



Name: _____

Date: _____

Department: _____

COCC Contact Information: _____

Use the instructions for this document to complete your presentation checklist; then e-mail your completed presentation checklist (*not* the instructions) to the Academic Affairs chair by his or her specified deadline. **Please note:** If an item listed is not relevant to your specific presentation to Academic Affairs, please mark as **N/A**. Use as many pages as necessary.

PROPOSAL OVERVIEW

TYPE OF AGENDA ITEM

- Information Item (requires approval of AA Chair)
- Action Item
 - Information and committee feedback
 - Procedure—revision (Attach current procedure with proposed changes illustrated with track changes)
 - Procedure—new
Identify suggested location in *GPM*: _____
- Policy—revision (Attach current policy with proposed changes illustrated with track changes)
- Policy—new
Identify suggested location in *GPM*: _____
- New academic program (Complete only items #1 and #2 on this form and attach stage 2 document.)
- Other: _____

BUDGET

INSTRUCTIONAL REQUIREMENTS

OPERATIONAL NEEDS, CURRENT AND FUTURE

STUDENT IMPACT

ANTICIPATED IMPLEMENTATION TIMELINE

Class Recording Approved Language on 2.14.2022

DRAFT Class Recording Syllabus Wording:

“Students must consult with the instructor before making any auditory or visual recording of any portion of the class. Recording of class sessions will be allowed only with prior permission and within parameters set by the instructor. Recordings are for personal academic use only. It is a violation of Oregon state law and the Family Education Rights and Privacy Act (FERPA) to share or post any information that identifies a student(s) from a class recording. Students with an accommodation regarding class recordings from the Office of Disability Services must make this known to their instructor.”

DRAFT Class Recording GP Manual Wording: (will also be made available on Faculty Resources Intranet)

IF AN INSTRUCTOR WANTS TO RECORD: Federal privacy law (FERPA) restricts the sharing of recordings that identify students outside the class. Instructors must notify students prior to recording any class sessions. If students are identifiable in the recording, the instructor may only post the class recording on that specific class section’s LMS site, which is password protected. The recording may not be posted on an LMS shell that is accessible by students in more than a single section (or cross-listed sections) or on any platform other than the LMS. If students are not identifiable in the recording (e.g. audio only, student names and faces obscured or not visible) instructors may share recorded sessions with multiple sections or on other platforms. As long as these parameters are followed, students do not have the right to refuse being recorded.

IF A STUDENT WANTS TO RECORD: A student who has a formal accommodation has the right to record class. If an instructor has concerns about allowing a student with an accommodation to record a class or portion of a class, the instructor should contact the Office of Disability Services to address their concerns.

For students without an accommodation, instructors may choose whether to allow students to record their classes or portions of their classes and should indicate said policy on their syllabus.

In either situation, instructors must notify all students prior to a student recording a class session without identifying the student doing the recording. The instructor may just say “This class may be recorded.”