

# CAMERON UNIVERSITY

## AggieAccess Group Studio Policy

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### Policy Statement

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A set of standards for use of Group Studio in the AggieAccess portal.

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### Who Should Know This Policy

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✓ President	✓ Faculty
✓ Vice President	✓ Students
✓ Dean	✓ Other Groups
✓ Department Chair	✓ All Employees

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### Responsibilities

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<b>Responsible for Policy</b>	
University Officer Responsible:	
Jamie Glover	Assoc. Vice President for Enrollment Management

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## Procedure

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### STATEMENT OF PURPOSE:

The Group Studio application gives students, faculty, and staff at Cameron University (CU) the ability to create and manage group homepages for clubs, workgroups, committees or other affiliations and interests.

In the University community, the potential for large numbers and diverse groups exists; therefore, some procedure and policies are needed to keep the system organized and operating effectively. It is also important to assert and convey to participants and leaders of their rights and responsibilities.

### *Summary of Group Studio Features:*

A group requestor can choose which of the following features to include for the group's homepage. The group leader(s) will have the ability to turn on/off any of the features after being approved.

- **Calendar:** Lets you access and add entries to a calendar dedicated to your group.
- **Chat Room:** Lets you enter the group's chat room where you can participate in real time online discussions with other members of the group
- **Message Board:** Lets you enter the message board for the group where you can read and post messages and replies on topics of interest
- **Announcements:** Allows the group's leader(s) to send brief announcements to group members. These announcements appear both on the group's homepage and in the user's Personal Announcements channel.
- **Photo Album:** Lets you view all of the photos that have been posted by the group members, and lets you submit photos for potential posting.
- **Links:** Lets you view all the links that have been posted by the group, and lets you submit links for potential posting.
- **News:** Lets you read all articles that have been written and posted by other group members, and submit articles for potential posting.
- **Member List:** Lets you view a list of other group members and information about each, including any homepages the member might have. You also have ability to post your own homepage link.
- **Files:** Allows you to download files that have been posted by the group leader(s) other members.
- **Email:** Lets you send e-mail messages to group members.

### *Summary of the Types of Groups:*

The Group Studio application supports four types of groups:

- **Public Groups:** Public group homepages are open to anyone and are meant to bring people together who have shared interests or to introduce others to new interests. All public groups are visible in the Groups Index.
- **Restricted Groups:** Membership in restricted groups is subject to certain conditions or requirements. All restricted groups are visible in the Groups Index. Interested members of restricted groups need to request access to the group from the group leader(s).
- **Hidden Groups:** Hidden Groups are typically used to publish and discuss sensitive information that should not be available to a public or restricted group. Users cannot join hidden groups online and must

be invited by that group's leader. Hidden Groups must be approved by the AggieAccess Administration Committee before becoming active.

- ***Admin Blocked:*** CU policy is to not allow the formation of admin blocked groups.

## **Approval Criteria**

The group must be composed of students, faculty, or staff of CU.

Groups must not promote or support activities that are illegal, commercial in nature (unless associated with the University), or that violate the rights of others.

**Student Groups:** may be created by official student organizations registered with the Office of Student Activities. For more information about how to register a student organization, contact the Office of Student Activities at 580-581-2217.

Pending student organizations will be granted a four month grace period to activate a group while pending approval as a registered student organization. Pending student organizations must indicate they are waiting approval in the request comments. After the four month grace period, the Group Administer will review the status of the group with the Office of Student Activities.

Students and faculty/staff advisors may request for the formation of a group studio homepage.

**University Groups:** may be created for general interest groups by faculty or staff as well as work groups and committees for the purpose of facilitating official University information and/or work on specific projects defined by the University.

To submit a request for creation of a group, log in to AggieAccess and click on the 'Groups' application icon, then click on the 'Create Group' button to access the Create New Group. The request must be made by the person who will serve as the group leader. Once the request is submitted you will be notified within 5-7 business days of the status of your request.

**Restricted Groups:** There is a text field for "Criteria for restricted access" that the requestor must fill out to explain why they want a restricted group. **Note:** Keep in mind any user can see the explanation when a user makes a request to become a member of the restricted group.

**Membership:** Groups may consist of any persons with an AggieAccess login. Group members agree to share their names, usernames and e-mail addresses with other members of their groups(s).

If a group leader(s) requests to have people be automatically added to the group without the person requesting to be added to the groups, the request must be submitted to the Group Studio Administrator. The Group Studio Administrator has the authority to either approve the request and/or present to the AggieAccess Administration Committee for recommendation. The group leader(s) will need to submit an explanation for requesting to add people along with their request to the Group Studio Administrator.

**Group Leader:** Each group will be required to identify a group leader(s). The group leader(s) is responsible for the administration of the group and conformity to University policy. This includes regular monitoring of group content, membership management, removal of aged content and other maintenance. Group leaders are

also responsible for transferring group leadership to another individual and for notifying the Group Studio Administrator if they will no longer be serving in that capacity. The organization faculty/staff advisor, on file with the Office of Student Activities, will be automatically added as a group leader by the Group Studio Administrator upon approval of group.

**Appropriate Use:** Group members must not use University resources for commercial or illegal activities (including distribution of material in violation of license or copyright), or activities that violate the rights of others. The Group Studio Administrator has the ability to monitor group sites for appropriate use.

**Activity:** Any group that has no activity for one calendar year period will be notified by the Group Studio Administrator of the possibility of becoming inactive (no longer visible in the Group Index). If the group still has no activity for one-month, the group will become inactive. The Group Studio Administrator has the ability to monitor group sites for activity.

**Procedure:** The Group Studio Administrator or designee will approve requests for groups. Requests for group creation will be approved unless they appear to violate guidelines for appropriate use or consume an inordinate share of resources that would undermine normal functioning of services.

The Group Studio Administrator is responsible for timely approval or denial of group requests; he/she may delete groups in cases of abuse or violation of University rules and procedures. He/she will provide to group members the reason for denial or deletion of their group.

The Group Studio Administrator will take any creation requests which fall outside of the normal approval parameters to the PAG. The PAG will then decide the appropriate approval/denial of the requesting group.

**Changes:** The group leader(s) may request changes in group settings (description, category, public vs. restricted, etc.) to the Group Studio Administrator. If the Group Studio Administrator feels that the requested changes significantly alter the group, he/she may present the changes to the PAG for recommendation.

**Naming:** A Student Organization's group name will be the organization's name that is approved and on file in the office of Student Activities. Academic Schools/Departments and Administrative Departments group names should begin with the department name followed by any sub-categorization. Examples: "English Department - Committee to Promote Student Writing" or "Information Technology Services - Help Desk Support" University Committee groups shall be named their officially recognized committee name. Abbreviation will be allowed on case by case basis to be determined by Group Studio Administrator.

### ***Categories of Groups:***

Groups will be listed under one of the following group categories:

- ***Academic Schools and Departments:***
- ***Student Organizations:*** those groups who are officially recognized or pending approval by CU as a student organization.
- ***Administrative Departments:*** those groups who fall under the administrative departments.
- ***University Committees:*** those groups who serve as committees for the purpose of facilitating official University information and/or work on specific projects defined by the University

- **Other:** those groups who don't clearly fit into an above group category and that creation are for temporary and/or special purposes.

The Group Studio Administrator will monitor usage and volume of groups in each category. If the Group Studio Administrator deems it necessary to create more levels of granularity (sub categories), he/she will take the request to the PAG for approval of the additional levels.

### Group Studio Administrator

The Group Studio Administrator is an individual who has been granted access to the Group Studio menu, which includes the following:

- Application Availability
- Manage Categories
- Group Request Queue
- Manage Groups
- Groups Policy
- Membership Policy

The Group Studio Administrator fills in the boxes and sends the approval or denial message in the Group Request Queue. Approval messages are optional; however, when a request has been denied the Group Studio Administrator must provide the reason for denial. When a request is denied, the online application disappears; therefore, the Group Studio Administrator, depending on the reason for denial, should consider contacting the applicants in order to make changes to their request so that it may be approved.

### **Cameron University AggieAccess Policies for Groups and Group Members**

The following Groups Policy and Membership Policy are listed in Group Studio and members need to agree to both before joining a group:

#### Groups Policy:

Public groups that are of general interest to students and faculty will be approved in accordance to the Cameron University Guidelines for Group Studio. These groups must not promote activities that are illegal or that violate the rights of others. Restricted groups may be created only if they are associated with a sanctioned group or if the group leader has obtained permission from the Group Studio Administrator and/or the Portal Administrative Group. Violation of these and Cameron University internet policies will result in appropriate action by the Group Studio Administrator and/or removal of the group site.

#### Membership Policy:

Group members should conduct themselves in a professional and respectful manner when publishing content on the group web site. Members agree not to publish content that is illegal or offensive to other group members and agree to share their user names and e-mail addresses with other members of this group. In order to comply with FERPA Regulations, student ID's cannot be displayed on any content found within Group Studio. Members

may not use group web sites for the publication or distribution of copyrighted materials or licensed software. Violation of these and Cameron University internet policies will result in appropriate action by the Group Studio Administrator up to and including removal from the group.

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## **Contacts**

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Policy Questions: Josh Lehman, Senior Director of Public Affairs, 580-581-2211

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## **Forms**

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In support of this policy, the following forms are included:

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## **Policy History**

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### **Policy**

Issue Date: January 2010

Reviewed, no revision:

Revised: