

TABLE OF CONTENTS

PART II: PROCEDURES

3357:15-15 COMMUNICATIONS

15-01 External Communications
..... Dissemination of Information
..... Receipt of Information

15-02 Internal Communications
..... Dissemination of Information
..... Committees

15-03 Web Communication
. Stark State College of Technology Web Guidelines Employee Pages (Faculty and Staff)
..... Stark State College of Technology Web Guidelines Departmental Pages

15-04 Policy on Responsible Use of College Computing Resources

15-05 Policy on Responding to Public Records Requests

15-06 Policy on Electronic Communications
..... Electronic Communication Resources Explanation
..... Public Website
..... mystarkstate Portal Site
..... Emergency, Campus, and Personal Announcements Channels of the Portal
..... Other Portal Channels
..... mystarkstate Groups and Group Channels
..... Channel Development
..... Third Party Information Feeds (Channels), Sites, and Services
..... College Email
..... Course Management System (ANGEL) Communication Tools
..... Email Forwarding
..... Other Websites, Web Pages, Wikis, Blogs, Social Networking Sites
..... Personal Communications
..... Educational Uses of Electronic Communications

3357:15-15-01 External Communications.

External communications, as used in this section, includes both the dissemination of information concerning the programs, progress, and problems of the institution and the receipt of information, ideas, and aspirations from the citizens of the district.

(A) Dissemination of Information

The president has the responsibility to keep the public fully informed of all matters pertaining to the College and shall designate the planning and implementation of this activity to the office of the vice president for institutional advancement and student services.

- (1) All news releases to the public media or general public will be released through the vice president for advancement, planning and college/community relations.
- (2) All advertising will be released through the office of vice president for advancement, planning and college/community relations.
- (3) All requests and all approvals for the assignment of speakers to groups will be cleared through the office of the vice president for advancement, planning and college/community relations.
- (4) All promotional materials, including the College catalog, program bulletins, and financial aid brochures, shall be with the cooperation of all departments involved, compiled, printed and distributed through the office of the vice president for advancement, planning and college/community relations.
- (5) Official publications shall be cleared through the office of the vice president for advancement, planning and college/community relations prior to publication; i.e., student newspapers, electronic communications, bulletins, yearbooks, other house communications, etc.

(B) Receipt of Information

- (1) While comments and expressions of concern are welcome from all citizens at any time, a planned method of obtaining ideas and suggestions from community leaders is required to keep the activities of the College relevant to the needs of the district. The College will secure input from citizens on a regular basis through advisory committees and shall augment the information received through surveys when appropriate.
- (2) The president and the executive staff shall meet with the general advisory committee on a regular basis to obtain advice for planning and implementing the educational programs to be offered by the College.
- (3) An advisory committee shall be formed for each associate degree program offered by the College and shall meet with the instructors and the department chair at least twice yearly to provide technical expertise for the review and development of course offerings and to aid in placement of the graduates.
- (4) Additional advisory committees may be organized as deemed necessary by the provost to help in the development of special courses, workshops, and seminars that may be offered by the College.
- (5) Surveys and questionnaires soliciting information about the operation of the College, both external and internal, shall be cleared through the office of vice president for advancement, planning and college/community relations.

3357:15-15-02 Internal Communications.

Implementation of the policy statement on internal communications adopted by the Board of Trustees requires the establishment of communication channels, processes, and procedures which will provide for the accurate and routine dissemination of the information to the various constituencies of the College community. In addition, a communications model must exist which will insure all constituents the right to be heard and which is designed to encourage College-wide discussion and input to the decision-making process at the institutional level. The committee structure and the communication flow chart found in Appendix G are integral parts of the internal communication model for Stark State College of Technology.

(A) Dissemination of Information

- (1) Prior to the opening of classes for each semester, an orientation session shall be held under the direction of the provost for all new members of the instructional staff.
- (2) Prior to the opening of fall semester classes, an orientation session shall be held each fall, under the direction of the dean for student services, for all incoming members of the freshmen class.
- (3) The vice president for information technology shall provide each full-time faculty and staff member with access to a policies and procedures manual.
- (4) The dean for student services shall provide each student with a copy of the latest student handbook. In addition, copies of the student handbook shall be available for reference in the waiting area of the Admissions Office.
- (5) Each administrator shall be responsible for developing and implementing an effective method of initiating or relaying communications to the appropriate, concerned individuals.
- (6) All college employees have the responsibility of alerting the appropriate official of any condition or situation with which they are concerned and which should be brought to that individual's attention.

(B) Committees

The use of a committee structure as a mechanism for College-wide discussion and input to decision making, to be successful and productive, requires that the committee members be truly representative of the College community and that those who serve do so in addition to their regular duties. Three types of committees may exist on campus: The President's Cabinet, the standing committees as needed, and any ad-hoc committees as deemed necessary. The procedures and regulations as outlined herein do not require or prohibit the functioning of any student group, faculty group, or administrative group, nor do they require or prohibit the input of such groups through these procedures and regulations.

(1) The President's Cabinet

The purpose of the President's Cabinet shall be to provide a forum to discuss issues of concern to the entire College community and make recommendations in accordance with rule 3357:15-15-02 (B) (2) (g) (viii) of the Administrative Code. The structure must provide each constituency of the College with the opportunity to pursue its legitimate interests within a cooperative framework, while at the same time minimizing the possibility that the special interests of a specific group will exercise a controlling influence within the decision-making process.

- (a) The President's Cabinet shall consist of the following members, all of whom have one vote: the president, the provost, the vice president for advancement, planning and college/community relations, the vice president for business and finance, the vice president for information technology, the vice president for student services and enrollment management, the dean for information technologies and engineering technologies, the dean for business technologies, the dean for health technologies, the dean for general studies/public service technologies, the dean for student services, the dean for corporate and community services, the dean for teaching and learning, the president of the faculty association, the president of the staff association, the

president and another representative from the inter-club council, two academic department chairs, four full-time faculty selected by the faculty at large, and three full-time staff (two professional/technical and one hourly) selected by the staff at large. The president shall serve as chairperson of the group.

- (b) The two academic department chairs will rotate on and off of the President's Cabinet in the following order: health, information technology and engineering technology, business, and general studies/public service. They shall be elected by their respective divisions.
- (c) The four full-time faculty at-large positions will be selected by the faculty as follows:
 - (i) For the purpose of obtaining initial nominations, there will be four groups:
 - Group 1 - Business Technologies
 - Group 2 – Information Technologies and Engineering Technologies
 - Group 3 - General Studies/Public Service Technologies
 - Group 4 – Health Technologies
 - (ii) Each group will select three nominees through an election process conducted by the deans. The three (3) nominees from each group, for a total of twelve (12) nominees, will be on a ballot for election by the total faculty.
 - (iii) Voting will be by secret ballot. Ballots will be available in the office of academic affairs and corporate services. Votes will be cast in the office of academic affairs and corporate services. The administrative assistant to the provost will check off the names as the votes are cast.

- (iv) Three individuals - the faculty association president, the provost, and the administrative assistant to the provost will count the votes and report the results to the College president.
- (d) The three full-time staff positions will be selected by the staff as follows:
 - (i) For the purpose of obtaining initial nominations, there will be two groups:
 - Group 1 - Professional/Technical Staff
 - Group 2 - Hourly Staff
 - (ii) Group 1 will select six (6) nominees and Group 2 will select three (3) nominees through an election process conducted by Office of the Provost.
 - (iii) Each group will be placed on a ballot for election by the respective groups.
 - (iv) Voting will be by secret ballot. Ballots will be available in the office of information technology. Votes will be cast in the office of information technology. The administrative assistant for the Office of the Provost will check off the names as the votes are cast.
 - (v) Three individuals - the staff association president, the Provost, and the administrative assistant to the Provost will count the votes and report the results to the College president.
- (e) Members of the President's Cabinet not designated by reason of a position held by an individual will serve two-year terms.

- (f) In the event of the absence of the chairperson, the president's appointed representative shall act in that capacity.
- (g) The President's Cabinet shall be considered to have a quorum when two-thirds of the members are present.
- (h) The recommendations of the President's Cabinet shall be determined by a simple majority of its voting membership.
- (i) The President's Cabinet shall normally meet monthly during the academic year at some agreed-upon time. More frequent meetings may be called as required.
- (j) Any individual member of the College faculty or staff may present an item of business to the President's Cabinet which will then be placed on the agenda of one of the standing committees. However, if the item of business demands immediate consideration, the President's Cabinet will place it on its own agenda.
- (k) The President's Cabinet shall submit reports and recommendations necessary for board consideration and/or action to the board of trustees via the president.
- (l) Minutes of all meetings shall be kept and distributed by the recording secretary.
- (m) The President's Cabinet may elect to go into closed session at any time it deems prudent or necessary.

(2) Standing Committees.

The standing committees of the College shall serve as working bodies to develop policies and procedures for consideration by the President's Cabinet. These committees may also serve in an advisory capacity to administrative offices to assist in making decisions in areas such as scholarship awards, admission criteria, and similar situation where it is desirable to have faculty and student input. Standing committee members will serve two-year terms, except where specified and when it is necessary to lengthen or shorten terms in order to ensure smooth rotation of members. These members will either be elected to the committee in a democratic manner or be appointed, as specified. If an individual serves as committee chair in the last year of his or her term, he or she will serve one additional year immediately after with full voting privileges. Unless authorized by the president, a person may serve on only one committee at a time. Some individuals, by virtue of their positions, will be permanent standing committee members.

- (a) Standing committees include: Committee on Student Affairs, Committee on Curriculum, Committee on Academic Policies and Procedures, Committee on Institutional Effectiveness, and Committee on Human Resources.
- (b) Each standing committee of the College will be served by one academic dean, in rotation. Each academic dean will serve one year on each standing committee. The rotation schedule for academic deans can be found in appendix L and M.
- (c) The Committee on Student Affairs shall consider matters of direct concern to students, including but not limited to counseling, financial aids, student grievances, placement, social activities, and student organizations.

The committee shall be comprised of the following:

Permanent Members:

Director of Advising and Student Engagement
Dean for Student Services
Program Director for TRIO Student Support Services
Adviser to the Interclub Council
Rotating Academic Dean
Rotating Department Chair
Rotating Department Chair

Elected Members:

College Staff Association Representative
Health Technologies Division Faculty
Engineering Technology / Information Technologies
Division Faculty
Business Technologies Division Faculty
General Studies Division Faculty
Public Service Technologies Division Faculty
Student Representation:
Business Technologies Division
Student Representation:
General Studies Division
Student Representation:
Public Service Technologies Division
Student Representation:
Information Technologies / Engineering
Technologies Division
Student Representation:
Health Technologies Division

- (d) The Committee on Curriculum shall consider matters concerning curriculum proposals, course descriptions, co-requisites and pre-requisites, and program evaluation and modification, and delivery modalities. Curriculum proposals will include a statement outlining budget, space, and equipment needs. The committee shall be comprised of the following:

Permanent Members:

Provost and Chief Academic Officer
 Registrar
 Director of E-learning
 Rotating Academic Dean
 Rotating Academic Department Chair
 Rotation Academic Department Chair

Elected Members:

Business Technologies Division Faculty
 General Studies Division Faculty
 Public Service Technologies Division Faculty
 Health Technologies Division Faculty
 Information Technologies / Engineering
 Technologies Division Faculty
 Teaching and Learning Division Representative
 Corporate and Community Services Representative
 Student Services/Enrollment Management
 Representative
 Faculty Association Representative
 College Staff Association Representative

- (e) The Committee on Academic Policies and Procedures shall consider matters concerning academic regulations, grading policies, assessment, student probation and suspension, and all other matters directly related to academic policies. Other items under this committees charge include review of graduation requirements, specialized admission requirements, and academic policies including, but not limited to honesty in

learning, withdrawal, and academic probation.

The committee shall be comprised of the following:

Permanent Members:

Vice President of Student Services and Enrollment
Management
Dean of Financial Aid
Rotating Academic Dean
Rotating Academic Department Chair
Rotation Academic Department Chair

Elected Members:

Health Technologies Division Faculty
Information Technologies / Engineering Technologies
Division Faculty
Business Technologies Division Faculty
General Studies Division Faculty
Public Service Technologies Division Faculty
Teaching and Learning Division Representative
Student Services and Enrollment Management
Representative
Business and Finance Office Representative
Academic Records/Registrar Office Representative
Faculty Association Representative
College Staff Association Representative
E-Learning Representative

- (f) The Committee on Institutional Effectiveness shall consider policy matters related to governance and quality and continuous improvement, including instructional process evaluation and stewardship of institutional resources. The committee shall be comprised of the following:

Permanent Members:

Vice President of Advancement, Planning and
College/Community Relations
Director of Continuing Education
Satellite Campuses Staff Representative
AQIP Coordinator/Liaison
Rotating Academic Dean
Rotating Academic Department Chair
Rotating Academic Department Chair

Elected Members:

Business Technologies Division Faculty
General Studies Division Faculty
Health Technologies Division Faculty
Information Technologies / Engineering
Technologies Division Faculty
Public Service Technologies Division Faculty
Information Technology Representative
Teaching and Learning Division Representative
Advancement, Planning and College/Community
Relations Representative
Business and Finance Office Representative
Student Services and Enrollment Management
Representative
Adjunct Faculty Representative
College Staff Association Representative

- (g) The committee on human resources shall review issues related to institutional human resource policies, review current and new human resource policies, recommend and review policies to support best human resource practices, recommend and review human resource policies that support consistency, continuous improvement, and institutional effectiveness, and professional development as it relates to policy. The committee shall be composed of the following:

Permanent Members:

Vice President for Business and Finance
Director of Human Resources
Rotating Academic Dean
Rotating Academic Department Chair
Rotating Academic Department Chair

Elected Members:

Faculty Representative
Faculty Representative
Faculty Representative
Adjunct Faculty Representative
Staff Representative
Staff Representative
Staff Representative
Staff Association President
Faculty Association President
Human Resources Technical or Professional Staff
Representative

- (h) Faculty and staff members of standing committees shall be elected by their respective divisions. Elections shall be conducted by the Office of the Provost. Faculty and staff membership on the committees shall rotate every two years, beginning the third year of a committee's life. The specific rotations shall be determined by the president.
- (i) A quorum shall exist when a simple majority of the members of a standing committee are present.

- (ii) The chairperson and vice chairperson of a standing committee shall be chosen for a period of one year, not to exceed two consecutive years, from among its membership by a simple majority vote. Vice Presidents and Deans are not eligible to serve in the capacity of Chair and Vice Chair. The chairperson of each committee will conduct the meetings following Robert's Rules of Order. The members of each committee hold equal ranking.
- (iii) All recommendations of the Standing Committees shall be by a simple majority vote of its membership.
- (iv) Formal minutes will be taken at each meeting by an administrative assistant and filed in the Provost's office for all Standing Committees. To assist with succession planning, the vice chairperson of each Standing Committee will work with the administrative assistant to finalize the minutes of each meeting.
- (v) All minutes and recommendations of the Standing Committees shall be submitted in writing to the President's Cabinet. The chairperson of each Standing Committee shall electronically distribute to all Stark State College mailboxes the Standing Committee meeting minutes within ten business days of each meeting, with the minutes marked pending approval.
- (vi) A standing committee shall have the authority to request the president or any other member of the faculty or staff to attend a given meeting, as long as consideration is given to previous commitments or schedules of both the committee and the individual.

- (vii) In the event that the President's Cabinet fails to accept a report or recommendation of a standing committee, the committee may, at its option, submit its report to the constituents involved (students, faculty, professional, technical, or clerical) for a vote of support. If a majority vote is received, the report or recommendation may be submitted to the president without the endorsement of the President's Cabinet. Consideration of the report or recommendation shall be made within sixty calendar days following its written submission to the president. A written report shall be given to the standing committee of the final disposition made by the president. The chairman of the standing committee at this time may elect to address the Board of Trustees as deemed necessary according to the Board of Trustees Procedures as defined in these policies.

(3) Ad-Hoc Committees.

- (a) Ad-hoc committees may be established by the President's Cabinet or the president as the need arises. These committees will be temporary, terminating at the completion of the assignment.
- (b) Membership in and election procedure for ad-hoc committees will be considered in a democratic way.
- (c) A quorum shall exist when a simple majority of the members of the ad-hoc committee are present.
- (d) The chairperson and vice chairperson of a ad hoc committee shall be chosen for a period of one year from among its membership by a simple majority vote.

(e) All recommendations of the ad-hoc committee shall be by a simple majority.

(f) Minutes will be kept and filed for all ad-hoc committees.

(g) All minutes and recommendations of the ad-hoc committees shall be submitted in writing to the President's Cabinet or the president for its information and consideration.

(h) An ad-hoc committee may go into closed session if deemed necessary by its membership.

(i) An ad-hoc committee shall have the authority to request the president or any member of the faculty or staff to attend a given meeting, as long as consideration is given to previous commitments or schedules of both the committee and the individual.

(j) In the event that the President's Cabinet fails to accept a report or recommendation of the ad-hoc committee, the committee may, at its option, follow the same procedure available to ad hoc committees in rule 3357:15-15-02 (B) (2) (g) (viii).

(4) AQIP/Strategic Planning Steering Committee

(a) The AQIP/Strategic Planning Steering Committee leads the College's AQIP (Academic Quality Improvement Program) accreditation and strategic planning processes.

(b) The AQIP process is outlined by The Higher Learning Commission of the North Central Association of Colleges and Schools.

(c) A quorum shall exist when a simple majority of the members of the AQIP/Strategic Planning Steering Committee are present.

(d) All recommendations of the AQIP/Strategic Planning Steering Committee shall be by simple majority.

(e) Minutes will be kept and filed for the AQIP/Strategic Planning Steering Committee.

(5) Operational Committees

(a) Operational Committees may be established by the President's Cabinet, the president or executive council and are defined as committees that are non-policy-affecting committees, operating within the current Policies and Procedures Manual of the College, which may be established as needed, and can be temporary or long-term in nature. These committees may recommend policy changes through the appropriate Standing Committee for submission to President's Cabinet.

(b) Examples of current Operational Committees include:

(i) Advancement in Rank Committee

(ii) Aesthetics Committee

(iii) Distinguished Staff Selection Committee

(iv) Distinguished Teacher Selection Committee

(v) E-Learning Task Committee

(vi) Enrollment Management

(vii) Graduation Committee

(viii) Institutional Review Board

(ix) Registration Committee

3357:15-15-02

16

(x) Research Committee

- (c) A quorum shall exist when a simple majority of the members of the Operational Committee are present.
- (d) All recommendations of the Operational Committee shall be by simple majority.
- (e) Minutes will be kept and filed for all Operational Committees.

(6) College Associations

- (a) College Associations shall be defined as College-recognized bodies that contribute to decision-making activities and have representation on standing committees, the AQIP/Strategic Planning Steering Committee, and /or operational committees, as appropriate.
- (b) Examples of current College Associations include:
 - (i) Faculty Association
 - (ii) College Staff Association
- (c) A quorum shall exist when a simple majority of the members of the College Association are present.
- (d) All recommendations of the College Association shall be by simple majority.
- (e) Minutes will be kept and filed for all College Associations.

3357:15-15-03 Web Communication.

Only material reviewed by the Advancement Office may be published to the Stark State College of Technology web site. Any links from the official SSCT web site to employee pages or to pages hosted by a third party (e.g., professional societies, business affiliates, etc.) must contain a disclaimer stating that the link leads to a non-SSCT page and that Stark State College of Technology is not responsible for its content.

(A) Stark State College of Technology Web Guidelines- Employee Pages (Faculty and Staff)

- (1) The content of employee web pages that reside on the SSCT web server must comply with all federal, state and local laws, in addition to complying with all stated policies of Stark State College.
- (2) Employee web pages cannot be used for personal financial gain or to promote any business.
- (3) Employee web pages cannot contain any pornographic material or material that is degrading, inflammatory or insensitive to issues of race, color, religion, national origin, gender, age, sexual orientation or disability.
- (4) All copyright laws apply to employee web pages. Page creators must obtain and display permission to use any information, graphics, sounds or photographs that have been created by someone else.
- (5) Web pages must comply with the Americans with Disabilities Act (ADA), including alternative text for any images, colors that can be viewed by persons with color blindness, and navigational methods that do not rely solely on frames, tables or images.

(B) Stark State College of Technology Web Guidelines- Departmental Pages

- (1) Departmental web pages must comply with all federal, state and local laws, in addition to complying with all stated policies of Stark State College.
- (2) All copyright laws apply to web pages. Page creators must obtain and display permission to use any information, graphics, sounds or photographs that have been created by someone else.
- (3) Departmental web pages must comply with the Americans with Disabilities Act (ADA), including alternative text for any images, colors that can be viewed by persons with color blindness, and navigational methods that do not rely solely on frames, tables or images.
- (4) Departmental web pages must represent accurate and timely information about Stark State College of Technology.
- (5) All departmental web pages must contain a link to the Stark State home page.
- (6) Departmental web pages should retain the style of the Stark State web site, including navigational aids.
- (7) Departmental employees should check all links often to retain accuracy.
- (8) The provost or vice president must approve all departmental pages and information. The provost or vice president will then submit the information to the SSCT webmaster in the Advancement Office for final approval and posting to the web.

3357:15-15-04 Policy on Responsible Use of College Computing Resources.

- (A) As a part of the physical and social learning infrastructure, Stark State College of Technology acquires, develops, and maintains computers, computer systems, and networks. These computing resources are intended for college-related purposes, including direct and indirect support of the college's instruction, research, and service missions; of college administrative functions; of student and campus life activities; and of the free exchange of ideas among members of the college community and between the college community and the wider local, national, and world communities.

- (B) The rights of academic freedom and freedom of expression apply to the use of college computing resources. So, too, however, do the responsibilities and limitations associated with those rights. The use of college computing resources, like the use of any other college-provided resource and like any other college-related activity, is subject to the normal requirements of legal and ethical behavior within the college community. Thus, legitimate use of a computer, computer system, or network does not extend to whatever is technically possible. Although some limitations are built into computer operating systems and networks, those limitations are not the sole restrictions on what is permissible. Users must abide by all applicable restrictions, whether or not they are built into the operating system or network and whether or not they can be circumvented by technical means.

- (1) Applicability

This policy applies to all users of college computing resources, whether affiliated with the college or not, and to all uses of those resources, whether on campus or from remote locations. Additional policies may apply to specific computers, computer systems, or networks provided or operated by specific units of the college or to uses within specific units. Consult the operators or managers of the specific computer, computer system, or network in which you are interested or the management of the unit for further information.

- (2) Policy

All users of college computing resources must:

- (a) Comply with all federal, Ohio, and other applicable law; all generally applicable college rules and policies; and all applicable contracts and licenses. Examples of such laws, rules, policies, contracts, and licenses include the laws of libel, privacy, copyright, trademark, obscenity, and child pornography; the Electronic Communications Privacy Act and the Computer Fraud and Abuse Act, which prohibit "hacking", "cracking", and similar activities; the college's code of student conduct; the college's sexual harassment policy; and all applicable software licenses. Users who engage in electronic communications with persons in other states or countries or on other systems or networks should be aware that they may also be subject to the laws of those other states and countries and the rules and policies of those other systems and networks. Users are responsible for ascertaining, understanding, and complying with the laws, rules, policies, contracts, and licenses applicable to their particular uses.
- (b) Use only those computing resources that they are authorized to use and use them only in the manner and to the extent authorized. Ability to access computing resources does not, by itself, imply authorization to do so. Users are responsible for ascertaining what authorizations are necessary and for obtaining them before proceeding. Accounts and passwords may not, under any circumstances, be shared with, or used by, persons other than those to whom they have been assigned by the college.
- (c) Respect the privacy of other users and their accounts, regardless of whether those accounts are securely protected. Again, ability to access other persons' accounts does not, by itself, imply authorization to do so. Users are responsible for ascertaining what authorizations are necessary and for obtaining them before proceeding.
- (d) Respect the finite capacity of those resources and limit use so as not to consume an unreasonable amount of those resources or to interfere unreasonably with the activity of other users.

Although there is no set bandwidth, disk space, CPU time, or other limit applicable to all uses of college computing resources, the college may require users of those resources to limit or refrain from specific uses in accordance with this principle. The reasonableness of any particular use will be judged in the context of all of the relevant circumstances.

- (e) Refrain from using those resources for personal commercial purposes or for personal financial or other gain. Personal use of college computing resources for other purposes is permitted when it does not consume a significant amount of those resources, does not interfere with the performance of the user's job or other college responsibilities, and is otherwise in compliance with this policy. Further limits may be imposed upon personal use in accordance with normal supervisory procedures.
- (f) Refrain from stating or implying that they speak on behalf of the college and from using college trademarks and logos without authorization to do so. Affiliation with the college does not, by itself, imply authorization to speak on behalf of the college. Authorization to use college trademarks and logos on college computing resources may be granted only by the Vice President of Advancement, Planning and College/Community Relations. The use of suitable disclaimers is encouraged.

(3) Enforcement

Users who violate this policy may be denied access to college computing resources and may be subject to other penalties and disciplinary action, both within and outside of the college. Violations will normally be handled through the college disciplinary procedures applicable to the relevant user. However, the college may temporarily suspend or block access to an account, prior to the initiation or completion of such procedures, when it reasonably appears necessary to do so in order to protect the integrity, security, or functionality of college or other computing resources or to protect the college from

liability. The college may also refer suspected violations of applicable law to appropriate law enforcement agencies.

(4) Security and Privacy

- (a) The college employs various measures to protect the security of its computing resources and of their users' accounts. Users should be aware, however, that the college cannot guarantee such security. Users should therefore engage in "safe computing" practices by establishing appropriate access restrictions for their accounts, guarding their passwords, and changing them regularly.
- (b) Users should also be aware that their uses of college computing resources are not completely private. While the college does not routinely monitor individual usage of its computing resources, the normal operation and maintenance of the college's computing resources require the backup and caching of data and communications, the logging of activity, the monitoring of general usage patterns, and other such activities that are necessary for the rendition of service. The college may also specifically monitor the activity and accounts of individual users of college computing resources, including individual login sessions and communications, without notice, when:
 - (i) The user has voluntarily made them accessible to the public, as by posting to Usenet or a web page.
 - (ii) It reasonably appears necessary to do so to protect the integrity, security, or functionality of college or other computing resources or to protect the college from liability.
 - (iii) There is reasonable cause to believe that the user has violated, or is violating, this policy.

- (iv) An account appears to be engaged in unusual or unusually excessive activity, as indicated by the monitoring of general activity and usage patterns.
 - (v) It is otherwise required or permitted by law. Any such individual monitoring, other than that specified in "(1)", required by law, or necessary to respond to perceived emergency situations, must be authorized in advance by the Vice President for Information Technology and Human Resources.
- (c) The college, in its discretion, may disclose the results of any such general or individual monitoring, including the contents and records of individual communications, to appropriate college personnel or law enforcement agencies and may use those results in appropriate college disciplinary proceedings. Communications made by means of college computing resources are also generally subject to Ohio's Public Records Statute to the same extent as they would be if made on paper.

3357:15-15-05 Policy on Responding to Public Records Requests

It is the policy of Stark State College of Technology that openness leads to a better informed citizenry, which leads to better government and better public policy. It is the policy of Stark State College of Technology to strictly adhere to the state's Public Records Act. All exemptions to openness are to be construed in their narrowest sense and any denial of public records in response to a valid request must be accompanied by an explanation, including legal authority, as outlined in the Ohio Revised Code. If the request is in writing, the explanation must also be in writing.

(A) Public records

Stark State College of Technology, in accordance with the Ohio Revised Code, defines records as including the following: Any document — paper, electronic (including, but not limited to, e-mail), or other format — that is created or received by, or comes under the jurisdiction of a public office that documents the organization, functions, policies, decisions, procedures, operations, or other activities of the office. All records of Stark State College of Technology are public unless they are specifically exempt from disclosure under the Ohio Revised Code.

It is the policy of Stark State College of Technology that, as required by Ohio law, records will be organized and maintained so that they are readily available for inspection and copying (See Section 4 for the e-mail record policy). Record retention schedules are to be updated regularly and posted prominently.

(B) Record requests

Each request for public records should be evaluated for a response using the following guidelines:

- (1) Although no specific language is required to make a request, the requester must at least identify the records requested with sufficient clarity to allow the public office to identify, retrieve, and review the records. If it is not clear what records are being sought, the records custodian must contact the requester for clarification, and should assist the requestor in revising the request by informing the requestor of the manner in which the office keeps its records.

- (2) The requester does not have to put a records request in writing, and does not have to provide his or her identity or the intended use of the requested public record. It is this office's general policy that this information not be requested.
- (3) Public records are to be available for inspection during regular business hours, with the exception of published holidays. Public records must be made available for inspection promptly. Copies of public records must be made available within a reasonable period of time. "Prompt" and "reasonable" take into account the volume of records requested; the proximity of the location where the records are stored; and the necessity for any legal review of the records requested.
- (4) Each request should be evaluated for an estimated length of time required to gather the records. Routine requests for records should be satisfied immediately if feasible to do so. Routine requests include, but are not limited to, meeting minutes (both in draft and final form), budgets, salary information, forms and applications, personnel rosters, etc. If fewer than 20 pages of copies are requested or if the records are readily available in an electronic format that can be e-mailed or downloaded easily, these should be made as quickly as the equipment allows. If more copies are requested, an appointment should be made with the requester on when the copies or computer files can be picked up. All requests for public records must either be satisfied (see Section 2.4) or be acknowledged in writing by Stark State College of Technology within three business days following the office's receipt of the request. If a request is deemed significantly beyond "routine," such as seeking a voluminous number of copies or requiring extensive research, the acknowledgement must include the following:
 - (a) An estimated number of business days it will take to satisfy the request.
 - (b) An estimated cost if copies are requested.
 - (c) Any items within the request that may be exempt from disclosure.

- (5) Any denial of public records requested must include an explanation, including legal authority. If portions of a record are public and portions are exempt, the exempt portions are to be redacted and the rest released. If there are redactions, each redaction must be accompanied by a supporting explanation, including legal authority.

(C) Costs for Public Records

Those seeking public records will be charged only the actual cost of making copies.

- (1) The charge for paper copies is 5 cents per page.
- (2) The charge for downloaded computer files to a compact disc is \$1 per disc.
- (3) There is no charge for documents e-mailed.

Requesters may ask that documents be mailed to them. They will be charged the actual cost of the postage and mailing supplies.

(D) E-mail

Documents in electronic mail format are records as defined by the Ohio Revised Code when their content relates to the business of the office. E-mail is to be treated in the same fashion as records in other formats and should follow the same retention schedules.

- (1) Records in private e-mail accounts used to conduct public business are subject to disclosure, and all employees or representatives of this office are instructed to retain their e-mails that relate to public business (see Section 1 Public Records) and to copy them to their business e-mail accounts and/or to the office's records custodian.
- (2) The records custodian is to treat the e-mails from private accounts as records of the public office, filing them in the appropriate way, retaining them per established schedules and making them

(3) available for inspection and copying in accordance with the Public Records Act.

(E) Failure to respond to a public records request

Stark State College of Technology recognizes the legal and non-legal consequences of failure to properly respond to a public records request. In addition to the distrust in government that failure to comply may cause, Stark State College of Technology's failure to comply with a request may result in a court ordering Stark State College of Technology to comply with the law and to pay the requester attorney's fees and damages.

3357:15-15-06 Electronic Communications Policy

- (A) Electronic communication resources include but are not limited to the College's public and private Web sites, email, the mystarkstate portal and the College's Course Management System's (ANGEL) communication tools.
1. Electronic communication resources are an official channel of communication within the College. Students, faculty, and staff are responsible for routinely reading and taking action on official information from the College sent to their SSCT email or the Emergency Announcements, Campus Announcements and Personal Announcements channels of the mystarkstate portal. Students may also be required to utilize ANGEL's communication tools. Failure to do so is not an acceptable excuse for non-compliance with official information sent via these communication channels.
 2. The electronic communication resources provided by the College are intended for official College business or College-related purposes. College electronic communication resources shall not contain offensive or harassing statements, including, but not limited to, disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religious or political beliefs. College electronic communication resources shall not be used to libel, slander, abuse, intimidate or harass any other person or organization. The procedures associated with this policy further define the restrictions on the use of electronic communications.
 3. Any violation of the policy may be cause for disciplinary action and possible termination of employment or expulsion from the College. The College reserves the right to review, audit or monitor directories, files, emails and all other electronic communication activity which utilizes College resources.

(B) Stark State College of Technology (SSCT) has invested in its technology infrastructure to enhance teaching and learning, to enable efficient business practices and improve communication within the College. All SSCT students, faculty, and staff have access to email as a communication tool and the mystarkstate portal for communication and information relative to their role(s) at the College. SSCT is committed to the use of College-wide electronic communication tools to enhance interpersonal communications, improve information exchange, reduce the use of paper and printed materials, improve the College's ability to provide targeted services, and to help build community among its various constituencies. Wherever possible and appropriate, electronic communications should be used in place of conventional mail and other hard-copy methods.

1. Public Web site

- a. The College's public Web site (www.starkstate.edu) presents information relevant to the general public, prospective students, and other interested parties.
- b. The College's marketing department is responsible for the public Web site.

2. mystarkstate portal site

- a. The mystarkstate portal gives students, faculty, staff, and other constituents personalized access to information and services. It is the main mode of digital communication and information delivery at the College. The primary forms of communication within the portal are announcements, channels, and Groups.
- b. The portal content administrator will periodically review and monitor the content of announcements, channels, and Groups, and may remove information in violation of policy.

3. Emergency Announcements, Campus Announcements and Personal Announcements channels of the portal

- a. The Emergency Announcements, Campus Announcements and Personal Announcements channels of the mystarkstate portal are official College communication methods. They are used for the distribution of important and sometimes critical, often time-sensitive information when a record of the receipt of the message is not needed.
- b. Faculty, staff, and students are responsible for reading the information contained in these channels and following the instructions they contain.
- c. Only authorized individuals (Content Administrators) may send Emergency Announcements, Campus Announcements and Personal Announcements. Permission for non-authorized persons to post to one of these channels must be obtained from the mystarkstate portal Content Administrator.

4. Other Portal channels

- a. Portal channels are focused collections of information presented to the user based on their role at the College (faculty, staff, student, etc.). These channels contain important information for users which may be based on their role(s) at the College.
- b. It is important that users monitor these channels for new information. Each channel is administered by a Content Administrator.

5. mystarkstate Groups and Group Channels

- a. The mystarkstate portal includes a Groups collaboration tool, allowing defined sets of faculty, staff, or students (including departments, committees, clubs and other organizations) to easily communicate and share information using a variety of tools within the application.

- b. Groups may also have a channel(s) available as an information resource. Each Group is administered by a Group Administrator.

6. Channel Development

- a. Information presented in a portal channel must be current, of interest to the target audience, and must not be in violation of any College policy.
- b. Information posted to a portal channel may be developed by a department, division, or group and submitted through the channel Content Administrator or may be developed by the Content Administrator with input from individuals in the area associated with that channel's content.

7. Third party information feeds (channels), sites and services

- a. Services and information within the mystarkstate portal may be provided by third parties, such as weather channels, news channels or other RSS (Really Simple Syndication - a family of Web feed formats used to publish frequently updated content such as blog entries, news headlines or podcasts) feeds or links maintained or controlled by portal users.
- b. The College is not responsible for and does not routinely screen, approve, review, or endorse the contents of or use of any of the information that may be offered by these services or unofficial sources.

8. College Email

- a. The College provides email systems for the use of faculty, staff, and students of the College in their College-related activities. Any messages transmitted via the College-provided email systems are subject to all requirements and regulations regarding privacy of College records, records retention, open records, and all other requirements of College documents.
- b. The email system may be used for College business and for purposes specifically authorized by the College. Other communication methods including mystarkstate channels should be used instead of email where appropriate.
- c. Faculty, staff, and students are responsible for reading all official email messages sent from the College and following the instructions they contain. Failure to use the College's email resources is not an acceptable excuse for failure to comply with official information sent via College email.
- d. College email is an official College communication medium, and may be used to convey official College business particularly when the College needs to have a record that the recipient was sent the information. Email, particularly email sent to a large audience, should be essential and relevant to the mission of the College.
- e. As a general principle, the larger the number of email recipients, the greater the need for establishing that the recipients will find the message useful. Questions about the appropriateness of a message or audience may be addressed to the appropriate area administration.

- f. Points to consider when sending a group or global message:
1. Ensure that the message is clearly worded and not offensive to the recipient.
 2. Ensure that the subject of the message is relevant to the audience, is of interest and non-repetitive, and relates to the list members. (e.g., do not send a message to all employees if the message is applicable only to faculty).
 3. Ensure that the message is significant enough that it would need to be sent even without the immediacy and ease of email.
 4. Consider whether other mechanisms for dissemination of the information (such as portal announcements or event calendar) would be a more appropriate means to send the message or should be used in conjunction with the email message.
 5. Global email lists and certain restricted group email lists may be used for announcements and messages containing:
 - a. Emergencies, health and safety
 - b. Important deadlines
 - c. Notification of important College events or services
 - d. Matters of policy or process that require immediate attention.
 - e. Timely communication that has a direct impact on members of the College community.

6. Only authorized individuals may send email to the global allsct email list (sent to all College employees) or other restricted employee group email lists. Only authorized individuals may send email to the global allstudent email alias (sent to all College students) or other restricted student group email lists.
 - a. Permission for non-authorized persons to send an email to restricted global or group mailing lists must be obtained from the Executive Council member for his or her division or the Executive Council member's designate.
 - b. Once the approval is received, the requesting individual should contact the appropriate email content administrator to have the email sent.
 7. Large files should not be sent as email attachments. They should be placed on the public drive and referenced within the email using a hyperlink that can be clicked to open the file.
- g. Course Management System (ANGEL) Communication Tools.
1. The ANGEL Course Management System supports several communication tools including ANGEL email, discussion forums and chat.
 2. Access to these tools is provided through ANGEL. Individual course instructors may require students to use their ANGEL email account or other ANGEL communication tool for official course-related communications.

h. Email forwarding

1. Students, faculty, and staff who forward their official College email to another email address (e.g. username@aol.com) do so at their own risk.
2. The College cannot ensure the delivery of its official communications by external service providers. Forwarding email does not relieve the receiver from the responsibilities associated with electronic communications sent to the official College address.

9. Other Web sites, Web pages, wikis, blogs, social networking sites

- a. All Web sites, Web pages, wikis, blogs, social networking sites and other similar electronic communications published by students, faculty, or staff and relating in any way to the College must be formally approved in writing in advance of publication by the vice president for Information Technology and the vice president for Advancement, Planning and College/Community Relations.
- b. All publishers and contributors must comply with College policies as well as all applicable laws, including those prohibiting copyright and trademark infringement. All content is subject to review and approval prior to publishing.

10. Personal Communications

- a. The contents of all personal emails, Web pages, wikis, blogs, social networking sites and other similar electronic communications (hereafter referred to as personal pages) published by students, faculty, or staff without the formal written approval of the vice president for Information Technology and the vice president for Advancement, Planning and College/Community Relations are solely the responsibility of the authors.

- b. These electronic communications shall not present themselves as representing the College. Statements made and opinions expressed are strictly those of the authors and not those of Stark State College of Technology. Stark State College of Technology does not review, approve, or endorse the contents of personal pages, nor does the College monitor the content of any page except as necessary to investigate alleged violations of College policies, or federal, state, or local laws.

11. Educational uses of electronic communications

- a. Faculty members may require the use of College email and/or ANGEL email, ANGEL course tools, or other forms of approved and supported electronic communication for the purpose of course content delivery, class discussion, synchronous chat, or other academic use. The faculty member must specify these requirements in their course syllabus.
- b. Faculty can require as part of their academic requirements that students access mystarkstate and read notices sent to their official College email address.