



CENTER FOR TEACHING EXCELLENCE

11110 ALONDRA BLVD. • NORWALK, CALIFORNIA 90650-6298 • (562) 860-2451

Coordinator: David Betancourt, dbetancourt@cerritos.edu

FACULTY PROFESSIONAL DEVELOPMENT COMMITTEE AGENDA

January 25, 2018; 11:00am – CTX (LC-201)

1. Expanding Mentor Program: Peer-to-Peer Classroom Visits (2PCV) [C4.1, C8.1] UPDATE
 - a. Presented to Faculty Senate
 - b. Presented to Deans
 - c. Next Steps
 2. Online Certification [EMP: C1.5, C1.8, C4.1] UPDATE
 - a. Met with Cynthia Alexandra to discuss recertification and Alternative certification process
 - b. Recertification being discussed by Technology-based Learning Committee (TBLC)
 - c. Alternative certification process in informally in place. Also be Discussed by TBLC
 3. TEDX Review
 - a. Make final decisions
 4. ED TECH DAY [EMP: C1.5, C1.8, C4.1]
 - a. Review/Revise draft
 5. FERPA Best Practices for teaching online [EMP: C1.5, C1.8, C4.1]
 - a. Discussion
 - b. Next steps
 6. Items from the floor:
 7. Meeting Dates:
Thursday, February 22, 11am-12:30pm, CTX Conference Room
Thursday, March 22, 11am-12:30pm, CTX Conference Room
Thursday, April 26, 11am-12:30pm, CTX Conference Room
- | | | |
|--|-------|------------------------------|
| | _____ | Atherton, Amparo Classified |
| | _____ | Baskette, Shawna Manager |
| | _____ | Betancourt, David CTX |
| | _____ | Breit, Craig FA |
| | _____ | Calisher, Jennifer SEM |
| | _____ | Falcon, Dennis HUM/SS |
| | _____ | Greene, Chad LA |
| | _____ | Moriarty, Cindy BE |
| | _____ | Pestolesi, Kari HPEA |
| | _____ | Scott, Kaitlin Library |
| | _____ | Shore, Marlena HO |
| | _____ | Valencia, Monique Classified |
| | _____ | Vega, Frank Technology |
| | _____ | VACANT Counseling |
| | _____ | VACANT Student Services |



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Location	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm
CTX	<p>Accessibility & Canvas Find and fix your accessibility errors in Canvas with the push of a button? Come learn about two accessibility tools (they're not perfect) that are available to you in Canvas that can help you discover 508-errors AND give you direction as to how to fix those errors.</p>		<p>Outlook Simplify your work life by learning the Calendar & Email tools that you already have available to you!</p>	<p>Turnitin Hands-on workshop: Learn the nuts and bolts of this powerful software program, it's not just for cheating!</p>	<p>OERs Open Education Resource: Learn what this is all about and how you and your students can benefit!</p>	<p>PLN & Lynda.com Check out the Professional Learning Network and Lynda.com, two great resources for all employees interested in being trained on educational technology, FOR FREE, ON YOUR OWN TIME!</p>	<p>Accessibility & Canvas Find and fix your accessibility errors in Canvas with the push of a button? Come learn about two accessibility tools (they're not perfect) that are available to you in Canvas that can help you discover 508-errors AND give you direction as to how to fix those errors.</p>
LC-51	<p>OEI-Update The California Community College Online Education Initiative comes to Cerritos College. See what we are doing to help our students succeed online.</p>	<p>Online Teaching Learn about and discuss best teaching practices for online teaching</p>		<p>Cloud Storage Have access to all your documents from anywhere by using the cloud! Find out how and get unlimited free storage space, compliments of IT!</p>		<p>eLumen Learn how faculty members can use eLumen for course SLO review, assessment, analysis, and development of action plans!</p>	<p>OERs Open Education Resource: Learn how to build a course shell in Canvas</p>



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The Family Educational Rights and Privacy Act of 1974 (AKA the Buckley Amendment) establishes protections and rights for students by controlling the creation, maintenance, and access to educational records. The Act guarantees students' access to their academic records while prohibiting unauthorized access by others. In so doing, the Act alters the way faculty are allowed to interact with students with regard to sensitive information. Some of the penalties associated with non-compliance include the College's loss of federal Title IV (Financial Aid) funds and given recent litigation, there is now standing in court for individual liability extending to professor and others.

The best practices list is intended to offer suggestions to faculty that will accomplish several goals:

- help faculty comply with FERPA
- reduce personal liability for faculty and overall College liability
- minimize disruption of the long-honored academic processes at Cerritos College
- protect student rights and privacy
- minimize academic impacts
- honor professional discretion

Proposed Best Practices (F2F)

- Keep the names of students enrolled in your classes private—do not provide to anyone except Cerritos College officials with a legitimate educational purpose.
- Use discretion when leaving voicemails and emails for or about students. The student may not be the first one to retrieve them. Consider your tone as well—does it suggest serious trouble or is it neutral or upbeat?
- Discuss student performance (grades, GPA, progress, other assessment) out of hearing of others, including the student's boyfriend/girlfriend, family, etc. (For an exception to this, require a signed and dated "release" from the student that includes what you may disclose. A form for this purpose is posted on the Cerritos College intranet forms page at [site to be determined]. A copy of this dated and signed form must be delivered to the Dean of Admissions, Records and Services. You should retain a copy in your files. At this time under FERPA, an email signature is not valid.) Contact the Dean of Admissions, Records and Services for assistance.
- Keep private grades and evaluative comments for tests, papers, projects, and anything else that identifies the student and do not post. (Exception: Grades listed according to a random code instead of student name or college ID number and not listed in alphabetical order of the students' names, may be posted. Be sure not to use the codes for other purposes if students might tend to become familiar with each other's codes; e.g., do not ask students to put their code on exams and papers as other students may become familiar with them.)
- Be sure to shred transcripts, rosters and other papers with identifiable student information as soon as you are finished with them. Likewise, be sure to log off and/or lock computer programs with identifiable student information.



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- Hand out graded tests and assignments individually—do not leave in a stack for students to pick through, do not hand back by row, do not leave in a box or envelope, and the like. If you must make these items available to students when you are not present, ask students to provide you with a self-addressed, stamped envelope (SASE) and mail them to the students. Alternatively, take advantage of TalonNet. Contact the Innovation Center at extension 2797 if you need training on TalonNet. Also, remind students that final course grades are available most quickly on MyCERRITOS.
- Be sure to obtain the student's written, signed, and dated permission to include education record information (grades, GPA, etc.) in letters of recommendation. (A form for this purpose is posted on the Cerritos College intranet forms page at [site to be determined]) A copy of this signed and dated form must be delivered to the Dean of Admissions, Records and Services. You should keep a copy for your records.
- If in doubt, delay your response or other action. Direct your questions, requests for advice, etc. to the Dean of Admissions, Records and Services, Stephanie Murguia, at extension 2100.