

Canvas Shell Workgroup Recommendations

1. **Third-Party Tools and DLC.** Consideration by DLC of third-party tools (like Cengage, McGraw-Hill, etc.) within Canvas and how FERPA applies to these third-party tools.
 - a. Discussion about third-party tools in any Canvas shell is a more extensive discussion of the DLC.
 - b. Third-party was mentioned in the legal opinion Page 4 of the Legal Opinion States: *These interactions replicate the interactions that take place in a physical classroom. Privacy or FERPA compliance issues would only arise if these conversations from a merged canvas shell were to be disseminated either to students from another course or to third parties without the consent of the students within the applicable merged canvas shell.*
2. **Canvas Shell Work Group Recommendations to DLC regarding merging of Canvas shells (based on the Legal Opinion).** Here are the draft recommendations:
 - a. A process for merging Canvas shells that ensures Canvas features will safeguard FERPA:
 - i. Canvas settings at the systems/global level (by Office of Distance Education, IT, etc.)
 - ii. Professor's settings within each Canvas shell (i.e., course shell level settings in the control of the professor)
 - b. Professional development and training on how to ensure compliance with FERPA within merged Canvas shells.
 - c. Collaborative compliance check that includes professors and administration of all merged Canvas shells.
3. **Process of Recommendations.**

- a. The Canvas Shell and Related Matters Workgroup Recommendations Document:
 - i. *Recommendation #2: That, based upon the legal opinion above, the Academic Senate direct the Distance Learning Committee (DLC) to recommend procedures and/or training for Faculty merging Canvas shells regarding compliance with federal and state laws and regulations and accreditation standards (e.g., FERPA, Title IX, Title 5)*
 - ii. *These recommendations will be provided to the Academic Senate, Faculty Association, and The District for their agreement.*
- b. These recommendations to be mutually agreed upon by Academic Senate, Faculty Association, and Cabinet.