



GLOBAL FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA) DIRECTORY INFORMATION PROPOSAL

Washington Association of Community and Technical Colleges Board of Presidents

Business Meeting Minutes: June 5, 2020

The global Family Education Rights and Privacy Act (FERPA) directory information proposal was presented for first reading at the May meeting.

FERPA directory information is information contained within a student's education record that, if disclosed, would not generally be considered harmful or an invasion of privacy. Directory information may be released without the student's explicit consent. A single definition of directory information is important as ctcLink is implemented across the community and technical college system.

A work group was formed in spring 2018 to discuss the feasibility of designating a standard set of directory information across the system.

The work group recommends the following categories of FERPA directory information to serve as a global definition:

- Student's name
- Major field of study
- Enrollment status
- Dates of attendance
- Participation in recognized sports
- Degree or certificate earned
- Term degree or certificate awarded honors

In addition, the work group recommends the following proposals:

- Students will be provided a single option to block all directory information instead of allowing the student to select individual categories. This will be done within the ctcLink Student Self-Service area where a student will be provided a single check box to block directory information from public disclosure.
- A FERPA block flag will be added to all custom queries in ctcLink that contain the student's name or social security number to indicate if the student has requested a FERPA block.

MOTION: It was moved and seconded that WACTC delegate authority to the State Board to implement the FERPA directory information policy.

MOTION PASSED.