added for flexibility. The purpose is to keep the language broad to cover concerns about flexibility.

The policy is still open to questions or wording changes. If there are no changes, the policy will be taken to the District Board Policies and Procedures Committee meeting on Friday, the last meeting of the semester.

Senator 1: Expressed concerns about lecture recordings. He suggested that students sign a FERPA form to allow themselves to be recorded. He also asked if there is a way to remove student names, pictures, etc. from recordings.

Senator Kennedy: To address the question regarding the forms, it should be someone else [a legal or tech expert] giving advice whether or not they could do that. As with the recordings, all identifying information of any kind needs to be removed.

Online Coordinator Rossiter: Sue Harlan has been working on a streamlined way for students to sign forms electronically. That is in the works because there is more than one instance where people need forms signed.

Senator Kennedy: It might be helpful to everybody on campus if there is a place where IT could make forms easily available for signature and keep them in a fillable format so they can be moved forward to the next person.

Student L
B.  Student Legal First Name on Faculty Roster – VPSS Madjid Niroumand:
    Thanked the Senate for the conversation and dialogue last week about this topic. Tomorrow in the joint vice presidents meeting district wide, they will be identifying and determining where this needs to go. The faculty roster in banner has a columnll  Tf1 ⅭMC  /P 2.g.[(determ

President Sachs: I am hesitant to make

want to have a conclusion as quickly as possible. As much as we bring back the recommendation from one campus, we are in the single term code with Banner. Whatever determination is done at the District, unfortunately, all colleges follow that. If there is a particular recommendation at this point, it will be communicated at the vice

## 6. Adjournment of the Regular Meeting

President Sachs

Accommodations: Students may also request formal accommodations through OCC's Disabled Students Programs and Services: Visit the web page for more details.

## --What settings should I use to record a Zoom session that does not include student participation?

- Local Recording: For most instructors, recordings may be kept on their local computer or Google Drive. Remember that the administration will have access to the Cloud storage of classes after December 2020.
- If video is desired, enable *Record active speaker* with shared screen
- Disable *Display participants' names* in the recording
- Enable *Require password* to access shared cloud recordings
- Enable *Multiple audio notifications of recorded meeting*, which plays an automated message whenever a recording is started, or a participant enters a session that is already being recorded.

## --Can an instructor publicly share a screen capture of a Zoom session or recording?

No, unless FERPA compliance through use