

Hsieh, Patricia

From: Forum for Human Resource trainers [AMS-HRTRAINERS-L@LISTSERV.TAMU.EDU] on behalf of Wuensche, Kristi [wuensche@TAMU.EDU]
Sent: Thursday, April 24, 2008 9:58 AM
To: AMS-HRTRAINERS-L@LISTSERV.TAMU.EDU
Subject: [AMS-HRTRAINERS-L] New FERPA Course on HRConnect

I am pleased to announce that a new online training course, *FERPA*, has been added to HRConnect. This course was designed using input from the Office of General Counsel and content provided by the two following System Members: Stan Swam at Tarleton State University and Gary Cunningham and Maria Fonseca at Texas A&M University-Corpus Christi. We offer our thanks to them for their contributions. The course objectives include 1) to identify what is and what is not considered an education record and 2) to identify circumstances when consent is and is not required to release education records.

The course is available as a resource for your use immediately. You can assign the course to employees through normal means. Based on previous discussions, some of you intend to assign the course based on job titles and others intend to use the batch assignment feature because you have a mixture of individuals you want to take the course. *Note: Before assigning the course, please update the course contact email and phone information so that emails and phone calls will be directed to someone at your location.* If you need any assistance with this, please let Pat Hsieh (phsieh@tamu.edu, 979-458-6166) or me know.

Dr. Frank Ashley, Vice Chancellor for Academic Affairs, serves as the Subject Matter Expert for this course. He intends to meet with the Chief Academic Officers at each System Member to discuss what training on FERPA is already available respectively. At some point in the future, this course might be required of some job titles or individuals who work with student education records if their System Members do not have other available FERPA training already in place. If this is the case, we will send more information to the Training Listserv to keep you updated. For now, the course is a resource for your use and is not required unless you choose to require it.

Please feel free to review the course and send us any comments or suggestions!

Thanks,
Kris

Kris Wuensche
Instructional Designer
Office of the Deputy Chancellor
A&M System Building, Suite 1281
200 Technology Way
College Station, TX 77845-3424
Phone: (979) 458-6173 / Fax: (979) 458-6168
E-mail: wuensche@tamu.edu
Web: <http://tamus.edu/offices/training>