

AGENDA

FERPA Compliance Subcommittee

November 2, 2006

10:00 a.m. Business Affairs Conference Room AD2.410

Meeting called by Sue Sherbet

Attendees: Karen Jarrell, Leah Teutsch, Cheryl Friesenhahn, Ali Subhani, Claire Occiphinti, Richard Huckaba, James Marquart

Introduction

Welcome

Sue Sherbet

FERPA at-a-Glance

Student UTD-ID

Sue Sherbet

Forms Overview

Request for Confidentiality of Directory Information

Karen Jarrell

Parents Certification of Dependency

Third Party Release

University Constituent Access

Sue Sherbet

FERPA Violation Form

Quarterly Compliance Reports

Sue Sherbet

Compliance Inspection & Risk Assessment & Monitoring Plan

Sue Sherbet

Training

Karen Jarrell

Questions & Wrap Up

AGENDA

FERPA Compliance Subcommittee

February 8, 2007

9:00 a.m. Business Affairs Conference Room AD2.410

Meeting called by Sue Sherbet

Members: Karen Jarrell, Leah Teutsch, Cheryl Friesenhahn, Ali Subhani, Claire Occiphinti, Richard Huckaba, James Marquart

Quarterly Compliance Report

Compliance Inspection & Risk Assessment & Monitoring Plan

Training

Questions & Wrap Up

Minutes

FERPA Compliance Subcommittee

February 8, 2007

9:00 a.m. Business Affairs Conference Room AD2.410

Meeting called by Sue Sherbet

Members: Karen Jarrell (Absent), Leah Teutsch, Cheryl Friesenhahn (Absent), Ali Subhani, Claire Occiphinti, Richard Huckaba (Absent), James Marquart

Quarterly Compliance Report

- Reviewed quarterly report. Members gave edit suggestions. Sue will make suggested corrections and submit the report.

Compliance Inspection & Risk Assessment & Monitoring Plan

- Sue indicated the need to establish a process to remind people across campus to make reports of non-compliance, monitoring efforts, training received and training delivered. Leah suggested tying the responsibilities in with the Information Security Admins that will be named under the new BPA.
- Jim Marquart suggested the reporting of FERPA activities be tied to the SACS reporting process. He indicated faculty might be more likely to participate if it were a part of the annual reporting cycle.

Training

- It was suggested that a special HR Liaison meeting be called to deliver FERPA training.
- Leah and Sue are to train the IR Techs and IR Liaisons.
- It was also suggested that at least one FERPA training (if not 2) be scheduled each month and made a part of David Gleason's training calendar.
- Claire indicated they could make FERPA a part of the HR new employee orientation.
- Sue asked members to identify people that would make good FERPA trainers and might be willing to go through a Train-the-Trainers model and make themselves available to conduct some of the training sessions.

Questions & Wrap Up

- Next meeting – proposal for what we want to consider “public information” at UTD.
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