

Longwood University Faculty Senate
**PROPOSAL/POLICY COVER
SHEET**

This cover sheet is intended to provide information to members of the Faculty Senate about a new proposal/policy or about revisions to an existing proposal/policy. **If you are proposing a new policy, then attach the text of the policy to this form. If you are proposing a change to an existing policy, then attach the text of the current policy with any deleted language marked by a strikethrough and with new language marked by an underline. If you are deleting a policy, then attach the text of the policy to be deleted.**

COMMITTEE(S) that authored or sponsored this proposal: Faculty Senate Executive Committee

TOPIC: Updating the Syllabus Statement on Protecting Intellectual Property

BACKGROUND (Provide a brief statement describing the origins of this proposal, the nature of the problem it addresses, and the work completed to devise the proposal):

Faculty Senate developed and passed the “Protecting Intellectual Property” syllabus statement during Spring 2020, when the COVID pandemic pushed Longwood to move all learning online. This update to the syllabus statement makes it more relevant to the current learning environment. The need to revise this statement was brought up in conversations this fall with faculty and with department chairs. The PVPAA brought this matter to Faculty Senate Executive Committee, which proposes this update to the Syllabus Statement. This Syllabus Statement will be housed on the Academic Affairs page on Solomon with the other syllabus statements (<https://solomon.longwood.edu/academicaffairs/syllabus-statements/>).

SUMMARY OF NEW POLICY OR PROPOSED CHANGES OR DELETIONS TO AN EXISTING POLICY (Provide a brief list or statement describing the content of the policy or the proposed changes or deletions):

Additions are underlined.

Protecting Intellectual Property

Content and materials for this course are for your learning only and should not be shared with others outside of the class. This includes the materials located within the learning management system, information sent to you through email, class recordings, and/or content provided to you

through webcasting with your professor. Because class recordings or online coursework may involve personally identifiable information of other students, you may not share your course connection information (login or password), your content received through Canvas, or any videos sent to you that are specifically for this course. This includes sharing postings or recordings made by the instructor or students without permission of the originator. Additionally, students may not record course material without prior written permission of the instructor.

Content and materials of the course should not be shared with A.I. or other electronic entities (including the internet) without prior written permission of the instructor.

When you are attending a course through web-conferencing (for example, Zoom), there should not be other persons interacting with the system or attending the session.

Any violation of this policy can result in disciplinary action. Faculty or students may report those who violate University policies regarding intellectual property to the Office of Student Conduct and Integrity.

RATIONALE FOR THE POLICY OR PROPOSED CHANGES (Provide a brief statement as to why the new policy, the changes, or the deletion is needed):

This update to the syllabus statement makes it more relevant to the current learning environment, which includes in-person learning and new tools such as AI. It also updates the policy to make it consistent with FERPA prohibitions on sharing personally identifiable student information.

Some students who are registered with the Accessibility Resources Office (ARO) might have recording classes as an accommodation, but if faculty do not want that to be an accommodation, then they can work with ARO staff to devise other ways to accommodate the student other than recording the class. If faculty agree to the accommodation to record their class, then that constitutes written permission.

Routing information and signature lines:

Date submitted to Senate Executive Committee for Consideration:

Action(s) Taken:

Date first read at Faculty Senate:

Action(s) Taken:

Date final action taken by Faculty Senate:

Action(s) Taken:

Senate Chair: _____

Date submitted to the PVPAA (within 5 working days of Senate approval):

Action(s) Taken:

PVPAA: _____

Date: _____

Date submitted to other administration:

Action(s) Taken:

Administrator: _____

Date (within 15 working days of PVPAA's signature): _____

Date submitted to the Board of Visitors:

Coversheet updated 9/2017