ORANGE COAST COLLEGE

Academic Senate Meeting | 12/01/20 | 11:30 am - 12:30 pm | Zoom Meeting

Academic Senator Attendance			
Jessica A. Alabi, *at-Large*	Present	**Lee Gordon,** *at-Large, Vice President*	Present
Carol Barnes, *Counseling*	Present	**Marilyn Kennedy,** *Lit & Lang, PDI Chair, Secretary*	Present
Jamie Blair, *at-Large*	Present	**Jodie Legaspi,** *Athletics & Kinesiology*	Absent
Tyler Boogar, *Math & Sciences*	Present	**Doug Lloyd,** *at-Large, Parliamentarian*	Present
Sean Connor, *at-Large*	Present	**Leland Means,** *Visual & Performing Arts*	Present
Eric Cuellar, *at-Large*	Present	**Jeanne Neil,** *Business & Computing*	Present
Tina De Shano, *Consumer & Health Sciences*	Present	**Charles Otwell,** *Curriculum*	Present
Jodi Della Marna, *Library*	Present	**Max Pena,** *at-Large*	Present
Matt Denney, *Technology*	Present	**Clyde Phillips,** *at-Large*	Present
Rendell Drew, *at-Large*	Present	**Loren Sachs,** *at-Large, President*	Present
Cyndee Ely, *Part-Time Faculty*	Present	**Jordan Stanton,** *Social & Behavioral Sciences*	Present
Diogba G'bye, *Part-Time Faculty*	Present	**Stella Tsai,** *SGOCC Representative*	Absent

Guests (Optional & Voluntary Sign-In): Mark Perkins, Kate McCarroll, Arabian Morgan, Jaime Rossiter, Pam Walker, Steve Tamanaha, Rebecca Morgan.

1. Preliminary Matters

A. **Call to Order:** President Loren Sachs called the meeting to order at 11:30 A.M.

B. **Opportunity for Public Comment:** Jesus Eduardo Arismendi-Pardi, Marc Perkins, Pam Walker, Angelica Suarez.

C. **Approval of the Minutes – November 24, 2020:**

Motion 1: Senator Means moved to approve the November 24, 2020, minutes with a minor correction; motion seconded; motion approved.

D. **For the Good of the Order Announcements:**

President Sachs: Today is Giving Tuesday. There are typically matching opportunities. Please reach out to the Foundation Office for more details on donations. Senator Ely noted that an email from the Foundation came out today with a link to donate online and they have a 50% match.

Senator Ely: The Communities of Practice for Part Time Faculty is meeting Thursday from 4-5:30 p.m. They will cover how to submit grades online through Canvas as the semester ends. All faculty are welcome to attend. They can register through Cornerstone. The link will also go out on the weekly Wednesday email.

Online Coordinator Jaime Rossiter: Had a meeting with Dr. Walker and Dr. Taylor. They are going to be moving forward with a system and protocol that will allow faculty members to run multiple sections of a class out of one Canvas shell. This does not combine the classes; it just takes advantage of Canvas's hierarchy system. There will be more information coming out for faculty to take advantage of that in the spring. **Dean**

John Taylor noted that the intention of that system is to reduce the busy work of managing a Canvas Shell while still maintaining the integrity of the class.

Senator Kennedy: Asked about the joint Senate-Union meeting on Friday, December 4. **President Sachs** verified there is a joint meeting Friday that will take place instead of the regular Senate meeting next week. The purpose is to discuss COVID-19. It could be that part of the discussion on Friday germinates some Flex session ideas for faculty. College Council and DCC have been talking about the return to campus in a more full-time "normal" process so this discussion will allow a larger discussion with all faculty to hear their opinions and thoughts. The E-board took the perspective that it was best to co-host the event with the Union because returning to campus covers both instruction and working conditions, so both sets of topics could be discussed concurrently. The announcement has already gone out with the link to join the meeting.

2. Consent Agenda

No Consent Agenda.

3. Officer, Senator, & Committee Reports

A. **President's Report – Loren Sachs:**
Flex: Thanked Dr. Alabi for her time as Flex Coordinator and welcomed Marc Perkins. **VPI Walker:** He also thanked Interim VPI Pam Walker for the guidance, input, and perspective that she provided to faculty and the Senate. **On-Campus Classes:** Yesterday at DCC the COVID topic was addressed due to the new surge. It could be possible that the state Chancellor's Office pulls back on some of the offerings on campus. **Coordinator Positions:** There are several coordinator positions that are available that are currently open and looking for applications. One is the Multicultural Center Coordinator and the other one is the Institutional Effectiveness Coordinator. The Flex coordinator position discussed today is not out yet; it will come out the beginning of the spring semester. The Starfish Coordinator is moving forward, but the call is not out yet. **Resolutions Page:** A new Resolutions page will be added to the Academic Senate public website. One of the challenges with the public website is that it has to be ADA compatible so some of the Resolutions might need to be re-formatted to be compliant. Senators Blair and Kennedy collated some resolutions that can be provided to the Senate for posting, if need be.

B. **Guided Pathways Reporting:** No report.
C. **Statewide Guided Pathways Representatives:** No report.
D. **Union/Bargaining Unit Report:** No report.

4. Unfinished Business

A. **Zoom Recording Policy Update/Feedback – Marilyn Kennedy:** Reported that there were some changes added to the policy presented last week [see Appendix at the end of these minutes for current policy draft] which are marked in red and based mostly on the concerns about the recording aspects.

In the **Notice Requirements** section, "camera-on requirements, video recording policies, etc." was added for clarity. In the **Flexibility/Significant Barriers/Equity/Special Circumstances** section "alternatives will be considered based on the Course Outline of record, andragogy, academic freedom of the instructor and student needs" was

added for flexibility. The purpose is to keep the language broad to cover concerns about flexibility.

The policy is still open to questions or wording changes. If there are no changes, the policy will be taken to the District Board Policies and Procedures Committee meeting on Friday, the last meeting of the semester.

Senator 1: Expressed concerns about lecture recordings. He suggested that students sign a FERPA form to allow themselves to be recorded. He also asked if there is a way to remove student names, pictures, etc. from recordings.

Senator Kennedy: To address the question regarding the forms, it should be someone else [a legal or tech expert] giving advice whether or not they could do that. As with the recordings, all identifying information of any kind needs to be removed.

Online Coordinator Rossiter: Sue Harlan has been working on a streamlined way for students to sign forms electronically. That is in the works because there is more than one instance where people need forms signed.

Senator Kennedy: It might be helpful to everybody on campus if there is a place where IT could make forms easily available for signature and keep them in a fillable format so they can be moved forward to the next person.

B. **Student Legal First Name on Faculty Roster – VPSS Madjid Niroumand:**
Thanked the Senate for the conversation and dialogue last week about this topic. Tomorrow in the joint vice presidents meeting district wide, they will be identifying and determining where this needs to go. The faculty roster in banner has a column with the student's preferred first name. They could add a separate column that would list the student's legal first name in addition to the student's preferred first name. It would be identifiable for faculty. In Canvas, the issue is that it would contradict the initial purpose of showing their preferred first name. The general consensus last week was that the body was favoring including both names. An option could be to only include the legal first name and preferred first name in Banner roster and not do that for Canvas. Vice president Niroumand asked for recommendations.

Senator 2: Had a faculty member who was concerned that if we do have the preferred first name, as we do now, that it also matches within Canvas. She wants to make sure they were in both places. The preferred first name in both places, so that other students in Canvas classes would only see the preferred name.

VPSS Niroumand: Right now, only the preferred name is displayed in Canvas. If we want to incorporate legal first name, also in Canvas and use one display field for preferred and one display for legal first name, it would be possible for other students enrolled in that class to see the legal first name. If that was an issue for the faculty member, the recommendation could be that we would only do this for banner self-service for faculty roster and only keep the preferred first name in Canvas.

Senator 3: The Issue with Respondus in Canvas is that the name in Canvas often times does not match the name on the ID. Therefore, the student cannot take the test.

Online Coordinator Jaime Rossiter: What is in Canvas is populated from Banner, so there should not be a mismatch between a Banner roster and a Canvas roster with concerns to the preferred name. The question of having the legal name and the preferred name on Canvas, which was mentioned would be that the other students would be able to see it. It would actually be a violation potentially of privacy laws with concerns to education and disclosing the transgender status of a student. The recommendation is

that that does not happen as the understanding is that the initial impetus for this was the Respondus/Proctorio issue and this could be solved. It is a little more complicated because of COVID, by providing the student ID with their preferred name that would then match Respondus and solve that problem which would really be the most respectful to the students, not having to go in and try to figure out some system to have something different in Banner and different in Canvas. If there is a way that students can be provided with student IDs in this time, they could use those student IDs for Respondus, and it would match.

Senator 3: The only caution with that is to make sure that students do not change the photo. Some people are very creative.

Online Coordinator Jaime Rossiter: It needs to be an actual student ID. There needs to be a system where students can get the actual IDs in addition to the student privacy laws and everything else. There are a variety of barriers in order to have legal name changes for transgender students. It could affect their mental health which is another obstacle to their learning. The student ID is the best way. It respects them. It respects their name choice. This is really what that policy was designed for.

Senator 3: Also, it is not just the trans community but anybody who has current restraining orders and things of that sort where their legal name is shown, and it could put student into physical harm or danger.

Online Coordinator Jaime Rossiter: We should be using the name that they want to use. If it is just a matter of matching Respondus, there is a way to solve that. That has nothing to do with changing anybody's name on anything.

President Sachs: The student IDs could be a feasible solution.

VPSS Niroumand: Through various conversations district-wide, the direction that they want is to have access to the legal first name in addition to the preferred name moving forward in the future. ID cards will also be issued, but it is unknown at this stage whether or not including that in the self-service roster would solve that issue. At the same time, we agree that anything in addition to that, for example, having it in Canvas, will be contradictory to what the intent was to ensure that their preferred name is used. That should be respected, as well.

Senator 4: Can somebody please clarify what happens if a student shows and ID and it does not match? Is this something that auto-checks the name or does the instructor have the right to just override and approve it when it happens? We do not know if we can actually require them to show an ID in the first place if we are not issuing ID cards to our students. They might not all have an identification card. What is the process, if a student does not have their ID card in the first place? Is this something that the instructor can override?

Online Coordinator Jaime Rossiter: I believe that the instructor can override it, but it is an embarrassing barrier.

Dean Taylor: The understanding is that it is a requirement. The instructor must specify that a photo ID will be required. It is a policy on this campus. The teacher has the right to say "no."

Online Coordinator Jaime Rossiter: The number of students who this is an issue for is relatively small. At the beginning of the semester, the instructor can let the students know that they will be using a specific software and that if their ID does not match their legal name there can be a mechanism to get them a student ID during this time.

President Sachs: I am hesitant to make a massive revision of policies because of a temporary situation with online. I think we are adding a layer of complexity in a moment of crisis that may be overthinking. We had this discussion four or five years ago about using the preferred name for pretty much all the reasons that coordinator Rossiter has stated.

Senator 4: Agrees with Coordinator Rossiter fundamentally that whatever they do needs to respect the privacy and the rights of the trans students but also have any students who do not want their legal name shared. I think that is something that we should not lose sight of in this process. What she suggested, is a good idea where instructors let students know from the beginning of the semester which software will be used, explain to them what has to happen, and have a one-on-one talk, if needed. I think that might be a good temporary workaround. If that student ID picture they take would be available on Banner, there a lot a lot of schools that have the picture of the student on whatever student portal they have. That way, instructors would never have to take class time checking IDs again. This is because you can just pull it up and check them. There would not be a need to worry about students not having IDs. I am fine with the legal name showing up on Banner, but I would not want the legal name to show up on Canvas. I would want to respect the privacy of the students in that way.

Senator 5: There was a real problem several years ago, and still is a concern according to students, where people took tests for other people; years ago, twenty ringers from a university were caught doing so here and expelled from their schools. To prevent this from recurring and to ensure academic integrity, we require an ID for exams. If they forget their ID, they sign on their tests that they are certifying who they sign as. All our tests have it. This is very important for online tests, too.

Senator 6: Instructors need to be careful that they do not put a higher burden on online students than they would put on face-to-face students because I have seen a little bit of that, not just in terms of IDs and requiring face-to-face time but also workwise. Instructors should not move towards being the police and criminalizing students but to stay focused on being instructors and letting students be students. She has seen the research that shows the more instructors get into this mindset, they also put students into a particular category. She urged instructors not to go too far into this.

Online Coordinator Jaime Rossiter: There is the issue of student cheating and there is the issue that Golden West had where people were stealing people's identities and registering for a lot of online classes and collecting the financial aid. The ability to do that and not actually have a physical presence on campus is an issue. That is a fraud. It is a criminal thing as opposed to students cheating. I am going to bring it back to that student ID or they would have to show ideally a legal ID or some form of identification or to get that student ID in the first place. That would make it as simple for them as possible but online students generally start to feel like instructors think they are all a bunch of cheaters, which is not great for the students. Moving forward in the future, having their picture in the system is a fantastic idea for instructors to have access to.

Senator 2: There is a Student Code of Conduct and we as instructors are supposed to put the academic honesty policy in our syllabi. Instructors do not have to police, but definitely have to uphold academic honesty. There is a balance to be made and making sure that the integrity is there for all the students who are doing their work. In addition, we do not want to distrust all students and there is a fine line to ensure academic honesty and honoring the work of our students.

VPSS Niroumand: We can certainly take back the recommendation of this body to the joint vice presidents meeting tomorrow. I know from Golden West's perspective; they

want to have a conclusion as quickly as possible. As much as we bring back the recommendation from one campus, we are in the single term code with Banner. Whatever determination is done at the District, unfortunately, all colleges follow that. If there is a particular recommendation at this point, it will be communicated at the vice presidents' meeting tomorrow. This body will hear what the recommendation was after the meeting.

President Sachs asked for Coordinator Rossiter to give her recommendation.

Online Coordinator Jaime Rossiter: The recommendation would be to find a mechanism to have student IDs available and that would solve the Respondus problem. Making name changes in Canvas potentially violates current law, so we should not be doing that. I could type something out that is more formal.

VPSS Niroumand: We currently do have preferred name on student IDs. I am not so sure if this addresses the question that has come up, whether we are okay having students' legal names in addition to preferred names on the Self-Service Banner roster only or not. I just want to see if that really answered the question that has been posed to us. Are we okay with having students' legal names in addition to preferred names for faculty as they see their rosters and self-service?

Dean Taylor: How does having their legal name on a Banner document or screen solve the problem with Respondus?

VPSS President Niroumand: I am not so sure that is the only issue. Golden West specifically asked that a number of faculty would like to verify because perhaps the only documentation, they will see include students legal name on them. They wanted to also have students legal name. In my inquiry, we could create an additional column that would accommodate both preferred name and students legal name to resolve that concern. It cannot address the technical side of it whether it will address that particular platform or not, but it will answer that question whether we can have that on the faculty roster or not.

Online Coordinator Jaime Rossiter: There is not a compelling reason to have it on the faculty roster especially since students may not want to disclose that to faculty. It seems like if there is a case of verifying identity that that could be done through another mechanism at the college and not individual faculty, where the student is constantly having to deal with us. There is not a compelling reason for it, so that is my recommendation.

Senator 2: If it is in Banner only, it is only available to the professor is that correct?

VPSS President Niroumand: That is correct, students cannot see the roster.

President Sachs asked a senator to make a motion. **Motion 2: Senator Blair moved to** approve to include both names (legal and preferred) on the Banner roster only. Canvas will only have the preferred name, motion seconded; motion approved.

President Sachs: Thanked senators for finishing the fall semester strong.

5. New Business

A. **ASCCC Fall Plenary Recap:** Due to time, this item was not covered.
B. **Budget Questions:** Due to time, this item was not covered.

6. Adjournment of the Regular Meeting

President Sachs adjourned the meeting at 12:30 P.M.

7. Approval of the Minutes: February 2, 2021

MINUTES: First draft written by Beatriz Rodriguez, Administrative Assistant to the Senates. Revision of first draft and Senate-approved drafts written by Senate Secretary, Marilyn Kennedy, who also distributes the final Senate-approved version to the Chancellor, Board of Trustees members and secretary, union presidents, GWC and Coastline Academic Senate presidents, OCC College President and faculty as per OCC Senate bylaws.

Voting Tallies Chart

Motion 1 Minutes 11/24/20	Motion 2 Student Legal Name on Roster	Senate Membership
Aye	Aye	Alabi, Jessica A.: Senator-at-Large (2020-2023)
Aye	Aye	Barnes, Carol: Counseling Senator (2018-2021)
Aye	Aye	Blair, Jamie: Senator-at-Large (2018-2021)
Aye	Aye	Boogar, Tyler: Math and Sciences Senator (2020-2023)
Aye	Aye	Connor, Sean: Senator-at-Large (2020-2023)
Aye	Aye	Cuellar, Eric: Senator-at-Large (2018-2021)
Aye	Aye	Della Marna, Jodi: Library & Learning Support Senator (2020-2023)
Aye	Aye	Denney, Matt: Technology Senator (2020-2023)
Aye	Aye	De Shano, Tina: Consumer Health Sciences Senator (2020-2023)
Aye	Aye	Drew, Rendell: Senator-at-Large (2020-2023)
Aye	Aye	Ely, Cyndee: Part-Time Senator (2020-2021)
Aye	Aye	G'bye, Diogba: Part-Time Senator (2020-2021)
Aye	Aye	Gordon, Lee: Vice President, Senator-at-Large (2019-2022)
Aye	Aye	Kennedy, Marilyn: Secretary, Lit and Lang Senator (2019-2022)
Absent	Absent	Legaspi, Jodie: Athletics and Kinesiology Senator (2020-2023)
Aye	Aye	Lloyd, Doug: Parliamentarian, Senator-at-Large (2020-2023)
Aye	Aye	Means, Leland: Visual and Performing Arts Senator (2018-2021)
Aye	Aye	Neil, Jeanne: Business and Computing Senator (2019-2022)
--	--	Otwell, Charles: Curriculum Chair (Non-Voting) (Open)
Aye	Aye	Pena, Max: Senator-at-Large (2019-2022)
Aye	Aye	Phillips, Clyde: Senator-at-Large (2020-2021)
Aye	Aye	Sachs, Loren: President, Senator-at-Large (2019-2022)
Aye	Aye	Stanton, Jordan: Social and Behavioral Sciences Senator (2019-2022)

Appendix

Orange Coast College eLearning Policies
Video, Audio, FERPA, Privacy,
Academic Freedom, and Equity/Access Issues
(Updated for the 12-1-2020 Senate Meeting)

The following policies and guidelines are intended to provide guidance to Orange Coast College (OCC) faculty members regarding the use of video in their courses.

Academic Freedom

Academic freedom is bedrock principle of the college and university system. The American Association of University Professors (AAUP) maintains that "Academic freedom is the indispensable requisite for unfettered teaching and research in institutions of higher education." Faculty members and instructors retain the right to set instructional rules and make informed pedagogical decisions to meet the needs of learners in a virtual setting.

Notice Requirements

Faculty and instructors should communicate clearly and in advance of any possible requirements or expectations regarding the use of video (camera-on requirements, video recording policies, etc.) in the course and clarifying their essential nature for instruction and learning, even the right to modify based on class circumstances or needs; these class policies should be noted in the course syllabus. Notice should also include information regarding any specific protocols students will be expected to follow including those used for a video proctoring system such as Proctorio or Respondus.

Flexibility/Significant Barriers/Equity/Special Circumstances

Faculty are encouraged to be flexible if a student faces a significant barrier to utilizing video for instructional or proctoring purposes.

- **Significant or Equity barriers** include, but are not limited to, not having a working webcam, having an unreliable internet connection, having limited access to the appropriate hardware or software, having a verified disability as per DSPS, being homeless, or having a prohibitive living environment that prohibits privacy.
- **Flexible** includes faculty working with student(s) to find mutually agreeable alternatives that allow for continuation of the course. Alternatives will be considered based on the Course Outline of Record (COR), andragogy, academic freedom of the instructor, and student needs. In cases where agreements cannot be reached, the faculty member will confer with the dean to make a determination on alternatives. OCC has "Tablets, Chromebooks, and iPads are available to students in need. Even better; if you do not have access to reliable internet connection, we have devices that have built-in WiFi—while supplies last.": link
- **Special Circumstances**, including emergency or other extraordinary events like a sudden shift to remote learning or extended campus closure, require faculty to provide alternatives that enable students to complete the course.

Accommodations: Students may also request formal accommodations through OCC's Disabled Students Programs and Services: Visit the web page for more details.

Academic Dishonesty and Disclosure of Video/Audio Records

In cases of suspected academic misconduct, faculty and instructors may disclose relevant video/audio recordings or proctored assessments to relevant administrators involved in the student judicial process. The accused student will have the opportunity to view the video/audio records supporting the allegation and may sign a FERPA release to allow others to be present for such viewing.

Confidential Student Information

Faculty and instructors using video/audio recording systems (i.e., Zoom, Proctorio, Respondus) may be exposed to confidential student information. Faculty are expected to protect any such information pursuant to the requirements of the Family Education Rights and Privacy Act (FERPA).

FERPA Compliance when Recording Class Meetings

Recordings are sometimes used to allow students to watch a missed class session, to review an earlier session, or to share with next year's class. Depending on how the recordings are created or edited, they may constitute educational records that are protected under FERPA. This guidance, though not exhaustive, explains acceptable practices for utilizing video and audio recordings in the classroom setting. The FAQS below are not exhaustive but are designed to eliminate some of the guesswork associated with recording class meetings. Additional information about photos, video, and audio recording under FERPA can be found on the US Department of Education FAQs on Photos and Videos under FERPA.

--Are video or audio recordings of lectures a protected student record?

If a recording includes only the instructor, it is not a student record and FERPA does not limit its use. If the recording includes students asking questions, making presentations, or leading a class and it is possible to identify the student, then the portions containing recordings of the student do constitute protected educational records.

--Can I record my class/lecture/zoom session and share it with the students in that course without needing to have the students sign consent forms?

Recent Department of Education guidance indicates that, yes, you can record, as long as the recording is only shared within the Learning Management System for that specific course in that specific term, and only if the recording does not contain personally identifiable information from student education records. This, then, constitutes a FERPA-permitted use of educational records, if that recording falls within the category of educational records. Student names (on screen or in the chat) are typically considered directory information, as opposed to personally identifiable information from student education records, which means that the recordings can include student names as long as the recording is not shared outside that particular course.

--What settings should I use to record a Zoom session that does not include student participation?

- Local Recording: For most instructors, recordings may be kept on their local computer or Google Drive. Remember that the administration will have access to the Cloud storage of classes after December 2020.
- If video is desired, enable *Record active speaker* with shared screen
- Disable *Display participants' names* in the recording
- Enable *Require password* to access shared cloud recordings
- Enable *Multiple audio notifications of recorded meeting*, which plays an automated message whenever a recording is started, or a participant enters a session that is already being recorded.

--Can an instructor publicly share a screen capture of a Zoom session or recording?

No, unless FERPA compliance through use of consents has been given. Screenshots should not be shown on Facebook, Twitter, or any other public platform.

--Can students publicly share class recordings or screen captures of a Zoom session or recording?

No. Instructors should tell students that they should not share the link to any class sessions or take screen captures of Zoom sessions. Students that violate this request can be subject to the student code of conduct. In order to make this clear to students the following statement should be included in the syllabus as a Course Policy on Recording:

> "It is vitally important that our classroom environment promote the respectful exchange of ideas. This entails being sensitive to the views and beliefs expressed during discussions whether in class or online. Please speak with me before recording any class activity. It is a violation of Coast Community College District (CCCD) to take or distribute such recordings without my authorization and the permission of others who are recorded."

--Can the instructor show recordings from last year's class to the current class?

Under FERPA, this situation must be treated as if the recordings were being shown to a third-party audience which requires FERPA compliance through use of consents or de-identification of any students depicted.

--If the instructor wants to allow access to a video (that includes student participation) to others outside of the class, is this permitted?

Possibly. There are several ways to use recordings that include student participation. Instructors may obtain individualized FERPA consents from the students in the recording which allow use of this portion of the recordings. This type of consent can be obtained on a case-by-case basis or from all the students at the outset of a class.

Recordings can be edited to either omit any student who has not consented to the use of their voice or image, or be edited to de-identify the student in the recording (which can include avoiding or removing any mention of the student's name, blurring the student's image, altering voice recordings, etc.).

Recordings can also be planned so that students (such as those asking questions during a class) are not shown in the video or referred to by name (another way to de-identify the student).

--What is the easiest way to comply with FERPA if I am video recording my class sessions and students will be asking questions and doing presentations?

Plan the recordings so that they do not show students who are asking questions, don't refer to the students by name and avoid repeating the student's question in the recording (de-identifying the students removes the need for a specific consent from each student depicted). If a student happens to appear on camera, their identity can be edited out or a written consent can be obtained.

Because student presentations make it more difficult to de-identify the student, the instructor should obtain a FERPA consent from the student making a presentation. For any video projects, such as student-made films, you should obtain a written consent.

--What if I am using Zoom for Telehealth or Clinical Remote Instruction where Discussion of Patient Data is Possible?

As we move to include remote instruction via Zoom, we need to be ever mindful of the security of our electronic patient health information in our clinical education experience.

Having ePHI on personal devices is never permissible or compliant with College or District policies on ePHI and HIPAA. This includes the recording of clinical rotations by faculty, staff, and students.

Works Cited

American Association of University Professors. "Protecting Academic Freedom," *American Association of University Professors*, AAUP, https://www.aaup.org/our-work/protecting-academic-freedom

University of Missouri System. "eLearning Policies," The Curators of the university of Missouri, University of Missouri System, 18 Oct. 2020, https://www.umsystem.edu/ums/elearning/policies