

## **Campus Systems Users Group (CSUG) Notes – December 11, 2012 Meeting Notes**

**Members Present:** Christina Baltazar, Constance Chambers, Adria Edwards, Loren Edwards, Toni Haley, Tracey Haney, Katrina Hermoso, Gilbert Hernandez, Michael Kelley, Delores Lee, Ed Liao, Mark McKellip, Timothy Mozia, Yvette Nava, Cecilia Patz, Helen Remigio, Ormond Rucker, Martin Simpson, Lisa Stallworth, Shelby Stueve and Michelle Taylor

The meeting was chaired by Brandy McLelland, Director of Student Information Services and Registrar

### **System Updates**

#### **Admissions – Michelle Taylor**

- Spring 2013 is open to our partnership schools utilizing paper applications only
- Fall 2013 is open to FTF and graduate students utilizing CSU Mentor; can close at any time

#### **Advising – Loren Edwards**

- 2<sup>nd</sup> Annual Council of Academic Advisors meeting was held on December 4<sup>th</sup>; outside systems are welcome to participate by contacting Dr. Peter Kim, Chair and Director of UAC
- Experienced a high level of walk-in traffic

#### **Continuing Education (CEE) – Timothy Mozia**

- Winter session #1 starts on December 19<sup>th</sup>
- Winter session #2 starts on January 2<sup>nd</sup>

#### **EOP – Katrina Hermosa**

- Spring 2013 advising sessions for continuing and freshmen have been completed
- There will be no waitlist for Fall 2013
- Eligible students are to submit all supporting documentation by January 31<sup>st</sup>
- Students will receive status in mid-February

#### **Financial Aid – Delores Lee**

- Deadline for presidential scholarship is January 17<sup>th</sup>
- 2013-2014 FAFSA deadline is March 4<sup>th</sup>
- Due to Prop 30 passing, financial aid completed 10,000 awards and considered 20,000 records by term
- Reduced the budget, State and Cal grants
- As soon as grades are received, letters will go out after the break

#### **Human Resources – Adria Edwards**

- Still working on the CHRS system
- Waiting for the technical letter from the Chancellor's Office

### **Student Financials – Cecilia Patz**

- Working on the washout schedule

### **Student Records – Mark McKellip**

- Grade rosters are due on December 18<sup>th</sup>
- Grade reports will run after 3pm every day

### **Technical – Michael Kelley**

- Finishing up with the campus mobile application scheduled for Spring 2013

### **Other – 2013 “proposed” presentation topics – Brandy McLelland**

- Account Creation and Security – Danny Lujan
- Quick Admit Processing – Timothy Mozia
- Degree Audit
- Skype Interview – Adria Edwards
- Dashboard Demo – Michael Kelley
- Help Desk
- LDAP
- Financial Aid Changes
- Reviewing Student Accounts – Cecilia Patz
- Early Start
- Cal-State Online
- Benefits

### **Presentation – FERPA by Mark McKellip**

- **What is FERPA?** The Family Educational Rights and Privacy Act of 1974 is a Federal Law designed to:
  - Protect the privacy of education records,
  - Establish the right of students to inspect and review their education records, and
  - Provide guidelines for the correction of inaccurate and misleading data through informal and formal hearings.
- **What records are protected under FERPA?** Educational records that are maintained by an institution that contains personally identifiable information that is not in an excluded category:
  - An educational record is any record maintained by an institution that is directly related to a student or students.
  - Personally identifiable information refers to data within a record that would make a student’s identity known with a reasonable certainty.
  - Some excluded categories are: sole possession notes, law enforcement records, employment records, medical and treatment records, alumni records
- **What do we need to do to be in compliance?**
  - Provide annual notification to students of their FERPA Rights
  - Provide students access to their education records

- Allow students to request amendment to their education records
- Allow students to request that the institution not disclose directory information
- **What is Directory Information?** Information that if provided is not normally considered a violation of person's privacy.
- **Who is considered a school official?** A school official is a person that has responsibilities in the campus' academic, administrative or service functions and have reason for using student records associated with their campus or other related academic responsibilities.
- **What constitutes a legitimate educational interest?** A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- **When can information from educational records be disclosed?** Institutions must disclose educational records to students who request to see information from their own records. To disclose information from educational records CSUDH can obtain a written consent from the student. This written consent is a part of the educational record and must be maintained as long as the educational records to which they refer are maintained by the institution.
- **When can educational records be released to a parent?**
  - The parent obtains the student's written consent,
  - The parent establishes the student's dependency as defined by Internal Revenue Code,
  - The parent may exercise the disclosure option on a student under age 21 regarding a violation of an institutional rule or federal, state, or local law regarding the use of alcohol or controlled substance as long as state law permits, or
  - In a health or safety emergency.
- **For more and detailed information, please visit the following websites:**
  - <http://www3.csudh.edu/student-affairs/sis/docs/fact-sheet-ferpa-facts.pdf>
  - <http://www2.ed.gov/policy/gen/guid/fpco/index.html>

**Next meeting: Tuesday, January 8, 2013 at 10:30am in the LSU**