

UUP IP questions

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1. What is the retention period for course material - is not it 2 years?

[SUNY'S policy](#) addresses retention of student records; in particular, graded student work. Student work is contained within the course shell on the LMS, until it is removed per SUNY System's archiving process.

It is the responsibility of the faculty member to keep the attendance records.

2. Can the default of course retention be changed to delete all digital course material after the retention period has passed or when a faculty member leaves the University?

No, the campus needs to keep the materials in backups for the length of the retention period.

Backups are intended to be a snapshot of the production system at a point in time. Backups are only accessed as required to return the production system to a previous state or retrieve information accidentally removed. Ownership of the files are not changed because they are in backups.

An individual who is leaving the institution can remove their materials from the production system and keep them in their personal space. But the information will remain in the backups.

3. How can faculty members ask that their courses be permanently deleted from the indefinite encrypted backup after the retention period? Whom can they contact?

This service is not available. The material is an archival record and is maintained for our legal obligations, as well as the snapshot of the production system.

4. Who can access Zoom class recordings, beyond the course instructor and the students enrolled in this course?

System Administrators have access to the recordings.

5a. Please list all the situations when a department chair, dean or administrator can access an online classroom - with the provided definition that it is the digital course material posted in the Learning Management System for a class in session?

By and large instructors are informed if they (chairs/personnel committee members) visit their classroom or visit their course instance online in a given semester. Faculty going through retention, tenure, and promotion should expect such visits as part of their evaluation. These would always be planned.

There may also be other occasions where faculty invite their colleagues to their class as well where they are not going through any type of performance review. For example, we may get invited to capstone presentations that are done during the professor's class time for the capstone course. This type of invite would be unusual in the context of an online course; but certainly possible.

Faculty colleagues may also be granted access by an instructor to observe the course structure and learning activities, to help inform developing their own course.

5b. Are the instructors teaching the class always contacted for authorization? If not, list all the situations when they are not contacted.

These may be done under extremely rare circumstances where there are concerns raised regarding the professor's disposition or about the way they are handling their course.

Whether the issues are in face-to-face classrooms or online, the concerns have to be investigated which will include speaking to the faculty member about the issues raised. There are, however, occasions where the complaint regarding the professor's disposition requires looking at the post(s), announcement(s), course mail messages, grading remarks, or what the person claims the professor has said in person. In maintaining the student's anonymity, it may be the case that we can not disclose what the student is objecting to or is concerned about. To corroborate the accusation, we may need to interview other students or witnesses in general to determine the merit of the case. If the concern is with a post, we would need to review the post. If the concern is that the faculty member has been absent from their online course, say, for a month, we may have to investigate to see if that claim is true.

Again, these are extremely rare circumstances, but they can happen.

6a. Same question for a class no longer in session, a past class? Is the instructor having taught this particular class always contacted for authorization?

The need to visit an online course after the fact is even more rare than the circumstances described in the 5b. The plausible situation would be in the case of a Grade Appeal and the instructor would be involved in such cases themselves.

6b. In the case of a shared course, is the instructor having shared this particular class always contacted for authorization?

This question is unclear. Request for access to a particular section would include the instructor of record. The original faculty content developer would not need to be notified regarding the scenarios described in questions 5b and 6a.

7. How can faculty members check and eventually update the shared course content waiver on file? Whom can they contact?

Faculty can initiate this request by contacting the SUNY Oswego Help Desk. Assuming the document is on file with the Instructional Design team, the request would be routed to the team.

8. How can faculty members check and eventually update the digital archive of executed assignment or sharing rights of their course materials? Whom can they contact?

This question is unclear, but the answer to question 7 applies here as well: faculty can initiate this request by contacting the SUNY Oswego Help Desk.

9. Does working with an instructional designer change the faculty intellectual property, and if so how do faculty members know about whether their intellectual property has been restricted?

There are no impacts on faculty intellectual property that come from working with an instructional designer. Consulting with an instructional designer can be considered analogous to working with an editor in the publishing process. Therefore, the second question does not apply.