

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

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Policy No.: 3357:15-15-00

Revised: 08/01/2014

Revised: 06/06/2016

Revised: 06/03/2019

Revised 05/29/2020

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STARK STATE COLLEGE
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INTEGRATED POSTSECONDARY EDUCATION DATA SYSTEM (IPEDS)

Policy No. 3357:15-15-01

Effective: 01/11/2010

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Revised: 02/23/2015

POLICY:

In order to ensure consistency among all College communications, Stark State utilizes the Integrated Postsecondary Education Data System (IPEDS) Glossary of Terms as a standard terminology reference.

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EXTERNAL COMMUNICATIONS

Policy No. 3357:15-15-02

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Effective:10/15/2009

Revised: 02/23/2015

Revised: 06/03/2019

POLICY:

External communications are required to follow established procedures governing the dissemination and receipt of information at the College. External communications, as used in this section, includes both the dissemination of information concerning the programs, progress, and status of the institution and the receipt of information from the public.

PROCEDURE:

(A) Dissemination of Information

- (1) 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 Marketing and Communications Department.
- (2) All news releases to the public media or general public will be released through the Director of Marketing and Communications.
- (3) All advertising will be released through the Marketing and Communications Department.
- (4) Public requests (i.e. media inquiries, civic and social groups) for speakers that provide information or represent the College will be coordinated and/or notified through the Marketing and Communications Department.
- (5) All promotional materials and official publications shall be created with the cooperation of all departments involved, and compiled, printed, and distributed through the Marketing and Communications Department.
- (6) All promotional pieces and official publications will adhere to the brand guidelines of the College, as defined by the Marketing and Communications Department. Templates, general information slides, and other branded materials are made available for faculty and staff use.

(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, and shall augment the information received through surveys when appropriate.
- (2) A program 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.
- (3) Additional advisory and ad hoc committees may be organized as deemed necessary by the President and Executive Council to help in the development of new programs and services to meet the educational and workforce needs of the students and communities we serve.
- (4) Surveys and questionnaires soliciting information about the operation of the College, both external and internal, shall be cleared through the Institutional Research and Planning Department.

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SHARED GOVERNANCE AND INTERNAL COMMUNICATION

Policy No.: 3357:15-15-03

Page 1 of 18

Effective: 10/15/2009

Revised: 08/26/2013

Revised: 06/02/2014

Revised: 02/23/2015

Revised: 08/23/2019

POLICY:

Shared governance is a decision-making and communication process aligned with the College's strategic plan and committed to the advancement of our students, College, and mission. It ensures every employee and student a voice in College policy directly or through elected and appointed Cabinet or standing committee representatives. It provides employees and students the opportunity to participate jointly in developing new and reviewing existing policies and procedures, with the understanding that all policies are forwarded to the Board of Trustees at the discretion of the President for final approval. Shared governance requires a respect for divergent opinions, a sense of mutual trust, and a willingness to work together for the well-being of the College. It supports the establishment of communication channels, processes, and procedures that will provide for accurate and routine dissemination of information to the various constituencies of the College community. The shared governance model and communication flow chart found in Appendix C are integral parts of the shared governance and internal communication process for Stark State College.

PROCEDURE:

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. Six types of committees may exist on campus: President's Cabinet, standing committees, ad-hoc committees, operational committees, the Faculty Association, and the College Staff Association. 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.

- (A) The President's Cabinet. Purpose: The purpose of the President's Cabinet shall be to provide a forum to discuss issues of concern to the entire College community, recommend policies and procedures to the President for consideration, and communicate information to College constituents. The structure must provide each constituency of the College with the opportunity to pursue its legitimate interests within a cooperative

framework, while keeping the membership count to a manageable number and ensuring that the academic representation on Cabinet has a simple majority, fifty percent of the voting members, plus one. Academic representation includes the Provost and Chief Academic Officer, academic deans, academic department chairs, faculty, and the president of the Faculty Association. If and when needed, the number of faculty may be increased to ensure a simple majority through a nomination and election process.

- (1) Membership
 - (a) President (serves as chair)
 - (b) Executive Council Members at Vice President level
 - (c) All Deans, Director of Financial Aid and Scholarships, and Executive Director of Enrollment Management
 - (d) Three Academic Department Chairs (selected by academic department chairs at large)
 - (e) Standing Committee Chairs
 - (f) Faculty Association President
 - (g) College Staff Association President
 - (h) Inter-Club Council President and representative
 - (i) Three full-time faculty members selected by the full-time faculty at large
 - (j) Three full-time staff members (two elected by full-time professional/technical staff and one elected by full-time hourly staff)
- (2) Nomination Process and Elections: The nomination process should provide an opportunity for those who wish to participate to do so. Self-nominations and nominations of others are acceptable. President's Cabinet elections take place every

other year. The following vacancies will require an election process:

- (a) Three academic department chairs elected by full-time chairs-at-large
- (b) Three full-time faculty members elected by the full-time faculty-at-large
- (c) Three full-time staff members elected by the full-time, categorical staff-at-large
 - (i) Two Professional/Technical Staff
 - (ii) One Hourly Staff
- (d) For purposes of obtaining initial nominations, each credit academic division dean will solicit nominees for the department chair and full-time faculty positions.
 - (i) The dean will discuss the expectations of Cabinet membership with each nominee and ask if he or she accepts the nomination.
 - (ii) The dean will conduct an electronic election for department chairs and full-time faculty members and allow all members an opportunity to vote for their respective vacancy (i.e. department chairs for the department chair position and full-time faculty for the full-time faculty position).
 - (iii) The return location for electronic ballots will be the President's Office.
 - (iv) One department chair and one full-time faculty member from each academic

division will be moved forward to the final election process.

- (e) For purposes of obtaining initial nominations, each Executive Council member will solicit nominees from his or her division from the two classifications (technical/professional and hourly) to be filled.
 - (i) The Executive Council member will discuss the expectations of Cabinet membership with each nominee and ask if he or she accepts the nomination.
 - (ii) The Executive Council member will conduct an electronic election and allow all members an opportunity to vote for their respective vacancy (i.e. technical/professional for the technical/professional positions and hourly or the hourly position).
 - (iii) The return location for the electronic ballots will be the President's Office.
 - (iv) A run-off election should be conducted if there is a need to break a tie.
 - (v) One technical/professional and one hourly employee from each administrative division will be moved forward to the final election process.
- (f) The President's Office will conduct the final elections as follows:
 - (i) Each group will be placed on a ballot for election by their respective group.
 - (ii) Voting will be done electronically.

- (iii) The President will announce the results to the College community.
- (iv) The President's Office will retain a complete list of all votes cast to be used in the event of someone not being able to complete his or her term. Replacement candidates will be based on the highest vote count of qualified remaining candidates.

(3) President's Cabinet Meeting Procedures

- (a) In the event of the absence of the chair, the President's appointed representative shall act in that capacity.
- (b) The President's Cabinet shall be considered to have a quorum when two-thirds of the members are present.
- (c) The recommendations of the President's Cabinet shall be determined by a simple majority of quorum.
- (d) 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.
- (e) The chair will conduct the meetings following Robert's Rules of Order.
- (f) Any individual member of the College faculty or staff may present an item of business to the President's Cabinet. The item will then be placed on the agenda of one of the standing committees, if deemed appropriate by President's Cabinet. If the item of business demands immediate consideration, the President's Cabinet will place it on its own agenda.

- (g) The President's Cabinet shall submit reports and recommendations necessary for board consideration and/or action to the Board of Trustees via the President.
- (h) Minutes of all meetings shall be kept and distributed by the Office of the President.

(4) Attendance

- (a) All designated committee members must commit to the Stark State mission and purpose of President's Cabinet in the process of shared governance.
 - (b) At the beginning of each academic year, all members must indicate their level of commitment regarding the specified meeting dates and times. If a member determines that attendance will be a concern due to other responsibilities, he or she must inform the Office of the President.
 - (c) Upon discussion, the President will determine the member's future participation on the committee.
 - (d) Prior to a scheduled meeting, all members must e-mail the administrative assistant to the President if they cannot be in attendance for a Cabinet meeting. Failure to contact the administrative assistant to the President regarding absence and a specific reason prior to the meeting will result in documentation of the absence as unexcused. The President will inform the member and his/her supervisor of the unexcused absence.
- (B) Standing Committees. The standing committees of the College shall serve as working bodies to develop new and review existing policies and procedures for consideration by the President's Cabinet. Standing 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 situations where it is desirable to have faculty and student input. Any individual member

of the College faculty or staff may present an item of business to the respective standing committee. Standing committees include: Academic Policies and Procedures Committee, Curriculum Committee, Human Resources Committee, Institutional Effectiveness Committee, and Student Affairs Committee.

- (1) Academic Policies and Procedures Committee. Purpose: Shall consider policies concerning academic regulations, grading, assessment, academic probation and suspension, and all other matters directly related to academics. Other items under this committee's charge include review of graduation requirements, specialized admission requirements, and academic policies.

Membership

- (i) Permanent Members:

- (a) Executive Council Member
- (b) Director of Financial Aid and Scholarships
- (c) Rotating Academic Dean
- (d) Rotating Academic Department Chair
- (e) Faculty Association Representative
(appointed by Faculty Association President)

- (ii) Elected Members:

- (a) A Full-time Faculty Representative
From Each Credit Academic Division
- (b) A Full-time Staff Representative
From Each Administrative Division
- (c) College Staff Association
Representative

- (2) Curriculum Committee. Purpose: Shall consider matters concerning curriculum, including but not limited to: program and course development, course descriptions, course assessment, co-requisites and prerequisites, program evaluation and modification, and delivery modalities. When considering new programs and courses, the Curriculum Committee shall consider, among other items: syllabi, budget, space and equipment needs, and federal and state guidelines.

Membership

(a) Permanent Members:

- (i) Executive Council Member
- (ii) Registrar
- (iii) OTM/TAG/CTAG Course Coordinator
- (iv) Rotating Academic Dean
- (v) Rotating Academic Department Chair

(b) Elected Members:

- (i) A Full-time Faculty Representative From Each Credit Academic Division
- (ii) A Full-time Staff Representative From Student Success Division
- (iii) A Full-time Staff Representative From Student Services and Enrollment Management

- (3) Human Resources Committee. Purpose: Shall consider matters concerning institutional human resource policies, review current and new human resource policies, and recommend policies that support best human resource practices, consistency, continuous improvement, and professional development.

Membership

- (a) Permanent Members:
 - (i) Executive Council Member
 - (ii) Director of Human Resources
 - (iii) Rotating Academic Dean
 - (iv) Rotating Academic Department Chair
 - (v) College Staff Association President
 - (vi) Faculty Association President
 - (vii) Human Resources Technical or Professional Staff Member
- (b) Elected Members:
 - (i) Three At-Large Full-time Faculty Representatives
 - (ii) Adjunct At-Large Faculty Representative
 - (iii) Staff Supervisor/Director Representative
 - (iv) Staff Representative – Professional/Technical Staff
 - (v) Staff Representative – Hourly Staff
- (4) Institutional Effectiveness Committee. Purpose: Shall consider institutional matters related to strategic planning, accreditation, and quality and continuous improvement, including institutional process evaluation and assessment.

Membership

(a) Permanent Members:

- (i) Executive Council Member
- (ii) Director of Institutional Research and Planning
- (iii) AQIP Coordinator
- (iv) Rotating Academic Dean
- (v) Rotating Academic Department Chair
- (vi) Faculty Association Representative
(appointed by Faculty Association President)

(b) Elected Members:

- (i) A Full-time Faculty Representative
From Each Credit Academic Division
- (ii) A Full-time Staff Representative From
Each Administrative Division
- (iii) Adjunct Faculty Representative
- (iv) College Staff Association Representative

- (5) Student Affairs Committee. Purpose: Shall evaluate and make recommendations concerning the various areas of student affairs. This committee shall be responsible for recommending policies regarding student life, activities, clubs, assemblies, elected student bodies, disciplinary matters pertaining to disciplinary appeals and other student activities.

Membership

- (i) Permanent Members:

- (a) Executive Council Member
- (b) Program Director for TRiO Student Support Services
- (c) Adviser to the Interclub Council
- (d) Rotating Academic Dean
- (e) Rotating Department Chair
- (f) A Student Representative from Each Credit Academic Division Appointed by Division Dean. (Student appointments are for one year).

(ii) Elected Members:

- (a) College Staff Association Representative
- (b) A Full-time Faculty Representative From Each Credit Academic Division

(6) Nomination Process and Elections:

- (a) The Office of the President will notify the appropriate individuals of the need to conduct elections to fill vacancies on the standing committees. The nomination process should provide an opportunity for those who wish to participate to do so and follow the process below. Self-nominations and nominations of others are acceptable.
- (b) Nominations to fill vacancies will be solicited from the following:
 - (ii) Executive Council members, Deans, College Staff Association President, Faculty Association President

- (c) The individual responsible for the nomination process will discuss the expectations of standing committee membership with each nominee and ask if he or she accepts the nomination.
- (d) The individual responsible will conduct an electronic election within his or her division/area and allow all members of the classification to be represented to participate in the voting process.
- (e) The return location for electronic ballots will be the President's Office.
- (f) The President will communicate the election results to the College community.
- (g) The President's Office will retain a complete list of all votes cast to be used in the event that someone is not able to complete his or her term. Replacement candidates will be based on the highest vote count of qualified remaining candidates.
- (h) For student appointments, the retiring chair of the Student Affairs Committee will request that the deans of the credit academic divisions assist in filling student positions. Student positions will be filled at the beginning of the academic year.

(7) Standing Committees Meeting Procedures

- (a) 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. The decision to lengthen or shorten terms falls to the President.

- (b) Each standing committee of the College will be served by one academic dean, in rotation. Each academic dean will serve two years on each standing committee. The rotation schedule for academic deans will be maintained in the Office of the Provost and Chief Academic Officer.
- (c) Every credit academic division will provide one department chair to serve on a rotating basis on the standing committees. The rotation schedule for department chairs will be maintained in the Office of the Provost and Chief Academic Officer.
- (d) 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.
- (e) Unless authorized by the President, a person may serve on only one committee at a time.
- (f) Members with at least one year of experience on the committee will be eligible to serve as the chair. Both the chair and the vice-chair will be elected by a simple majority vote. Executive Council members and deans are not eligible to serve in the capacity of chair and vice-chair.
- (g) The chair and vice-chair of a standing committee shall be chosen for a period of one year, not to exceed two consecutive years.
- (h) The role of chair includes:
 - (i) Developing agenda
 - (ii) Sending notification of meetings

- (iii) Presiding over meetings in an efficient and effective manner and setting the general tone for each meeting through positive leadership
 - (iv) Ensuring deliberations are fair, open and thorough, but also efficient, timely, orderly and to the point
 - (v) Enforcing attendance policy
 - (vi) Preparing and presenting proposals to President's Cabinet
 - (vii) Serving as a member of the President's Cabinet
 - (viii) Ensuring that policies and procedures are thoroughly vetted prior to being recommended to President's Cabinet, including discussing the recommended changes with those responsible for implementation
 - (ix) Ensuring forms that support a policy or procedure are brought to the attention of the respective Executive Council member to develop and maintain.
- (i) The role of vice-chair includes:
- (i) Reviewing minutes
 - (ii) Providing support to the chair as requested
 - (iii) Presiding over committee meetings in the chair's absence
- (j) The members of each committee hold equal ranking.

- (k) The chair of each committee will conduct the meetings following Robert's Rules of Order.
- (l) A quorum shall exist when a simple majority of the members of a standing committee is present. Only committee members will have voting privileges.
- (m) Committees shall review the entire policy and procedure prior to recommending changes to President's Cabinet. If there is a financial aspect to the policy or procedure, Executive Council must approve the recommended changes prior to taking them to President's Cabinet. If the policy needs to be reviewed by the Attorney General's Office, the Executive Council member on the committee will make the contact.
- (n) All recommendations of the standing committees shall be by a simple majority vote of quorum.
- (o) Formal minutes will be taken at each meeting by an administrative assistant selected by the Executive Council member on the committee and filed on the portal for all standing committees. To assist with succession planning, the vice-chair of each standing committee will work with the administrative assistant to finalize the minutes of each meeting.
- (p) All recommendations of the standing committees shall be submitted in writing to the President's Cabinet. The chair 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.
- (q) A standing committee shall have the authority to request that the President or any other member of the faculty or staff attend a given meeting, as long as consideration is given to previous commitments

or schedules of both the committee and the individual.

(8) Attendance

- (h) All designated committee members must commit to the Stark State mission and purpose of the specific standing committee in the process of shared governance.
- (i) At the beginning of each academic year, all members must indicate their level of commitment regarding the specified meeting dates and times. If a member determines that attendance will be a concern due to other responsibilities, he or she must inform the chair and his or her supervisor. Upon discussion, the chair and supervisor will determine the member's future participation on the committee.
- (j) Prior to a scheduled meeting, all members must e-mail the identified representative (i.e., chair and/or administrative assistant) if they cannot be in attendance for a committee meeting. Failure to contact the identified representative regarding absence and a specific reason prior to the meeting will result in documentation of the absence as unexcused. The standing committee chair will inform the member and his or her supervisor of the unexcused absence. Upon discussion, the chair and supervisor will determine the member's future participation on the committee.

(C) Ad-Hoc Committees: 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. Membership in, and election procedures for, ad-hoc committees will be considered in a democratic way.

- (1) A quorum shall exist when a simple majority of the members of the ad-hoc committee is present.

- (2) The chair and vice-chair of an ad-hoc committee shall be chosen from among its membership by a simple majority vote.
 - (3) All recommendations of the ad-hoc committee shall be determined by a simple majority of quorum.
 - (4) Periodic updates will be provided to President's Cabinet at the President's request.
 - (5) 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.
- (D) Operational Committees: 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.

A quorum shall exist when a simple majority of the members of the operational committee is present. Examples of operational committees include:

- (1) Academic Calendar Committee
- (2) Enrollment Management Committee
- (3) Advancement in Rank Committee
- (4) Aesthetics Committee
- (5) Assessment Council
- (6) Behavioral Intervention Team
- (7) Distinguished Staff Selection Committee

- (8) Distinguished Teacher Selection Committees
 - (9) Financial Accountability and Stewardship Team
 - (10) Graduation Committee
 - (11) Human Resource Screening Committees
 - (12) Institutional Review Board
- (E) College Associations: College associations shall be defined as Faculty Association and College Staff Association who contribute to decision-making activities and have representation on standing committees, and/or operational committees, as appropriate.
- (1) A quorum shall be defined in the bylaws of the Faculty Association and College Staff Association.
 - (2) All recommendations of the Faculty Association/College Staff Association shall be determined by a simple majority vote.
 - (3) Minutes will be kept for Faculty Association/College Staff Association meetings and filed on the portal.
- (F) Communication of Information

Information from President's Cabinet, standing committees, ad-hoc committees, and operational committees will be disseminated through meeting minutes available on *mystarkstate* and provided to employees and students through a variety of mediums including, but not limited to, employee and student orientations, @Stark State newsletter, all-college updates, and department and division meetings.

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WEB COMMUNICATON

Policy No. 3357:15-15-04

Page 1 of 2

Effective: 10/15/2009

Revised: 01/21/2010

Revised: 05/17/2012

Revised: 02/23/2015

Revised: 06/03/2019

POLICY:

Only material reviewed by the Marketing and Communications department may be published to the Stark State College website. Any links from the official SSC website to other websites hosted by a third party (e.g., professional societies, business affiliates, etc.) must contain a disclaimer stating that the link leads to a non-SSC page and that Stark State College is not responsible for its content.

PROCEDURE:

- (A) Stark State College Web Guidelines – Departmental Pages (Academic and Nonacademic)
- (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 all web pages.
 - (3) Departmental web pages must comply with the Americans with Disabilities Act, 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.
 - (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 website, including navigational aids.
 - (7) Departmental employees should check all links often to retain accuracy.
 - (8) Department chairs, directors, or designated content providers must approve all departmental pages and information. Department chairs, directors, or designated content providers will then submit the information to the Marketing and Communications Department for final approval and posting to the web.
- (B) Stark State College Web Guidelines – Other Websites
- (1) The content of any other SSC-related website that resides on the SSC web servers or is hosted by a third party must comply with all federal, state, and local laws, in addition to complying with all stated policies of Stark State College.
 - (2) These websites cannot be used for personal financial gain or to promote any business.
 - (3) They cannot contain any pornographic material or material that is degrading, inflammatory, or insensitive on the basis of race, color, religion, sex, gender,

national origin, military status, pregnancy, disability, age, genetic information, or sexual orientation.

- (4) All copyright laws apply to all websites. Page creators must obtain and display permission to use any information, graphics, sounds, or photographs that have been created by someone else.
- (5) All websites 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.

STARK STATE COLLEGE
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USE OF COLLEGE COMPUTING AND INFORMATION RESOURCES

Policy No. 3357:15-15-05

Effective: 10/15/2009

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Revised: 08/27/2012

Revised: 02/23/2015

Revised: 07/14/2016

POLICY:

- A. As a part of the physical and social learning infrastructure, Stark State College 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.

- C. 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. The operators or managers of the specific computer, computer system, or network or the management of the unit should be consulted for further information.

PROCEDURE:

- A. All users of College computing resources must:

1. Comply with all federal, Ohio, and other applicable law; all generally applicable College rules and policies (see section 15-13-34); and all applicable contracts and licenses. Examples of such laws, rules, policies, contracts, and licenses include: the Family Educational Rights and Privacy Act (FERPA); Health Insurance Portability and Accountability Act (HIPAA); laws and regulations governing export control, which prohibit the electronic transmission of certain types of information to citizens of specified countries; laws governing libel, privacy, copyright, trademark, obscenity, and child pornography; the 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 Anti-Harassment policy (section 15-14-13); 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.
 - a. Copyright Infringement (see section 15-13-34 General Copyright Guidelines.) Stark State College (SSC) actively discourages the unauthorized use and distribution of copyrighted material and employs a variety of methods to prevent such infringement.
 - i. Use of College computer resources to unlawfully duplicate and/or distribute copyright material may be subject to civil and criminal action.
 - ii. This policy will appear in the Student Handbook and will be posted in open computing areas of the College.
 - iii. The College encourages the use of legal online resources. Legal sources for online content may be accessed through the EDUCAUSE website at <http://www.educause.edu/legalcontent>.

2. 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.
3. 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.
4. 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.
5. 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.
6. 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. This also extends to the use of social media. Authorization to use College trademarks and logos on College computing resources

may be granted only by an Executive Council Member. The use of suitable disclaimers is encouraged.

B. Security and Privacy

1. 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.
2. 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:
 - a. The user has voluntarily made them accessible to the public, as by posting to ~~Usenet~~ or a publicly-accessible web page or providing publicly-accessible network services.
 - b. 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.
 - c. There is reasonable cause to believe that the user has violated, or is violating, this policy.

- d. An account appears to be engaged in unusual or unusually excessive activity, as indicated by the monitoring of general activity and usage patterns.
 - e. It is otherwise required or permitted by law.
 - f. Any such individual monitoring, other than that specified above, required by law, or necessary to respond to perceived emergency situations, must be authorized in advance by the Vice President for Enrollment Management, Student Services, and Administration.
3. 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.

C. Enforcement.

1. The use of College computing facilities for purposes that are illegal, unethical, or in violation of this policy may result in temporary or permanent loss of privileges, criminal penalties, and/or other disciplinary action. Violations will normally be handled through the College disciplinary procedures applicable to the relevant user.
2. 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.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

RESPONDING TO PUBLIC RECORDS REQUEST

Policy No. 3357:15-15-06

Page 1 of 3

Effective:10/15/2009

Revision: 02/23/2015

Revision: 06/03/2019

POLICY:

It is the policy of Stark State College 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 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.

PROCEDURE:

(A) Public Records

- (1) Stark State College, 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 are public unless they are specifically exempt from disclosure under the Ohio Revised Code.
- (2) It is the policy of Stark State College that, as required by Ohio law, records will be organized and maintained so that they are readily available for inspection and copying (see page 3 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 within three business days following the offices 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 cost if copies are requested.
 - (b) 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 authority.
- (C) Costs for Public Records
- (1) Those seeking public records will be charged only the actual cost of making copies. A requester may be required to pay in advance for the actual costs involved in providing the copy.
 - (2) Requesters may ask that documents be mailed to them. They will be charged the actual cost of the postage and mailing supplies. A requester may be required to pay in advance for 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 page 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 available for inspection and copying in accordance with the Public Records Act.

(E) Failure to Respond to a Public Records Request

Stark State College 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's failure to comply with a request may result in a court ordering Stark State College to comply with the law and to pay the requester attorney's fees and damages.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

ELECTRONIC COMMUNICATIONS

Policy No. 3357:15-15-07

Page 1 of 6

Effective: 10/15/2009

Revised: 01/21/2010

Revised: 05/17/2012

Revised: 02/23/2015

Revised: 06/03/2019

POLICY:

Electronic communication resources include, but are not limited to, the College's public and private websites, email, the *mystarkstate* portal, and the College's Learning Management System's (LMS) communication tools.

- (A) 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 SSC email or the announcements section on the *mystarkstate* portal. Students may also be required to utilize LMS communication tools. Failure to do so is not an acceptable excuse for non-compliance with official information sent via these communication channels.
- (B) 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 on the basis of race, color, religion, sex, gender, national origin, military status, pregnancy, disability, age, genetic information, or sexual orientation. 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.
- (C) 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.

PROCEDURE:

- (A) Stark State College has invested in its technology infrastructure to enhance teaching and learning, to enable efficient business practices, and improve communication with the College. All SSC 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. SSC 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.

(B) Public Website

- (1) The College's public website (www.starkstate.edu) presents information relevant to the general public, prospective students, and other interested parties.
- (2) The College's Marketing and Communications Department is responsible for the public website content.

(C) *mystarkstate* Portal Site

- (1) 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.
- (2) 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) Faculty, staff, and students are responsible for reading the information contained in these channels and following the instructions they contain. The announcements section is 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.
- (4) Only authorized individuals (Marketing and Communications Department) may post announcements.

(D) College Email

- (1) 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.

- (2) The email system may be used for College business and for purposes specifically authorized by the College. Other communication methods including *mystarkstate* should be used instead of email where appropriate.
- (3) 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.
- (4) 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.
- (5) 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.
- (6) Points to consider when sending a group or global message:
 - (a) Ensure that the message is clearly worded and not offensive to the recipient.
 - (b) 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).
 - (c) Ensure that the message is significant enough that it would need to be sent even without the immediacy and ease of email.
 - (d) Global email lists and certain restricted group email lists may be used for announcements and messages containing:
 - (i) Emergencies, health, and safety

- (ii) Important deadlines
 - (iii) Notification of important College events or services
 - (iv) Matters of policy or process that require immediate attention
 - (v) Timely communication that has a direct impact on members of the College community.
- (e) Only authorized individuals may send email to the global allSSC 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.
- (i) 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.
 - (ii) Once the approval is received, the requesting individual should contact the appropriate email content administrator to have the email sent.
- (f) 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.
- (E) Learning Management System (LMS) Communication Tools.
- (1) The Learning Management System supports several communication tools including email, discussion forums, and chat.
 - (2) Access to these tools is provided through the LMS. Individual course instructors may require students to use their LMS email account or

other communication tools for official course-related communications.

(F) 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.

(G) Other Websites, Web Pages, Wikis, Blogs, Social Networking Sites

- (1) All Websites, 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 Marketing and Communications Department.
- (2) 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.
- (3) Student club sites are under the discretion of the Student Life Coordinator and/or the Club Advisor.

(H) Personal Communications

- (1) The contents of all personal emails, websites, 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 Marketing and Communications Department are solely the responsibility of the authors.
- (2) 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. Stark State College 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.

(I) Educational Uses of Electronic Communications

- (1) Faculty members may require the use of College email and/or LMS email, 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.
- (2) Faculty can require as part of their academic requirements that students access *mystarkstate* and read notices sent to their official College email address.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

INSTITUTIONAL REVIEW BOARD

Policy No. 3357:15-15-08

Page 1 of 1

Effective: 05/29/2015

Revised: 06/04/2018

POLICY:

Internal or external investigators seeking to conduct human-subjects research or related activities through Stark State College must seek prior approval from the Institutional Review Board (IRB). This responsibility extends to any mode of research development, instruction, training, or related activity, including classroom and questionnaire studies, whether sponsored solely by the College or funded externally and conducted either on- or off-campus or online. Surveys and other research conducted as part of administrative functions of the College, e.g. Institutional Research, state or federal reporting requirements, etc., are exempted from the IRB approval process.

Membership of the Board consists of one or more faculty from each academic division of the College, one external member, and a representative from the Institutional Research staff. The chair is selected from the faculty members. The Board meets once per fall and spring semesters and on an as-needed basis.

PROCEDURE:

The *Guidelines for the Conduct of Research Involving Human Subjects* outlines definitions and processes, and should be reviewed in depth prior to submitting a research application or proposal. This document, along with the application, is available on the College Institutional Review Board webpage at www.starkstate.edu/IRB.