

## Project Details

<b>Title</b>	Creating and Implementing a Campus-Wide Copyright Policy	<b>Status</b>	COMPLETED
<b>Category</b>	Any Category	<b>Updated</b>	06-23-2014
<b>Timeline</b>		<b>Reviewed</b>	07-04-2014
		<b>Planned Project Kickoff</b>	<b>Created</b> 05-16-2013
03-19-2013			
		<b>Actual Completion Last Modified</b>	10-30-2014
10-30-2014			

**1:**

Describe this Action Project's goal in 100 words or fewer:

**A:**

This action project will create a Campus-Wide Copyright Policy. Although most employees are well aware of copyright laws, the first step in the process involves surveying faculty, staff, and students to determine their exact perception of acceptable copyright use. After the surveys have been analyzed, the committee will conduct research to determine best practices followed by other institutions. The committee will synthesize this information, formulate a policy tailored to Mineral Area College, submit the policy for faculty/staff review, revise the policy as necessary, and seek formal approval from the appropriate entities at the College. The goal of the action project is to support compliance with copyright law for the protection of the institution and all parties involved as both creators and user of copyright-protected works.

**2:**

Describe briefly your institution's reasons for taking on this Action Project now -- why the project and its goals are high among your current priorities:

With the College's recent approval for expansion of distance education courses, MAC wanted to be proactive in providing clear guidelines in regards to compliance of copyright law. The College has had recent AQIP action projects that have chosen a Learning Management System for the platform for distance education, developed guidelines for faculty teaching online, including a Memorandum of Understanding (MOU), and established criteria for students taking online classes. The next step in MAC's process of creating a quality online learning environment includes assuring that course content and instructional materials comply with fair use guidelines.

**3:**

List the organizational areas -- institutional departments, programs, divisions, or units -- most affected by or involved in this Action Project:

**A:**

Students: Although current students are apprised of the College's Academic Integrity Policy and are informed of the definition and consequences of plagiarism, MAC students will be

made aware of the Campus-Wide Copyright Policy. This policy will further clarify the acceptable use and documentation of copyrighted material, such as Internet publications, audio recordings, and video images and recordings.

**Faculty/Staff:** College employees will have a specific policy to follow for fair use guidelines for utilizing Internet research, audio recordings, and video images in the instructional materials they create or utilize. Faculty and staff will continue to monitor students' use of copyrighted material to ensure that such works are appropriately documented.

**Administration:** A College administrator will be charged with the oversight of copyrighted material. This oversight will include training of employees, updating copyright policies, disseminating appropriate information, and assuring the College's compliance with the Teach Act of 2002.

**4:** Name and describe briefly the key organizational process(es) that you expect this Action Project to change or improve:

**A:** The MAC policy developed will promote awareness and compliance of the Teach Act of 2002, including fair use guidelines for copyrighted material. The dissemination of this information will become part of the process of training faculty/staff and instructing students. The College will initiate the process of sharing this information by posting the Campus-Wide Copyright Policy on the MAC external web page, the internal online Learning Management System, the student handbook, and the College catalog.

**5:** Explain the rationale for the length of time planned for this Action Project (from kickoff to target completion):

**A:** This action project should take approximately fifteen to eighteen months to fully research, develop, and implement the Campus-Wide Copyright Policy. Once the policy has been created, the College will conduct a series of training sessions for faculty and staff. These sessions will take place over a period of months and will become part of the orientation of new employees.

**6:** Describe how you plan to monitor how successfully your efforts on this Action Project are progressing:

**A:** The action project committee will monitor the implementation of the Campus-Wide Copyright Policy by ensuring that the policy is posted in the appropriate places and understood by the campus community. The committee will assist Human Resources in providing copyright workshops for faculty and staff and encouraging faculty to apprise students of fair use guidelines. In addition, the appropriate administrator will monitor campus compliance with the Campus-Wide Copyright Policy.

**7:** Describe the overall "outcome" measures or indicators that will tell you whether this Action Project has been a success or failure in achieving its goals:

**A:** The committee will conduct a pre-survey and a post-survey to gauge faculty, staff, and student understanding of the Campus-Wide Copyright Policy. The College will periodically evaluate adherence to the policy, conduct training, and make modifications as necessary.