Materials attached to the April 8, 2010 Curriculum Council agenda.

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From: ec-bounces@lists.oregonstate.edu [mailto:ec-bounces@lists.oregonstate.edu] On Behalf Of Burns, Leslie
Sent: Monday, April 05, 2010 1:02 PM
To: Kuo, Kent
Cc: EC; Brown, Carol - COB
Subject: RE: Instructor of Record and TAs

Dear Kent,

The Executive Committee of the Faculty Senate reviewed the draft notification regarding undergraduates as primary "instructors of record". Below is a summary of our conversation.
** The consensus was that undergraduates should not be designated as the primary "instructor of record". In addition, whereas graduate students may be designated as the "instructor of record" for an undergraduate course, we noted that graduate students not being the "instructor of record" for graduate courses was also appropriate.
** whereas, we agree that, in general, administrative staff should not be the "instructor of record", there may be emergency situations in which an administrative staff member may need to be added to enter final grades. We would hope that in these emergency situations, the unit head could give approval to allow this.
** we thought the wording of the draft notification regarding the instructions for allowing graduate students and undergraduate students as "teaching assistants" was fine.

Questions that came up that I was not able to answer had to do with the following:
** these guidelines should not have a negative effect on graduate students who are needing to take pre-requisite undergraduate courses that are being taught by graduate teaching assistants.
** similarly, these guidelines should not have a negative effect on instructors who are also working on a degree in another unit; whereby an instructor who is working on an additional undergraduate or graduate degree may need to take coursework taught by a graduate teaching assistant.
** does the restriction of not allowing graduate teaching assistants to teach graduate courses also apply to slash courses? If so, we were curious as to how much of a problem this might be? We were not necessarily advocating that the restriction should be lessened for this situation but wondering how much push back may come from units on this?
** as mentioned above, there may be unique/emergency situations in which administrative staff may need to enter final grades. Whereby, we do not believe this should be done routinely, there needs to be some process for approval by the unit head to allow for this.

Thanks again for the conversations and your research that led to the implementation of these policies. Please let me know if you have any questions.

Leslie

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Hi Leslie,

Thanks for meeting with me on Friday on this issue. The following is a draft that contains much of what we discussed. If you are fine with the composition, we can proceed to take this to the EC and then onto Becky Warner.

Thanks, Kent.

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In consultation with the Faculty Senate Executive Committee, the following changes are to be implemented effective immediately unless specified differently:

**Instructor of Record:**

The "Instructor of Record" will be designated for all courses at Oregon State University by the primary instructor indicator flag assigned to that course. The "Instructor of Record" for a course will have the following requirements and responsibilities with respect to the recording of grades for that course:

- The "Instructor of Record" will be responsible for the final determination, entry, and/or changing of all final grades associated with their course(s).
- The "Instructor of Record" cannot be a peer to other students taking that course (e.g., undergraduate to undergraduate, graduate to graduate, and/or professional to professional).
- The "Instructor of Record" cannot be an undergraduate student with responsibility for credit bearing courses.
- The "Instructor of Record" cannot be an undergraduate student for non-credit portions of a course (recitations, 0 credit laboratories, discussions, etc.).
- The "Instructor of Record" cannot be an administrative staff (or designated as a faculty member for the course) if they have no role in actually teaching the course (beginning in the Fall 2010).
- The "Instructor of Record" cannot knowingly provide to others their user account identification/passwords as per the Acceptable Use of University Computing Resources Policy - (http://oregonstate.edu/helpdocs/index.php?q=onid/aup).

**Graduate Teaching Assistants:**

Must complete the Family Education Rights and Privacy Act Online Tutorial available via the Office of the Registrar's website: http://oregonstate.edu/registrar/tutorials.html.
Must sign a FERPA Privacy & Confidentiality statement with the Office of the Registrar to be designated as an graduate teaching assistant recognized as a school official.
Upon completion of the Online FERPA tutorial and signing of the FERPA Privacy and Confidentiality statement with the Office of the Registrar, the graduate teaching assistant can be an "Instructor of Record" for an undergraduate course.
Or, upon completion of the Online FERPA tutorial and signing of the FERPA Privacy and Confidentiality statement with the Office of the Registrar, the "Instructor of Record" can establish that graduate student as a teaching assistant using a course management system (i.e., Blackboard). Appropriate roles allowed to such graduate teaching assistants are as a "tutor", "course builder", and/or graduate teaching assistant with grading privileges for assignments and exams for undergraduate students.

**Undergraduate Teaching Assistants:**

Must complete the Family Education Rights and Privacy Act Online Tutorial available via the Office of the Registrar's website: http://oregonstate.edu/registrar/tutorials.html. Must sign a FERPA Privacy & Confidentiality statement with the Office of the Registrar to be designated as an undergraduate teaching assistant recognized as a school official.

Upon completion of the Online FERPA tutorial and signing of the FERPA Privacy and Confidentiality statement with the Office of the Registrar, the "Instructor of Record" can establish that undergraduate student as a teaching assistant using a course management system (i.e., Blackboard). Appropriate roles allowed to such undergraduate teaching assistants are as a "tutor", "course builder", and/or undergraduate teaching assistant with grading privileges for assignments and exams.

Undergraduate Teaching Assistants cannot be an "Instructor of Record" or designated as a faculty member assigned to a course, and cannot as a teaching assistant determine, enter, and/or change the final grade for other students.