Kent Kuo has raised legitimate concerns regarding the use of students in instructional roles. The Curriculum Council has identified three main issues:

- Legitimate Banner access
- The Instructor of Record designator
- Appropriate instructional roles for students

**Banner Access**

**Discussion:** The system of permissions and controls in Banner access needs to be reviewed and revised as appropriate. It is important that we meet both the letter and the spirit of FERPA while not adversely affecting the cost and quality of the education we provide. Issues of concern include but are not limited to:

- What level of access to Banner information is appropriate for those teaching a class? Should someone have access to a student’s entire transcript simply because that student is in their class?
- Some OSU students are teaching assistants and others work in advising offices and departmental offices across campus. Banner access is necessary for some of these functions. In addition, full-time OSU employees enroll in courses.

**Recommendation:** A comprehensive review of Banner access policies and practices is beyond the scope of any current committee, and so a task force should be formed for a proper review. A wide range of backgrounds should be represented on the committee, including teaching faculty, advisors, office managers, and Banner support personnel. In addition, expertise in ethics, computer science and FERPA would be helpful.

**Instructor of Record**

**Recommendation:** An Instructor of Record must be designated for all courses at Oregon State University. In addition, the Curriculum Council recommends the following revision of OSU policy regarding Instructor of Record.

1) The Instructor of Record is responsible for the final determination and entry of all final course grades, as well as any changing of such grades.
2) The Instructor of Record may not knowingly provide others with their user account identification or password as per the Acceptable Use of University
Computing Resources Policy:  
http://oregonstate.edu/helpdocs/index.php?q=onid/aup

3) The Instructor of Record may not be a peer to any student taking that course (that is, undergraduate to undergraduate, graduate to graduate), except in cases where:
   a. A Graduate Teaching Assistant is the Instructor of Record for an undergraduate course that happens to have a graduate student taking that course.
   b. Ph.D. candidates nearing the end of their programs may be qualified to be Instructor of Record for a masters-level class. All cases of graduate students teaching graduate classes must be formally approved by the dean of the college in which the course is offered.

4) An Instructor of Record may not be an undergraduate student unless that student already has a bachelor’s degree in the area.

5) Effective Fall 2010: An Instructor of Record may not be an administrative staff member who is not teaching the course. A unit head may request that the Registrar allow a staff member temporary access to post grades for an individual course in an emergency situation.

6) Colleges or departments may adopt more restrictive policies.

Appropriate instructional roles for students

Discussion: There has been an increase in the number of course sections that list an undergraduate as course instructor. There are no sections where an undergraduate is listed as having 100% responsibility for a graded class; in fact, the vast majority of these courses show undergraduates have zero responsibility for determining grades. From the data it is unclear whether more students are involved in instruction or whether the increase is simply due to more faculty members requesting BlackBoard access for their TAs.

The Curriculum Council recommends (cf. Instructor of Record recommendation) that, except in situations that have been identified as emergencies by the unit head, all grades must be downloaded or keyed by the Instructor of Record for the course.

Guiding Principles:

• A clear record must be maintained to show that final class grades were determined by the Instructor of Record for a class.
• The requirements of FERPA must be followed. Confidentiality of student records must be maintained.
• Those who teach classes must be qualified to do so.
• Processes and requirements should be designed to be as efficient as possible while still maintaining appropriate controls.
• Ph.D. candidates are not peers to master’s candidates.
• Experiential learning by teaching is important for Ph.D. candidates.
Recommendations:

1) Graduate Teaching Assistants:
   - In order to be designated a Graduate Teaching Assistant a graduate student must complete the FERPA Online Tutorial and sign a FERPA Privacy and Confidentiality Statement with the Office of the Registrar.
   - A Graduate Teaching Assistant may be an Instructor of Record for an undergraduate course.
   - A Graduate Teaching Assistant may not determine, enter, or change final grades in any course for which they are not the Instructor of Record.
   - Formal approval by the dean of the college in which the course is offered is required for a Graduate Teaching Assistant to be an Instructor of Record for a graduate class.
   - The Instructor of Record may grant their Graduate Teaching Assistants privileges in a course management system (such as BlackBoard). These privileges may include grading of assignments and exams.

2) Undergraduate Teaching Assistants:
   - In order to be designated an Undergraduate Teaching Assistant, an undergraduate must complete the FERPA Online Tutorial, and sign a FERPA Privacy and Confidentiality Statement with the Office of the Registrar.
   - An Undergraduate Teaching Assistant may not be either an Instructor of Record or designated as a faculty member assigned to a course.
   - An Undergraduate Teaching Assistant may not determine, enter, or change final grades in any course.
   - The Instructor of Record may grant their Undergraduate Teaching Assistants privileges in a course management system (such as BlackBoard). These privileges may include grading of assignments and exams.

3) Colleges or departments may adopt more restrictive policies.