

## Webinar Debriefing Questions

We know how much value there is in the conversation that ensues after a webinar. Here are some debriefing questions to help you get this critical conversation started. We wish you all the best as you work hard to continue to improve your campus community.

1. Who is responsible for implementing FERPA, responding to requests for access to student education records, and making any necessary policy decisions at your institution? Is it an individual or a team, and, regardless, is it the right set-up? Does that person or team have sufficient authority and resources to do the job?
2. When was the last time you considered what you include in your definition of "directory information," and is your definition still appropriate in today's digital world? For example (and on balance), is it good or bad to include email addresses as an element of directory information? Photographs? Date and place of birth? Are there additional things that aren't on the standard list that would help you to do your job and/or be useful to your students if they were added?
3. Have you reviewed, and if necessary updated, your annual FERPA notice lately? For example, if you rely on the "transfer exception," is your practice noted in your notice? Are your definitions of "school officials" and "legitimate educational interests" as broad as you want and need?
4. Given that virtually every faculty and staff member on your campus creates, receives, handles, and/or has access to student education records at some point, what training or guidance are you providing them? Do you have role-based access rules and controls that (at least roughly) give each person enough access to perform his or her job, and no more?
5. What training or guidance do you give the students who perform work-study functions or sit on institutional committees that give them access to the education records of other students? Have you considered whether it is appropriate for them to have that access, given their level of maturity and potential conflict of interest?
6. Is anyone paying (close) attention to the FERPA implications of your institutional interactions with the "cloud" and your individual faculty use of online educational resources in their classes? If not, how can you (begin to) get those things under control?