Spring 2020 Policy Review Cycle Comments

# 5.31 & 5.31.1 - Official Communication Policy & Procedure

## Comments from Faculty

* Re: acceptable computer use policy…my gut reaction is to chuckle... I expect much of what's in force now is being bent/broken by necessity. Hundreds of computers taken home across the state, perhaps; software licenses being bought for who knows what apps to be used on personally-owned computers as the state leans on employee resources because there was no way to amass the laptops necessary to deal with our circumstances; turning to youtube for prior/future downtime of MediaSpace/D2L. I've few suggestions about what to do, just that is seems... blechhh...Perhaps policy could be amended to include statements that use the word "reasonable" so that there's some flexibility gets built in for coronavirus wave 2, wave 3, et cetera.
	+ We are making the NHCC policy to reflect NHCC needs. Any extenuating circumstances would follow guidance from Minnesota State.
* Re: 5.31.1 subpart B: My comment is that I think this paragraph should specify that an error in forwarding email, or email returned with "mailbox full" or "User Unknown" applies to mail forwarded to a non-minnstate email account. If my NHCC email doesn't work or our email lists have the wrong faculty member and it isn't delivered to me, I think that should be an excuse. I know that now that outlook has merged all of our email addresses. I can easily see errors like that popping up for official emails too.
	+ We have edited the language for clarity.
* I like the addition of the mobile app language.
	+ Thank you! We do too!

Comments from Information Technology

* Part 1, Subpart B: recommend stating “inattentiveness to email” rather than “didn’t check my email.”
	+ We like that language – we will add it.
* Re: mobile app: Make Application plural. Campus has NHCC App, EAB and there is also the D2L Pulse app which isn't officially sponsored by the campus. Plural allows for future apps to be adopted without the need to modify policy
	+ We agree – we will change that.
* Part 3, subpart B:
	+ Add in the Single Point of Control of text messaging and approval housed within Student Services. Add a bullet: Approval of text communication and substance will be subject to the approval of the governing authority.
		- We will edit this
	+ Concerned that course-related texts gives leeway for faculty to believe they can text their students. Not the intent.
		- We will edit this
	+ Change [second] bullet: Information important to student academic success including but not limited to critical dates, deadlines and notifications.
		- We will edit this
* Part 3, subpart C: Texts sent are subject to the approval of the governing authority laid out in Subpart A bullet 1
	+ Agreed. We will work with Joe & Melissa on exact language.

# 5.33 & 5.33.1 - Tobacco Use & Sale Policy & Procedure

## Comments from Faculty

* Just a general comment on policy 5.33.1. I am extremely excited that NHCC is finally joining the ranks of other MN State colleges/universities and instituting a smoke-free campus! Kudos!
	+ We agree!
* I do have one thought: no smoking in the parking lots. Really? Tons of students sit in their cars parked in NHCC parking lots and smoke.
	+ Smoking is still permitted in private vehicles.

Comments from Student Affairs

* Just to clarify/make sure I am totally clear, so I am reading the Tobacco Use policy to be making us a completely smoke-free campus per this policy (except for ceremonies, etc.). Does this mean the physical designated smoking area outside the Campus Center will go away?
	+ Yes

# 5.36 & 5.36.1 - Postings & Displays Policy & Procedure

## Comments from Faculty

* Again, minor ADA comment: make sure there’s alt text on the image, and the text on the image should be put in text format in the HTML version in addition to the visual image.
	+ We will
* If it’s possible that student life will change the sign, I’d recommend just stating that all Student Life bulletin boards have a sign indicating Student Life ownership prominently posted. That way, the procedure doesn’t need to be updated every time they change their sign.
	+ We agree
* Subpart G. Union Postings: do the unions want the bulletin boards in HR? I think this question came up last time the policy went through, and I don’t know if anyone cared much at the time, but thought it might be worth asking, or adding a line about the college maintaining a bulletin board for union purposes in a location determined by the union leadership in collaboration with the college.
	+ We agree. We can add this language.

## Comments from Advising

* I was curious if the Postings and Displays policy/procedure would also include social media postings? I know several student service offices have a Facebook or Instagram account that is posted to regularly. Just curious if that should be included or not. Or perhaps there’s another policy where it’s included.
	+ We will add language to encourage students to work with Student Life in the development of any social media groups.

# 6.12 & 6.12.1 - Facilities Use Policy & Procedure

## Comments from Faculty

* I’ve got a thought — don’t rename any building on campus, or the college itself, for private money. Any payment for naming rights won’t be enough to dent our budget. It would undercut the public/societal nature of the institution itself. It would dilute the nature of the college’s namesake (re)brand, and would be a further incremental cultural descent towards the branding of more and more of everything.
	+ We have incorporated MinnState board policy language on this.
* Minor phrasing in Subpart D. Student Club Meetings, Activities, or Events #2: “students must obtain permission” (instead of the more informal and more colloquial “get”)
	+ We can change that.
* Part 3, Subpart A “employees may not use college facilities for non-work related activities:” this practice was changed (so that I wouldn’t use my tuition benefit to schedule an independent study with EXSC in order to reserve the dance studio for personal practice). The procedure should be updated so that employees can reserve space for personal activities on a space-available basis for no fee.
	+ We can incorporate that change. Employees must still abide by all NHCC policies.

## Comments from Staff

* The Facilities Use Procedure still has all the red line changes in the document, is this correct?
	+ Response: I know it looks like a lot. Most of them are formatting changes to make the document ADA compliant.
		- Follow-up comment: Thank you for doing all that work. I am grateful!

# Non-policy specific feedback

## Comments from Faculty

* Minor comment for all: the PDFs are not in the most recent template (unless you guys decided to update the template and remove the header line between the information section and the meat of the policies/procedures). Make sure to update the headings in the template to “Keep with Next” to avoid awkward page breaks between headings and body text. I’m assuming you’ll continue to have the policies available as both PDFs and HTML, in which case, make sure that when the word doc is converted to HTML that the links are not stated as urls (bad for ADA compliance), but instead are created as descriptive links, for example “Minnesota State Board Policy 5.16 – Risk Management and Insurance” is the link, instead of having the url below.
	+ We are aware of this and are working on it.