Registrar.

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- You receive a phone call from the Campus Police asking for a student's class schedule. The Officer calling has indicated that they are trying to locate the student for their own safety as they believe they are in danger of harming themselves or others. Is it ok to provide the class schedule information?
Yes, FERPA allows release of educational records in connection with an emergency, if the knowledge of such information is necessary to protect the health and safety of the student or others.
- Can you disclose student education record information to parents without consent of the student if the student is a dependent student?
Yes, under this exception permits a school to disclose personally identifiable information from education records without consent when the disclosure is to the parents of a "dependent student" as that term is defined in Section 152 of the Internal Revenue Code. Generally, if either parent has claimed the student as a dependent on the parent's most recent year's income tax statement, the school may non-consensually disclose the eligible student's education records to both parents under this exception. (See Department of Education, 2012 FERPA Guide for Students)
- Can you disclose personally identifiable information from education records without student consent if the disclosure is in direct connection with financial aid for which the student has applied or which the student has received?
FERPA also permits a school to disclose personally identifiable information from education records without consent when the disclosure is in connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to: determine the eligibility for the aid; determine the amount of the aid; determine the conditions for the aid; and/or enforce the terms and conditions of the aid. (See Department of Education, 2012 FERPA Guide for Students)

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FERPA Tips

- DO review a copy of this policy before responding to a request for education records.
- DO NOT release directory information on a student without checking e-Campus to see whether they have indicated that directory information.
- DO refer all subpoenas or IRS summons or other legal process requests for student education records to the Office of Enrollment Services or University Counsel.
- DO obtain written permission from the student before sharing educational record information, including grades and giving joint interviews with parents or others outside the institution.
- DO NOT request information from the education record custodian, or access the student's record via e-Campus, unless you have a legitimate educational interest and are authorized under the URI student records policy to access the information.
- DO follow the confidentiality provisions of FERPA by not sharing educational record information with your colleagues unless a legitimate educational interest exists.
- DO keep only those records pertaining to a student that are necessary for the fulfillment of your teaching or advising responsibilities. If these records are kept in a file for your own use and are not shared with anyone else (FERPA), a substitute they are not considered education records and will not be subject to the release provisions of FERPA.
- DO NOT put purely personal notes (for example, from a committee meeting recommending students for a particular program) in the student's file, as they will become accessible to the student. Such records can be kept confidential only if they are kept in the sole possession of the maker and are not accessible or revealed to any other person. Official committee minutes are likely to be considered accessible.
- DO NOT display student grades or scores publicly in association with names, Social Security/Emp/I-D numbers or other personal identifiers. If scores are posted, use a code known only to you and the student.
- DO not place psychological, digital health and law enforcement records should not be put in the student's file with the student's education records.

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