

FACULTY SENATE MINUTES

November 5, 2015

Call to order: A regular meeting of the Faculty Senate of the University of North Alabama was held in room 330 of the University Commons on November 5, 2015. The meeting convened at 3:30 p.m. with President Sarah Franklin presiding.

Welcome to New Members: President Franklin welcomed the following new Senators: Rae Atencio from Military Science and Janet McMullen and Mohamad Elmasry from Communications.

Proxies: President Franklin recognized the following proxies: John Crabtree for Shane Banks from Computer Science and Information Systems and Marilyn Lee for Clarissa Hall from Nursing, Traditional.

Members in attendance: Ray Atencio, Doug Barrett, Will Brewer, David Brommer, Daryl Brown, Amy Butler, Lisa Clayton, Amanda Coffman, Katherine Crisler, Paul Davison, Michele Derouen, Mohamad Elmasry, Sarah Franklin, Leah Graham, Mark Greer, Dan Hallock, Felecia Harris, Richard Hudiburg, Scott Infanger, Keith Jones, Lisa Kirch, Ian Loepky, Lamont Maddox, George Makowski, John McGee, Janet McMullen, Michelle Nelson, Johnson Ogun, Alaina Patterson, Lesley Peterson, Jeffrey Ray, Lee Renfroe, Craig Robertson, Richard Statom, Daniel Stevens, Jessica Stovall, Alexander Takeuchi, Karen Townsend. President Kitts and Vice President Thornell were also in attendance.

Members not in attendance (without proxy): Bob Garfrerick and Pat Roden.

Approval of agenda: Richard Statom moved approval of the agenda. Doug Barrett seconded the motion. The motion carried unanimously.

Approval of minutes: Richard Statom moved approval of the minutes of the October 1, 2015 meeting. Keith Jones seconded the motion. The motion carried unanimously.

Remarks from President Kitts: President Kitts reported that he and Vice President Thornell have been meeting with the academic departments. In these meetings, many concerns have been raised. Some of these have been addressed already. They have received recurring questions about the budget, especially in relation to rollover funds. He asked Vice President Carter to investigate the history of rollover funds. Prior to 2011, rollover of leftover funds was not common. However, in 2011, a practice of allowing departments to keep part of their rollover funds started. Since then, there were two years in which departments were allowed to roll over 100% of their unspent budget, two years in which they were allowed to roll over 70%, and one year in which they were allowed to roll over 50%. President Kitts has discussed this issue with the EC, and they would like to have a policy for how these funds will be handled moving forward. Their intention is to allow departments to roll over 75% of their unspent funds – unless proration or other unusual financial circumstances make this impossible.

Increased enrollment and increased tuition have led to a \$3.2 increase in revenue this year. However, at the same time, there have been significant increases in costs. The most notable of these is an increase in scholarships of \$2 million (up 18% from last year). Other increased or new costs are associated with increases in employee healthcare costs, maintenance and custodial costs for the new

science building, costs of the engineering technology program, and funding to assist with bringing staff to salary midpoint. When all of the new and increased costs are considered, there is not a great deal of new money left. President Kitts stressed that a COLA is a high priority for him. This is one of the reasons for keeping part of the rollover money.

When asked if the university was operating under a budget deficit, President Kitts said that we were not. When the E&G and Auxiliary budgets are considered together, the budget is slightly positive. Vice President Carter was on hand to assist with questions about the budget, and he did affirm that we do not have a deficit this year.

Remarks from Vice-President Thornell: Vice President Thornell gave an update on the process to update the tenure and promotion policy. The Deans, Associate Deans, SGEC Chair, and Senate President will be meeting again in December. It is hoped that this group will finalize a draft of the new policy at this meeting. After the draft is finalized, there will be a called faculty meeting to review the draft document before it is sent to SGEC. All current faculty will be grandfathered in under the existing policy. However, if any faculty member would prefer to follow the new policy, they will be allowed to make that choice.

Reports:

Academic Affairs Committee: No report

Faculty Affairs Committee: Lisa Kirch reported that the committee has met twice since the October Senate meeting. They are working to compare UNA's leave policy with those of our peer institutions. They have met with Catherine White to clarify some issues. They continue to work on the wording of the existing policy. One suggestion is to insert a link to the Family and Medical Leave Act Policy located in the Employee Handbook.

Faculty Attitude Survey Committee: President Franklin reported that she has communicated with the co-chairs of the committee via email. The committee continues to work on the survey.

Unfinished Business:

Faculty Handbook Section 5.1 – Credit Hour Policy: Lee Renfroe moved approval of the policy as presented (See Attachment A). Doug Barrett seconded the motion. The motion passed unanimously.

Video Monitoring and Surveillance: Scott Infanger moved approval of the policy as presented (See Attachment B). Doug Barrett seconded the motion. The motion passed unanimously.

New Business:

Faculty Handbook Section 3.2.3 Office Hours and Communication with Students: Doug Barrett moved to approve the changes as presented (See Attachment C). Dan Hallock seconded the motion. The motion failed unanimously.

George Makowski moved to send the issue to the Faculty Affairs Committee with a deadline of the January Senate meeting. Doug Barrett seconded the motion. The motion was withdrawn.

Richard Hudiburg moved to place office hours and communication on the agenda for the December Faculty Senate meeting. George Makowski seconded the motion. The motion passed unanimously.

Information Items: President Franklin announced that there will be an open forum with President Kitts and the EC on February 2 from 3:30 p.m. until 5:00 p.m. in Norton Auditorium.

Adjournment: Lesley Peterson moved adjournment. Ian Loeppky seconded the motion. The motion carried unanimously. The meeting adjourned at 4:56 p.m.

Amy Butler
Secretary
Faculty Senate

Approved December 3, 2015

5.1 CREDIT HOUR POLICY

Academic credit provides the basis for measuring the amount of work a typical student is expected to complete during a specified amount of academically engaged time whether the instructional interaction is in a traditional classroom setting, a laboratory, studio, internship or other experiential learning, or through technology-based (online) or other distance education instruction. A "credit hour" is a unit of measure reflecting the value the University assigns to the level of instruction, academic rigor, and minimum time requirements for courses taken at the University of North Alabama (UNA).

UNA employs sound, commonly accepted practices for determining the amount and level of credit awarded for courses, regardless of format, location, or mode of delivery. The University of North Alabama endorses the basic definition of a credit hour as determined by the federal government and supported by the Southern Association of Colleges and Schools Commission on Colleges.

According to 34 CFR 600.2, the federal definition of a credit hour is as follows:

An amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
2. At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

Determination of Course Credit

At the University of North Alabama, the academic department determines the number of credit hours and level of credit to be awarded for the course and assigns a course number. Graduate level courses require additional research and application beyond the undergraduate level.

The department completes a formal proposal for a new course. The proposal is reviewed and approved by: departmental faculty, the Department Chair, Dean of the College, and the Undergraduate Curriculum Committee or Graduate Council depending on the level of instruction. The curriculum development and review process is detailed in section 3.3.3 of UNA's *Faculty Handbook*.

Instructional Schedule*

The University of North Alabama operates on the semester system, with two semesters (fall and spring) during the regular academic year. Fall and spring semester courses are scheduled for approximately 15 weeks, excluding holidays and spring/fall break, but including a week of final exams, resulting in approximately 14 weeks of class meetings.

Semester hours of credit are awarded based on the average number of minutes of instruction or the equivalent during the semester or term. Courses follow the guideline of 700 minutes of instruction per credit hour. This translates into 2100 minutes of instruction for three-credit-hour courses.

For classes that meet on campus, the University of North Alabama follows these guidelines:

- Three-credit-hour daytime courses that meet three days per week meet for 50 minutes per class session. These courses meet for approximately 42 sessions per term.
- Three-credit-hour daytime courses that meet two days per week meet for 75 minutes per class session. They meet for approximately 28 sessions per term.

Fall or spring evening courses may meet one or two nights per week. The total number of meeting minutes per semester is used in the calculation of the total length of each class meeting for evening courses (2100 minutes for a three-credit-hour course).

Additionally, UNA offers courses in compressed schedule formats:

- For example, the Summer I and Summer II sessions are each approximately four weeks in duration. The combined summer term is approximately eight weeks in duration. Intersessions are approximately three weeks in duration.
- Courses offered in a compressed schedule session follow the guideline of 700 minutes of instruction per credit hour. This translates into 2100 minutes of instruction for three-credit-hour courses. Therefore, the total number of instructional hours in courses offered in a compressed schedule session is approximately the same as the instructional hours in courses or labs offered during a regular semester session with the exception of some laboratory courses or sections, which may require more instructional time than typical courses.

*Note: Credit hour requirements of discipline-specific accrediting bodies or licensing units will be taken into consideration when credit hour determination is made related to the impacted academic programs.

Studio/Labs/Applied Music/Clinical Instruction

Studio art courses follow the standards of the National Association of Schools of Art and Design and meet 100 minutes per credit hour.

Labs associated with natural science courses meet for a length of time determined by the department, as follows: typically two hours per week in physics, earth science, geology, geography, and most biology courses; three hours per week in chemistry, industrial hygiene, and some upper level biology courses; and four hours per week in a small number of upper level biology courses. One credit-hour labs associated with the Department of Health, Physical Education, and Recreation involve approximately 120 minutes of lab instruction per week. One credit-hour labs associated with the Department of Chemistry and Industrial Hygiene involve approximately 165 minutes of lab instruction per week.

Applied music courses follow the standards of the National Association of Schools of Music: "a semester hour of credit represents at least three hours of work each week, on average, for a period of fifteen to sixteen weeks" incorporating both lessons and practicing. Weekly lessons are one-half clock hour for one credit hour and one clock hour for two credit hours. Music technique courses offering group instruction in woodwind, brass, percussion, string, piano, and guitar are assigned one credit hour for two 50-minute class meetings per week. Music ensembles in the areas of band, orchestra, choral, opera/musical theatre, and chamber music are assigned one credit hour and vary in rehearsal hours per week ranging from 1.5 to 8 hours per week depending on the nature and mission of the ensemble.

Nursing follows the Federal Credit Hour definition, making allowances, as permitted by law, for the amount of work, measurements of student work, academically-engaged time and academic disciplines in its allowance of flexibility of the definition of credit hour as determined by the institution. Through this definition, lab (clinical) hours are considered "direct faculty instruction" and, therefore, credit hours.

Internships/Practica /Independent Study

For courses designed to include significant out-of-class experiences (e.g., student teaching, internships, etc.) and Independent Studies guidelines are set by the academic department for how the instructional time frame will meet credit guidelines outlined above. These courses require individual enrollment accompanied by a detailed contract specifying the nature of the student work product, learning outcomes, the frequency of meetings between the faculty member and student, and the method of final evaluation (grading).

Online/Technology-Based Instruction/Distance Education

The University requires that all non-traditional courses delivered online, through other technology-based instruction, or via distance education be equivalent to traditional, campus-based courses in terms of course descriptions, expectations, assessments, and learning outcomes.

Courses delivered with technology, ~~in whole (online 50% or more) or in part~~

(hybrid), emphasize academic engagement and student preparation in determining time of instruction, but otherwise follow the same guidelines as face-to-face courses. The University employs the following terms and definitions relative to its course offerings:

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Commented [RCT2]: What appears here is new language proposed by the Distance Learning Advisory Committee.

Traditional Courses – Course activity is organized around scheduled class meetings.

Blended (also called Hybrid) Courses – Online activity is mixed with classroom meetings, replacing a significant percentage, but not all required face-to-face instructional activities.

Online Courses – All course instructional activity is done online; testing is conducted on-line and, where proctoring of exams is required, instructors offer students options beyond on-campus proctoring.

Academic engagement may include, but is not limited to, submitting an academic assignment, listening to class lectures or webinars (synchronous or asynchronous), taking an exam, completing an interactive tutorial or computer-assisted instruction, attending a study group that is assigned by the institution, contributing to an academic online discussion, initiating contact with a faculty member to ask a question about the academic subject studied in the course, conducting laboratory work, or completing an externship or internship.

The University of North Alabama courses delivered abroad or at other off-campus settings are developed by faculty to take full advantage of the unique location and be consistent with the expectations for academic engagement and instructional time articulated in the policy.

In summary, within the relevant semester time frame, the policy is:

General University Guidelines:

One semester credit of scheduled/lecture course instruction = 50 minutes of instruction time per week

One credit of lab = 180 minutes of lab instruction time per week

Four-credit lecture/lab class = 330 minutes of instruction time per week (150 min. lecture/180 min. lab)

Discipline Specific Exceptions:

Art: One credit of studio = 100 minutes of instruction time per week

Biology: Three-credit lecture & lab course = 210-270 minutes of instruction time (100 minutes lecture & 110-170 minutes of lab) per week

Biology, Physics and Earth Science: Four-credit lecture & lab course = 260-320 minutes of instruction time (100-150 minutes of lecture & 110-220 minutes of lab) per week

Chemistry and Industrial Hygiene: One credit of lab = 165 minutes of lab instruction

time per week

Health, Physical Education and Recreation: One credit of lab = 120 minutes of lab instruction time per week

Music: One credit of group music instruction = Two 50 minute meetings per week

Music: One credit hour of music ensemble = 1.5 to 8 hours of rehearsal per week

Nursing: Six-credit lecture/lab class = 510 minutes of instruction time per week (150 min. lecture plus 360 min. clinical/lab experiences instruction time)

This policy will be reviewed by the UNA Council of Academic Deans on a regular basis and revised as necessary to maintain currency with updated guidelines and instructional changes.

UNIVERSITY *of* NORTH ALABAMA

<i>INTERIM POLICY</i>	<i>University Policy on Video Monitoring and Surveillance Activities</i>	EFFECTIVE DATE: Immediately
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PURPOSE

The University of North Alabama is committed to enhancing the quality of life of the campus community by integrating the best practices of safety and security with technology. A critical component of a comprehensive security plan is the proper utilization of a security and safety camera system. The surveillance of public areas is intended to deter crime and assist in protecting the safety and property of the UNA community. This policy addresses the University's desire to meet its safety and security needs while respecting and preserving individual privacy.

To ensure the protection of individual privacy rights in accordance with the University's core values and state and federal laws, this policy is adopted to formalize procedures for the installation of surveillance equipment and the handling, viewing, retention, dissemination, and destruction of surveillance records. The purpose of this policy is to regulate the use of camera systems used to observe and record public areas for the purposes of safety and security. The existence of this policy does not imply or guarantee that cameras will be monitored in real time 24 hours a day, seven days a week.

SCOPE

This policy applies to all personnel, departments, and colleges of the University of North Alabama in the use of security cameras and video monitoring and recording systems. Security cameras may be installed in situations and places where the security and safety of either property or persons would be enhanced. Cameras will be limited to uses that do not violate the reasonable expectation of privacy as defined by law. Where appropriate, the cameras may be placed campus-wide, inside and outside buildings. Although the physical cameras may be identical, the functions of these cameras fall into three main categories:

1. ***Property Protection:*** Where the main intent is to capture video and store it on a remote device so that if property is reported stolen or damaged, the video may show the perpetrator. Examples: an unstaffed computer lab, an unstaffed science lab, or a parking lot.
2. ***Personal Safety:*** Where the main intent is to capture video and store it on a remote device so that if a person is assaulted, the video may show the perpetrator. Examples: a public walkway, or a parking lot.

3. **Extended Responsibility:** Where the main intent is to have the live video stream in one area monitored by a staff member in close proximity. In this case video may or may not be recorded. Example: a computer lab with multiple rooms and only one staff.

Information obtained from the cameras shall be used for safety and security purposes and for law and policy enforcement, including, where appropriate, student conduct functions. However, prudence should be exercised by parties requesting such information to ensure that requests are limited to matters of substantial consequence. The availability of surveillance recordings does not remove the responsibility of supervisors to work to prevent, detect, and address issues as they should normally do. Information must be handled with an appropriate level of security to protect against unauthorized access, alteration, or disclosure.

All appropriate measures must be taken to protect an individual's right to privacy and hold University information securely through its creation, storage, transmission, use, and deletion.

All camera installations are subject to federal and state laws.

Departments requesting security cameras will be required to follow the procedures outlined in this policy.

RESPONSIBILITIES

The University of North Alabama Police Department will manage all campus security surveillance systems pursuant to this policy.

To enhance security and aid law enforcement it may be appropriate to permanently install video devices on the campus. In such cases the following rules will apply:

- Individual departments, programs, or organizations wishing to permanently install video cameras shall submit a written request to the appropriate dean, director, or department head with a statement justifying the benefit of installing such equipment. The statement must include the proposed number and location of the device(s), as well as the purpose of the installation, whether the location of the cameras involve recording of activity by students, employees or the general public, and the name and title of the individual who will be responsible for reviewing the locations. The source of funding for the installation must be specifically identified as part of the request.
- The requesting department, program, or organization must work with the Information Technology Services, Facilities Administration and Planning, and the Chief of Police to determine the number and location of cameras prior to submitting their request.

- The appropriate dean, director or department head will forward the request along with his/her recommendation to their appropriate Vice President or if unavailable the Chief of Police.
- The Vice President or designee will review the request and will approve or disapprove. If approved the Vice President will forward the request to the University Executive Council with that recommendation.
- The University Executive Council in consultation with the Chief of Police, the Chief Information Officer, University's Legal Counsel, and the Assistant Vice President Facilities Administration and Planning shall be responsible for reviewing and approving or denying all proposals for security camera equipment recommended by a Vice President or the Chief of Police, and for approval of any requested exceptions to this policy.
- Unless otherwise directed by the University Executive Council, the Chief of Police for the University of North Alabama Police Department shall contact the Department of Facilities Administration and Planning and Department of Information Technology Services to oversee the installation of the video monitoring equipment. The Department of Facilities Administration and Planning will coordinate installation with a designated contractor or the Department of Information Technology Services. The contractor or Department of Information Technology Services will coordinate integration of the system.
- A member of the campus community may file a written request to change the location or limit the visual range of a specific installation of video monitoring equipment based on a belief that it infringes on a reasonable expectation of privacy or other protected rights. The request shall be submitted to the appropriate Vice President to the University Executive Council and shall (a) identify the location, (b) identify the right believed to be infringed, and (c) provide an explanation of how the video device installation infringes that right. The University Executive Committee will consult with the University's Legal Counsel and respond to the request within twenty (20) business days after receipt. The response will be based on a reconsideration of the initial request to install the devices in light of the campus community member's concerns. The decision of the University Executive Council is final.
- Within three months of the effective date of this Policy, all existing uses of video monitoring and recording equipment on campus shall be brought into compliance with all aspects of this policy, including the approval process outlined in the preceding paragraph. Those that do not conform shall be removed.

- No researcher or organization, whether faculty, staff, student, or the general public, is authorized to use these cameras or recordings from the cameras for research purposes.
- Monitors for video equipment shall be installed in controlled-access areas and shall not be viewable by unauthorized persons.

The University Police Department will manage all campus security surveillance systems pursuant to this policy.

The University Police Department and Information Technology (IT) are responsible for implementation of this policy, specifically for the following.

- Advising departments on appropriate applications of surveillance technologies and providing technical assistance to departments regarding security camera systems.
- Monitoring developments in the law and in security industry practices and technology to ensure that camera surveillance is consistent with the best practices and complies with all federal and state laws.
- Reviewing proposals and recommendations for camera installations and specific camera locations to determine that the perimeter of view of fixed location cameras conforms to this policy and forwarding recommendations to the University Executive Council.
- Annually evaluating camera locations.
- Testing and maintaining the camera systems.

The University Police Department will review any complaints regarding the use of surveillance camera systems and determine whether this policy is being followed. The University Executive Committee will review appeals of decisions made by the Chief of Police.

The President or the University Executive Council, in consultation with University Legal Counsel, will review all external requests to release records obtained through security camera surveillance prior to the release of any records.

PLACEMENT OF CAMERAS

The locations where cameras are installed may be restricted access sites such as a departmental computer lab; however, these locations are not places where a person has a reasonable expectation of privacy. Cameras will be located so that personal privacy is maximized.

Camera positions and views of residential housing shall be limited to public areas, elevators, and exterior locations. The view of a residential housing facility must not violate the standard of a reasonable expectation of privacy.

Unless the camera is being used for criminal investigations, monitoring by security cameras in the following locations is prohibited:

- Student dormitory rooms in the residence halls
- Bathrooms
- Locker rooms
- Offices
- Classrooms not used as a lab.

The installation of “dummy” cameras that do not operate is prohibited. Unless being used for criminal investigations, all video camera installations should be visible.

ACCESS AND MONITORING

All recording or monitoring of activities of individuals or groups by University security cameras will be conducted in a manner consistent with University policies and state and federal laws and will not be based on the subjects’ personal characteristics, including age, color, disability, gender, national origin, race, religion, sexual orientation, or other protected characteristics. Furthermore, all recording or monitoring will be conducted in a professional, ethical, and legal manner. All personnel with access to University security cameras shall be trained in the effective, legal, and ethical use of monitoring equipment and shall receive a copy of this policy and provide written acknowledgement that they have read and understand its contents.

Access to live video or recorded video from cameras shall be limited to the University Police Department, designated IT personnel and other personnel as authorized by the Chief of Police and Chief Information Officer. The copying, duplicating and/or retransmission of live or recorded video shall be limited to persons authorized by the Chief of Police.

University security cameras are not monitored continuously under normal operating conditions but may be monitored for legitimate safety and security purposes that include, but are not limited to, the following: high risk areas, restricted access areas/locations, in response to an alarm, special events, and specific investigations authorized by the Chief of Police.

Personnel are prohibited from using or disseminating information acquired from University security cameras except for official purposes. All information and/or observations made in the use of security cameras are considered confidential and can only be used for official University and law enforcement purposes.

Any use of security cameras for reasons other than those cited in this policy is strictly prohibited. Violations of this policy or the procedures outlined therein will result in disciplinary actions consistent with the rules and regulations governing employees and students of the University.

USE OF CAMERAS FOR CRIMINAL INVESTIGATIONS

Mobile or hidden video equipment may be used in criminal investigations by the University Police Department. Covert video equipment may also be used for non-criminal investigations of specific instances that may be a significant risk to public safety, security and property as authorized by the Chief of Police.

EXCEPTIONS

This policy does not apply to cameras used for academic purposes. Cameras that are used for research are governed by other policies involving human subjects and are, therefore, excluded from this policy.

This policy does not address the use of webcams for general use by the University. This policy also does not apply to the use of video equipment for the recording of public performances or events, interviews, or other use for broadcast or educational purposes. Examples of such excluded activities include videotaping of athletic events for post-game review, videotaping of concerts, plays, and lectures, or videotaped interviews of persons. Automated teller machines (ATMs) that use cameras are exempt from this policy.

REQUEST FOR ACCESS TO LIVE AND/OR RECORDED VIDEO

Individual colleges, departments, programs, or campus organizations wishing to have access to live and/or recorded video shall submit a written request to the appropriate Vice President describing the requested access, with justification.

- The Vice President will review the request and recommend it to the Chief of Police, if appropriate, who will review the request and forward it to the University Executive Council with a recommendation.
- The University Executive Council shall be responsible for reviewing and approving or denying all access requests recommended by the Chief of Police.

TRAINING OF CAMERA OPERATORS

The University Police Department and the Information Technology Services department shall train camera operators in the technical, legal, and ethical parameters of appropriate camera use. Camera control operators shall receive a copy of this policy and provide written acknowledgement that they have read and understand its contents.

STORAGE AND RETENTION OF RECORDINGS

No attempt shall be made to alter any part of any surveillance recording and the surveillance centers and monitors will be configured to prevent camera operators from tampering with or duplicating recorded information.

All surveillance records shall be stored in a secure location for a period of 30 days and will then be erased or written over, unless retained as part of a criminal investigation or court proceedings (criminal or civil). Individual departments shall not store video surveillance recordings.

- **Recordings will be stored in a manner consistent with available technology and transported in a manner that preserves security. Both current and archived recordings will be secured. All storage and access to recordings will be controlled by the University Police Department. Surveillance records shall not be stored by individual departments.**
- **Recordings used in law enforcement investigations or criminal prosecutions shall be retained until the end of the court or judicial proceedings and appeal period unless directed otherwise by a court.**
- **Recordings may also be retained for other bona fide reasons as determined by University Police Department, in consultation with the University's Legal Counsel.**
- **Recordings shall be retained for 30 days and then will be erased or recorded over unless retained as part of a criminal investigation, a civil or criminal court proceeding, pursuant to a Preservation Notice issued by the University's Legal Counsel. No attempt shall ever be made to alter any recording. Editing or otherwise altering recordings or still images, except to enhance quality for investigative purposes or blur features as described above, is strictly prohibited.**
- **Transmission of recordings using the Internet or campus network will use encryption technology to ensure that recordings are not improperly accessed.**
- **For FERPA purposes, recordings with information about a specific student are considered law enforcement records unless the University uses the recording for discipline purposes or makes the recording part of the educational record.**
- **The deletion of video, pursuant to this policy, and any exemption to the policy on deletion and records storage must be approved by the University Executive Council.**
- **Only the Chief of Police and the Chief Information Officer of the University are to be permitted and have the ability to delete video recordings pursuant to this policy.**

A log shall be maintained by the Chief of Police of all instances of access to or use of surveillance records. The log shall include the date and identification of the person or persons to whom access was granted. The Chief of Police will also maintain a list of personnel approved to monitor live and/or recorded video feeds, with validation of each

person having completed the required training. The right to view anything but live video will be very limited to ensure the integrity of this policy.

DESTRUCTION OR TAMPERING WITH CAMERAS

Any person who tampers with or destroys a camera or any part of the electronic surveillance system may be prosecuted in the criminal justice system as well as the campus Student Conduct system.

Attachment C

3.2.3 Office Hours and Communication with Students

Faculty-student ~~interaction~~communication outside of the classroom is ~~one of the most~~an important relationships ~~on part of student learning outcomes a college campus.~~ This interactioncommunication should include both availability during office hours and communicating with students through the learning management system, ~~and email, and telephone.~~

Office Hours. The purpose of clearly defined, publicly posted office hours is to facilitate this ~~interaction~~communication through consultation, discussion, and advisement with individual students. In keeping with that goal, faculty members will be available for consulting and advising with students. As a part of their regular assignment, faculty will schedule a minimum of seven hours per week during the regular fall and spring semesters and three and one-half hours per week during the summer term. These hours will be scheduled at times that best accommodate student access. Faculty with reduced teaching loads may schedule a reduced number of office hours. ~~Faculty members are not required to have office hours on days when they do not have classes on campus. Faculty members who teach fully online will satisfy the office hour requirement by identifying seven hours of online office hours.~~ Faculty with online and face-to-face classes ~~courses may partially proportionately~~ satisfy the requirement with online office hours. Faculty members who teach fully online will satisfy the office hour requirement by identifying seven hours of online office hours per week. During online office hours, faculty members will be available to communicate with students via the learning management systems or email. ~~Faculty members are not required to have office hours on days when they do not have classes on campus.~~

After approval by the department chair and consultation with the dean, faculty members will list their office hours on all syllabi at the beginning of each semester. The syllabi for all online or hybrid courses will be posted in the learning management system. The respective department chair and dean should also have a copy. Office hours shall be posted on or near office doors (as appropriate), course syllabi, and made available to students on course syllabi in course syllabi, and in the learning management system if any online office hours are offered to students.

Communication. The University provides all faculty with access to a ~~phone,~~ learning management system, ~~and email, and telephone.~~ As these are commonly accepted communication options for students, faculty shall respond to student requests through the ~~phone,~~ learning management system, ~~and email, and telephone~~ in a timely manner. Faculty are encouraged to respond to student messages at least once each business day, and ~~must~~should typically respond in no more than 72 hours.