

COLLEGIATE CONNECTION

Summer PD

Introductions

Collegiate Connection Staff

- **Collegiate Connection Director**

- Jonathan Baker



- **Coordinator**

- Jackie Murray



UPDATES & REMINDERS

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Observations Update

■ Observation Forms

- New Observation Form (piloted through 2023-2024 academic year and then encouraged)
 - Covers Learning Objectives, Rigor & Depth, Critical Thinking, & Assessment Strategy
 - Student Engagement was difficult to measure objectively and therefore it was removed for 2025-2026
 - Again, no numbers or scores, just focusing on answering *“is the course equivalent, is it better than equivalent, or does it need some refinement in an area?”*
- Goal is 100% to **focus on course equivalency** to what is done on campus
- Form should automatically send you and the faculty a copy of the observation once submitted

■ Observation Rotations

- Some returning courses will be put into a **3-year course observation cycle**
- The goal of this cycle process is to free up department reps and instructors to focus on more meaningful and engaging experiences for students
 - Guest lecture or discussion, engaging in some form of experiment, judging a debate, etc.

PGP, PD, & EOC Evaluations

■ **PGP Forms / PD Forms**

- Form coding on the back should be fixed and updated, so these should be going out much smoother than last year
 - Once you complete a PD (like this) your faculty liaison should fill the form out and you should be getting a copy of the PDF to use for PGPs in your email

■ **Professional Development**

- If an instructor misses more than 3 years in a row of PD they will be considered non-compliant and will have to reapply to teach with us

■ **End of Course Evaluations**

- Piloted a new method in 2023-24 for delivering department course evaluations, was an abysmal failure
- New Plan for 2024-2025 & beyond
 - We worked with the departments in the early fall to create a new course evaluation
 - One that students don't have to log-in to their GoPFW accounts to access
 - Links were shared with all instructors in the latter part of the semester
 - We got over 2400 responses in the fall and spring
 - That data was shared with all the department chairs, faculty liaisons, and the instructors themselves
 - This will be the new practice moving forward

Fall School Visits

■ **Fall Visits**

- We will coming in the Fall again with IT
 - Purdue IT Security Update to DUO versus the VPN
 - Needed to make a change in their processes and caused a lot of headaches for students, counselors, IT, you, and us
 - We will also make sure that students have access to their GoPFW accounts before we leave
- Other Content
 - We will still cover the relatively same information as before, student resources, billing, transcript questions, etc.

■ **Registrations**

- Student registrations won't officially start until mid September, counselors aware of the new schedule
 - Last week for students to apply will also be cut off 1st week in September (except in some rare cases last a kid moving in etc.)
 - We are pushing these dates back so that your schedules can be finalized before we officially start rolling kids into courses
 - This also means that bill due dates will be pushed back as well

Title IX/Harassment Compliance

■ Purdue Ethics Title IX/Harassment Compliance

- Title IX is a federal law that requires all schools to provide an environment free from sexual or gender-based harassment and discrimination for all members of the university community.
 - Below are links to Purdue's policy's and contact information for any clarification or to report an issue
- **Web Resources**
 - [Title IX Harassment](#) (link)
 - [Purdue Amorous Relationship Policy](#) (link)
 - [Non-Discrimination Policy](#) (link)
 - [Other Ethics Policies](#) (link)
- **Contacts**
 - vpec@purdue.edu ~ Policy Clarification (*Purdue West Lafayette*)
 - hr@pfw.edu ~ Title IX & Civil Rights Compliance (*Purdue Fort Wayne*)
 - marcuccc@pfw.edu ~ Title IX Coordinator to Report Sexual Violence or Misconduct if not emergency (*Purdue Fort Wayne*)
 - For all emergencies, dial 911
 - dac@pfw.edu ~ Disability Access Center (*Purdue Fort Wayne*)
 - scc@pfw.edu ~ Office of Student Conduct and Care (*Purdue Fort Wayne*)

Title IX / Harassment

- Compliance Training requested by West Lafayette
- Done online through Success Factors using your Purdue Career Login
- Status of this request is still pending decision from WL

Academic Dishonesty

■ Cheating & Academic Dishonesty

- Unfortunately this does happen
 - [Office of Conduct and Care Academic Integrity](#) ([link](#)) sets the procedure and policy regarding next steps
 - The University use the preponderance standard for all academic integrity and personal misconduct cases when determining if a student is responsible or not responsible for an alleged violation.
- Resolution
 - If the faculty members find the student is responsible for violating the Academic Integrity policy, they will assign a penalty or sanction
- Ask your faculty liaison for any additional specifics regarding the department

Academic Dishonesty Process

- Instructor meets with the student in question
 - Discusses the alleged violation and evidence
 - Decides on course of action regarding resolution
- Instructor notifies CC Office and Faculty Liaison of the violation
- Instructor fills out the [Academic Misconduct Letter](#) ([link](#)) and submits it to the CC Office

Potential Resolutions Include:

- *Repeat or resubmit the assignment, exercise, or requirement to complete an alternate academic exercise*
- *Receiving a lower or failing grade than they would have otherwise earned for that assignment*
- *Receiving a lower or failing grade than they would have otherwise earned for the course*

BOX & File Sharing

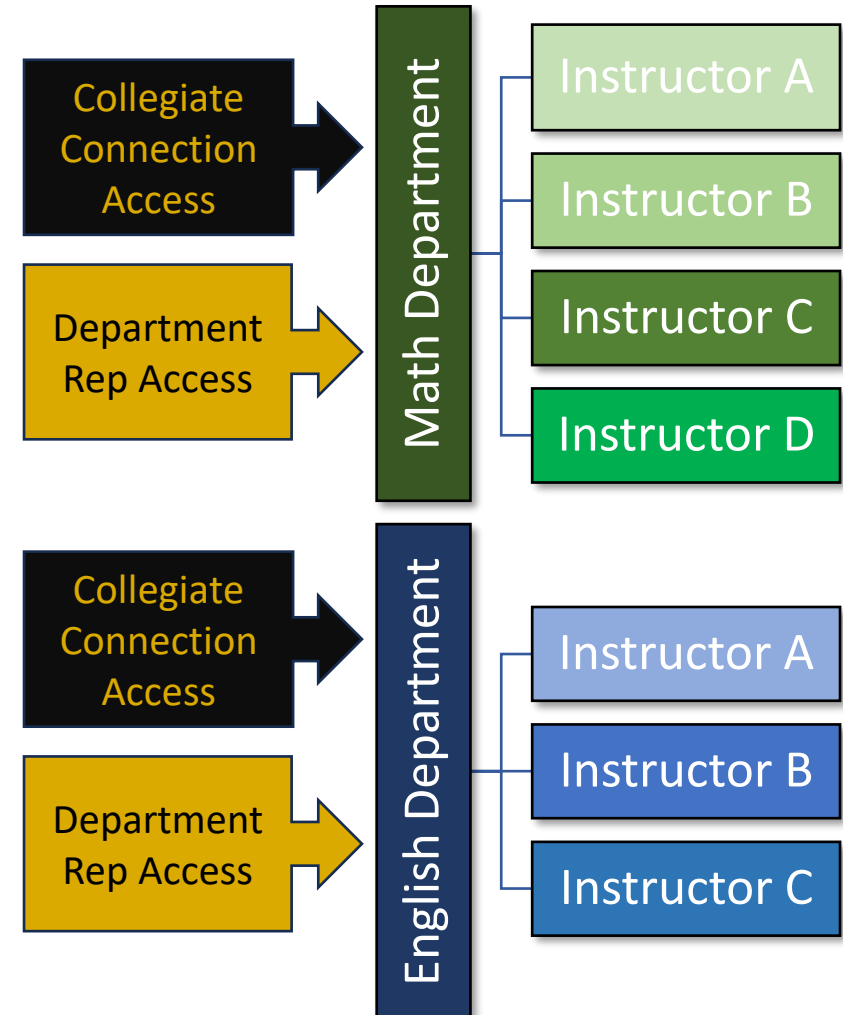
Box Accounts (FERPA certified)

■ Box (Fall 2025)

- Each instructor, liaison, and counselor will be given access to a shared Box folder
 - You will get an invitation in your school email
 - You will need to create a free account if you don't already have one
 - Each instructor/counselor/liaison's access will be exclusively their own materials
 - So, instructor A won't be able to see or do anything with instructor B's or C's
- Our office and faculty liaisons will also be able to see and access the materials you share, if you have ANY questions, please let us know
 - Sometimes the invite email gets stuck in junk mail, please check there if you don't see it
- Instructions and resources including videos are available on the [High School Partner \(link\)](#) section on the Collegiate Connection Webpage
 - High School Partner page will house student withdrawal dates, instructor resources (templates, videos, links), etc.

Shareable Items

- Syllabus
- Handouts
- Assessments
- Final Grades
- Etc.



NACEP Accreditation

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PGP & Course Evaluations

■ NACEP Re-Accreditation

- Accreditation Documentation Collection (2026) & Site Visit (2027)
- Required Materials include sample assessments and course syllabi

■ Material Submissions

- Assessment
 - Assessments need to be comparable with ones done here on-campus
 - Get some examples from your faculty liaison
 - These don't need to be the only assessments you give but they need to be at least part of the assessment catalog
- Syllabi
 - Needs to be comparable and reflect the same learning objectives as ones on-campus
 - Right now it looks like the Wild West (not in a whimsical way either)
 - To maintain conformity for accreditation purposes, we **need to use the new syllabi template moving forward starting Fall 2025**
 - Template was sent via email on 7/28 & can be found on the [High School Partner Page \(link\)](#) under Instructor Resources

NACEP Standard:

Assessment: *"The college/university ensures concurrent enrollment students' proficiency of learning outcomes is measured using comparable grading standards and assessment methods to on campus sections"*

Assessment Evidence 2: *"Paired student assessment tools from on-campus and concurrent enrollment sections – one paired example from each discipline for side-by-side comparisons (such as final exam, lab exercise, essay assignment, or grading rubric)."*

NACEP Standard:

Curriculum 2: *"The college/university ensures the concurrent enrollment courses reflect the learning objectives, and the pedagogical, theoretical and philosophical orientation of the respective college/university discipline."*

Curriculum Evidence 1: *"Paired syllabi from on campus and concurrent enrollment sections from one course per discipline, with the learning objectives highlighted"*

FERPA

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FERPA

PFW FERPA Resource ([Link](#))

▪ Student Rights

- The right to:
 - Inspect and review their education records within 45 days of their request
 - Request an amendment to their education records
 - Restrict disclosures of personally identifiable information contained in their education records
 - File a complaint with the U.S. Department of Education concerning alleged failures to comply with FERPA*

▪ Basics

- You have access to information only for legitimate use in completion of your responsibilities as a university employee;
- Basically it comes down to you need to know for your job
- Student educational records are considered confidential and may not be released without the written consent of the student
- As a faculty or staff member, you have a responsibility to protect educational records & personally identifiable information in your possession

FERPA

▪ What is Directory Information

- Some information is considered public, directory information, this info can be released without the student's written permission
 - Directory information includes a student's name, class standing, school/division, major field of study, dates of attendance, degrees and awards, recognized student activities, sports, athletics information, and current enrollment status

▪ What is an educational record?

- Include any records in whatever form handwritten, email, etc. that is in the possession of any school official
 - This includes course/assignment work, course/assignment grades, transcripts, etc.

▪ What is personally identifiable information?

- Information that alone or in combination that would make the student's identity easily traceable
 - Personal Identifier (PUID, 900#, SSN), other indirect indicators (birthday, mother's maiden name, etc.)

FERPA

▪ Avoiding Violations

- To avoid violating FERPA rules, do not do any of the following:
 - Use a part of or the entire PUID, 900#, or SSN of a student in a public posting of grades
 - Link the name of a student with that student's identification number or Social Security number in any public manner
 - This includes emails etc.
 - Leave graded tests in a stack for students to pick up by sorting through the papers of all students
 - Circulate a printed class list with student name and student identification number, or Social Security number or grades, as an attendance roster
 - Discuss the progress of a student with anyone other than the student (including parents) without the consent of the student
 - Provide anyone with lists of students enrolled in your classes for any commercial purpose
 - Provide anyone with student schedules or assist anyone other than university employees in finding a student on campus

Purdue Career Account, DUO, Brightspace, & FERPA

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Purdue Career Account Access

- **Steps to Complete FERPA Training & Amorous Relationship Training**
 - You will need to download DUO on your phone & have access to your Purdue Career Account username/password for both
 - Additional directions for setting up your DUO Authentication can be found on the [Purdue DUO FAQ](#) (link)
 - Both trainings will be done using [\(Brightspace\)](#) (link)
- **Purdue Career Account Activation / Reset**
 - You will receive an email from our IT giving you a reset password (6 digit code)
 - Once you get it you will have 24 hours to reset your password and reactivate/activate your account
 - This email will include your PUID which you will need to set up your account
 - Once completed, you will also be able to see your account information this includes 900# and username etc.
 - **Please make sure you keep track of this information (username/password) since they will be required for logging into your Purdue Career Account**

Purdue Login

Career Account Username

baker33

Password

.....

[Need help?](#) **Log in**

Note: Unauthorized access or misuse of computer resources or disclosure of sensitive information may result in disciplinary or legal action. Read Purdue's [Acceptable Use Policy](#).

PFW Help Desk

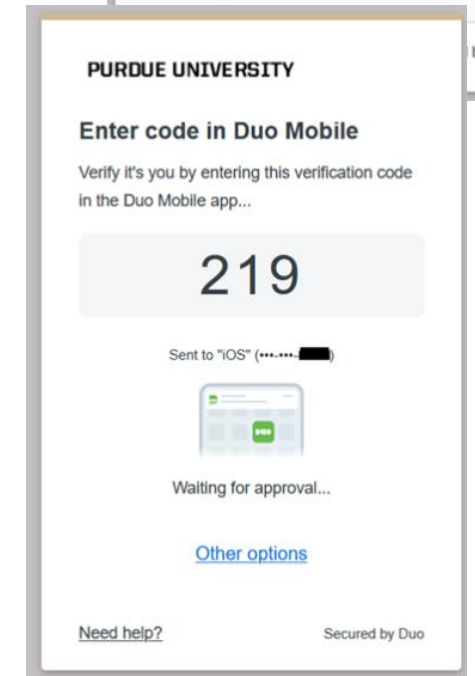
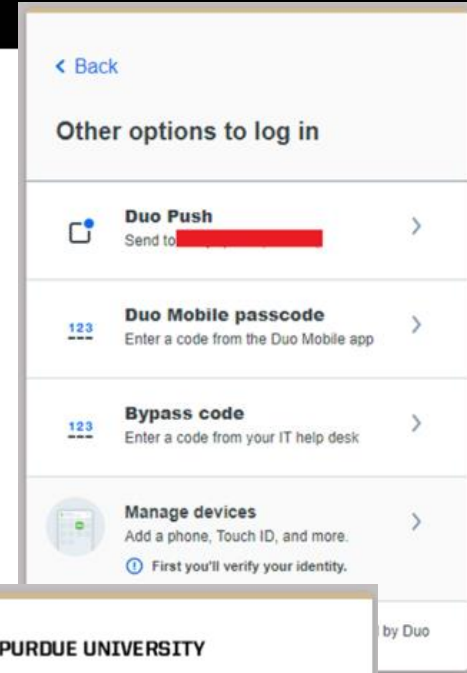
- If you have any issues at all, please call or reach out to PFW's IT Help Desk
- Tell them who you are and that you are an instructor with Collegiate Connection
 - They will walk you through everything step by step
- Email: helpdesk@pfw.edu
- Phone: 260-481-6030

PGP & Course Evaluations

- **Adding the Trainings FERPA & Amorous Relationship (Currently Unnecessary)**
 - Once you have your Purdue Account set up, you are ready to set up DUO and to add the 2 courses
 - [FERPA Web-Certification Catalog \(link\)](#)
 - This catalog will allow you to set up DUO and is where you will add the FERPA training to your Brightspace account
 - [Amorous Relationship Training Catalog \(link\)](#)
 - Just in case this becomes needed, this is where you will add the training for Amorous Relationship to your Brightspace
 - **You only need to complete the FERPA training for now Purdue West Lafayette**
- **Setting Up DUO**
 - Preferred primary method is the Duo Mobile App to download the go to either Apple Store or Google Play
 - Follow the prompts to create and set up your account
 - Select Duo Verified Push (described below)
 - A push notification will be sent to the Duo Mobile app
 - The Duo Universal Prompt displays a numeric three-digit code on-screen when you choose to use Duo Push to log in
 - Enter the code shown on your screen into the Duo Push request & tap Verify to finish approving the login request

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PGP & Course Evaluations

■ Web Certification Catalog (FERPA)

- Once you are in the catalog you will need to add your FERPA training module to your Brightspace (LMS) account
- Click on the FERPA card (1), select **+ Take Certification** (2), then wait a few minutes for the program to cycle and add the course to your Brightspace (3)

Webcert Catalog

1. To register for a WebCert course, Click on course tile and then **Take Certification**.
2. After completing the registration, wait five minutes for the registration to process, then login to Brightspace (Purdue West Lafayette) at purdue.brightspace.com.
Locate your course under **My Courses, WebCert** or **My Courses, All**.

[Click Here for Additional Assistance/Questions](#)

1

Enterprise Certifications



Data Classification and Handling
Educational Resources / Annual
Certification

Not Taken



Family Educational Rights and
Privacy Act / FERPA Annual
Certification

Complete

Completion date: 5/27/2025
• Expiration date: 5/27/2026
• Days to go: 15



GRAMM-LEAHY / GLBA Annual
Certification

Not Taken

Family Educational Rights and Privacy Act

FERPA Annual Certification

Course Section

Section Number:

+ Take Certification

2

Please **wait five minutes** for enrollment to process then go to <http://purdue.brightspace.com> to access your WebCert course under **My Courses, WebCert** or **My Courses, All**. WebCerts will not appear in academic semesters.

NOTE: For Regional Campuses, select West Lafayette when logging into Brightspace and login with your Purdue Login.

Registrant:

Jonathan Baker

- Annual Certification

Schedule 28799

Number:

Notes: Please **wait five minutes** for your registration to process then login to Brightspace (Purdue West Lafayette) at <https://purdue.brightspace.com>. Locate your WebCert course under **My Courses, WebCert** or **My Courses, All** (they will not appear with academic courses in semesters).

Tips for locating course:


- If already logged into Brightspace, log out and back in to refresh your session
- Select the WebCert filter under My Courses. WebCerts do not appear with academic courses under semesters.
- For Regional Campuses, select West Lafayette when logging into Brightspace and login with your Purdue Login.

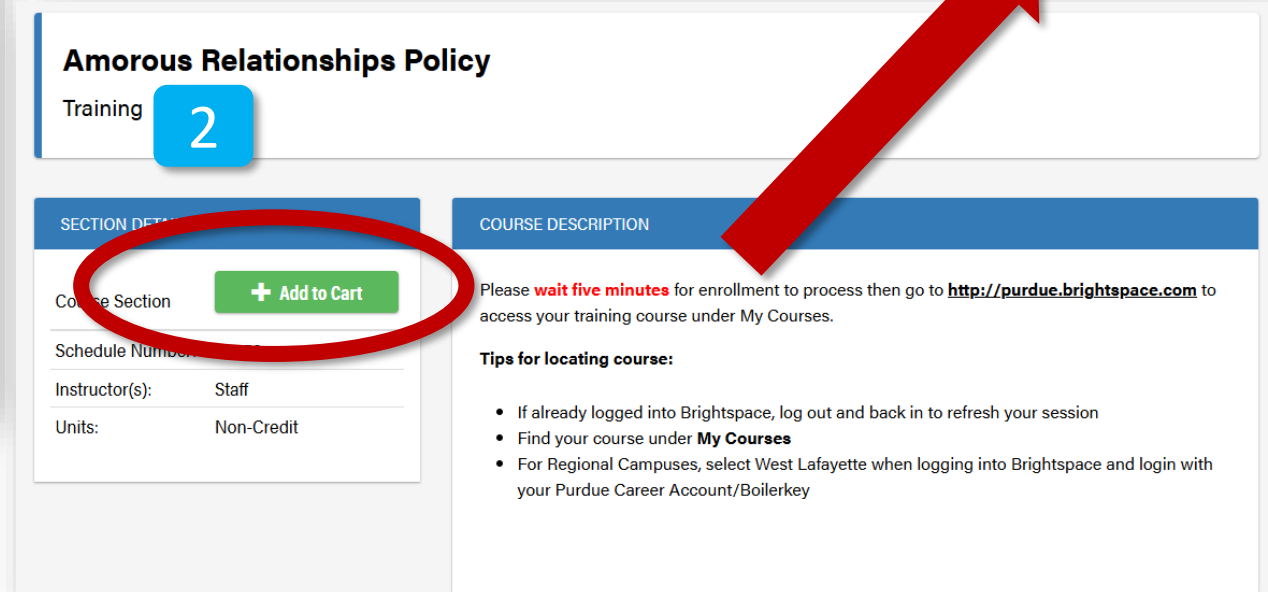
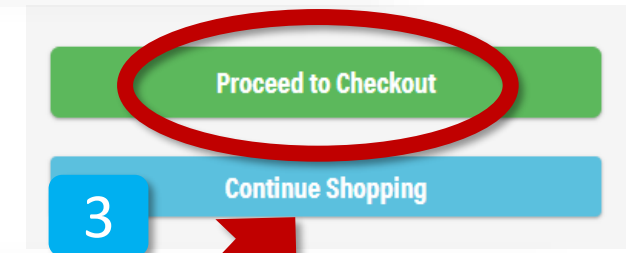
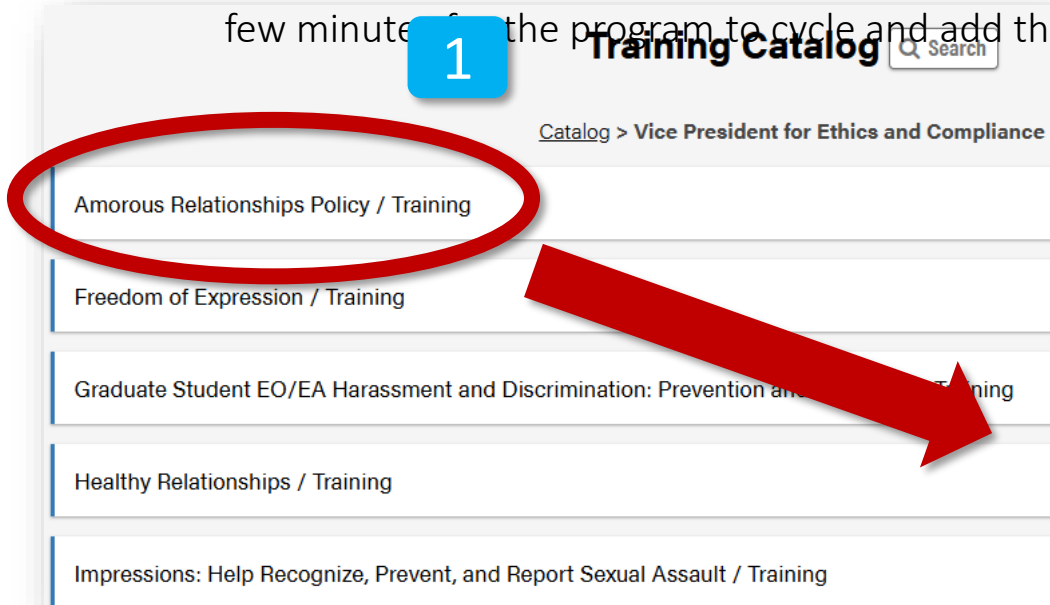
Additional Help can be found at <https://www.eventreg.purdue.edu/WebCert/files/WebCertHELP.pdf>

3

PGP & Course Evaluations

■ Purdue Training Catalog (Amorous Relationships, currently not needed)

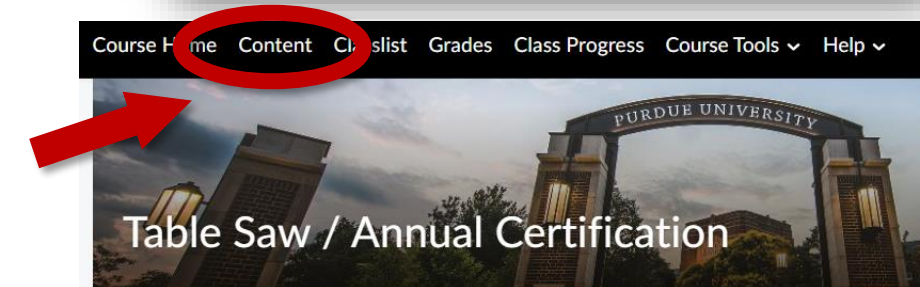
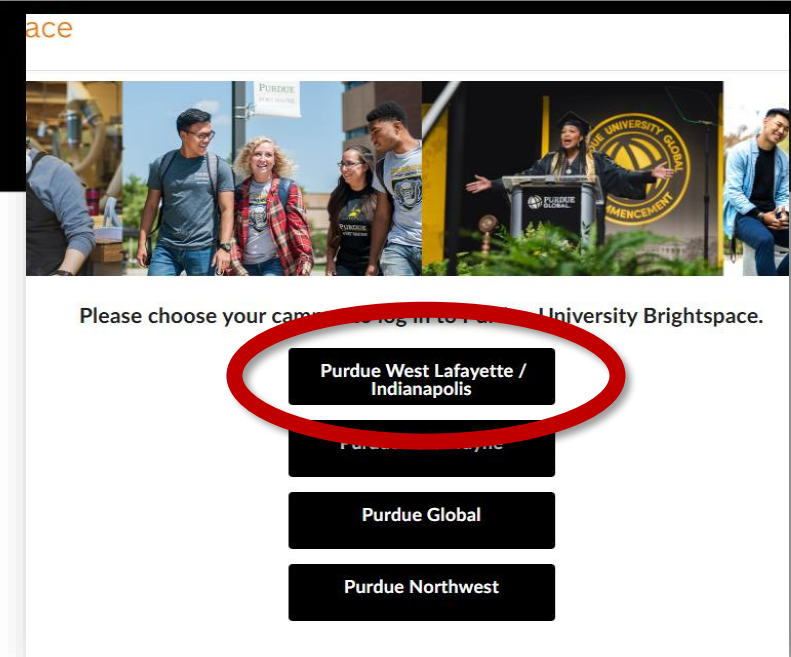
- Once you are in the catalog you will need to add your Amorous Relationships training module to your Brightspace (LMS) account
- Click on the Amorous Relationship card (1), select  (2), then proceed to checkout (3) and log into your Purdue Career Account (4), wait a few minutes for the program to cycle and add the course to your Brightspace



PGP & Course Evaluations

■ Brightspace

- Log into [Brightspace](#) (*link*) using your Purdue Career Account & DUO
 - Make sure you select **Purdue West Lafayette / Indianapolis**
 - Find and select the courses, should say something along the lines of FERPA / Annual Certification & Amorous Relationships
 - Select content at the top of the menu bar to access the training materials and the quiz
 - The FERPA quiz can be taken as many times as necessary to get a 100%
- If you need any help with this step, here is a video that walks you through this part of the process
 - <https://youtu.be/OdCpYxcxeal> ~ Web Cert Catalog, Purdue Training Catalog, and Brightspace walkthrough
 - This video and other supports can be found on the [High School Partner](#) (*link*) page
- This will need to be repeated each year according to Purdue



Announcements ▾

To Complete Your WebCert:

1. Click on **Content** at the top of the page.
2. Review Training Materials.
3. Take Quiz and receive 100%
4. Take In-Person Hands-On Practical Assessment

You may retake the quiz in step 3 as many times as necessary to achieve 100%.

Your certification will not be complete until you complete your Practical Assessment. You will receive your Brightspace Award and completion notification when a grade is entered for your Practical Assessment.

Faculty Liaisons Lists

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Faculty Liaison	Contact Email
Art & Design	
Rebecca Coffman	coffmanr@pfw.edu
Biology	
Lindsay Jackson	Lindsay.Jackson@pfw.edu
Business and Management	
Ahmed Rachdi	rachdia@pfw.edu
Chemistry	
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Political Science	
Craig Ortsey	ortseyc@pfw.edu
Music & Performing Arts	
Beverly Redman	redmanb@pfw.edu