

Administrative Process Improvement Project Quick Hits/ Recommendations FERPA Compliance

The FERPA Compliance (Family Educational Rights and Privacy Act) team met to discuss the issues with employees and students who have access to students in the classroom, labs, access to review reports or student paper documents who have not completed the FERPA tutorial. The team is recommending the following changes in order to tighten up controls and improve communications in order to be FERPA compliant and meet Federal law requirements.

FERPA Tutorial required to be taken during New Employee Orientation:

- Request that Work Force Management include the FERPA tutorial be completed by “all” new employees during New Employee orientation, regardless of their positions and responsibilities.
- Employee would complete the tutorial in the new training lab that is associated with new employee orientation.

FERPA Validations on all eContract Appointment forms:

- Validate all eContract originators and approvers of those contracts have completed FERPA tutorial at the login point.
- Modify eContracts for GA (Graduate Assistant), Part-Time Faculty and Faculty Summer Comp.
- Add validations for the new Extra Compensation eContract being developed this fall.

FERPA Tutorial Review and Updated:

- Form a team to review the FERPA tutorial questions.
- Review the database records and determine records that have expired.
- Send notifications to current employee with expired records

Communications:

- Review the annual message sent from Provost Office for improvements. Add verbiage that states Banner and other system access maybe be terminated if person is not FERPA compliant.
- Create a notification process to inform employees of their FERPA expiration date.

Process to capture employee categories: Part-time faculty, Temporary, Kelly Services, Sponsor Accounts and Student Employees:

- A team be formed to determine the feasibility to add to the IAM ‘set password’ process to validate if FERPA needed.
 - If person has an employee role, read FERPA database to validate if person exist.
 - If the person is an employee and they do not exist in the database can they be routed to the Tutorial immediately?
 - If person exist display their expiration date.