Special Class List Training Summary and Links

FERPA (Family Education Rights and Privacy Act)

https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html

Relevant MC Policies and Procedures

41003-Student Cumulative Records – reminder of the type of student information that is considered directory versus non-directory information and the rules and regulations related to FERPA and the release of such information.

61008-Reporting Suspected Acts of Wrongdoing – process to report violations or concerns about how student data is being handled.

66001-Acceptable Use of Information Technology – establishes expectations and rules for how information is shared and/or transmitted across College-networks and College equipment.

66002-Confidential Data Management and Security – guidelines and expectations regarding the transmission, storage, and use of sensitive student data.

Academic Standing

Student's academic standing, defined in the college policies and procedures

When a Referral to the Counseling Department Would be Appropriate

Link to Counseling Department

When a Referral to a Program Advisor Would be Appropriate

List of all Program Advisers

When a Referral to the Student Career and Employment Service Office Would be Appropriate

Link to Student Career and Employment Services

www.montgomerycollege.edu/ejobs Create an account on Ejobs, MC's online job board, and connect with employers through on-campus recruitment events (recruitment tables, job fairs, etc.)

Referrals to Other Academic Resources

Academic Resources

SENSE Survey

Administration (CCCE) www.ccsse.org/sense/

The SENSE executive summary is on the data summit page under additional summit material (bottom)

[Other SENSE information is on the Student Affairs page](#) (under data and reports, Student Affairs Data Summit, lower right tool bar)

Ethical Considerations

It is important that faculty and staff demonstrate integrity and professionalism at all times when collecting, using and/ or discussing student data.

It is important to remember that, while data may represent attributes of real people, they do not describe the whole person (Each piece of data in a database represents an attribute of a real person, but these data cannot adequately portray all aspects of a multifaceted individual.)

Faculty and staff should be aware of the regulations, practices, and ethical standards governing data collection and reporting at Montgomery College. (Please see the attached slides related to Montgomery College policies and procedures on FERPA and the ethical use practices.)

Student information should be reported and used accurately and without bias. Faculty should use the information provided in the special class lists to support student success rather than pre-judge their academic ability.

Faculty and staff need to be accountable for the protection and ethical use of student data and should hold others accountable to ensure student data is protected.