

## MEMORANDUM

TO: Committee on Academic Programs

CC: Jeffrey Osborn, Provost and Vice President of Academic Affairs  
Matthew Bender, Faculty Senate President  
Joseph O'Brien, Staff Senate President  
Suchir Govindarajan, Student Government President

FROM: Steering Committee

RE: Online proctoring of examinations

DATE: July 17, 2020

### **Background**

TCNJ transitioned to emergency remote teaching and learning in March 2020 in response to the global COVID-19 pandemic. Remote teaching and learning presented a host of challenges, including administering online assessments, such as quizzes and examinations. At the request of the Office of Instructional Design, Interim Provost Keep convened an ad hoc group of faculty members from across campus to consider pedagogical and technical issues related to the online proctoring of exams. The working group prepared a [report](#) including a set of recommendations, which it shared with the co-chairs of Steering on July 14th, 2020 for consideration.

### **Charge:**

Steering asks CAP to review the working group's report and recommendations, and if deemed necessary, the evidence on which the recommendations are founded. CAP should consider implications of the report's recommendation for students' (and their families') privacy, as well as for equity across different student populations. CAP should also consider implications for the following policies (as well as any other policies CAP deems relevant):

- [Absence and Attendance Policy](#)
- [Academic Integrity Policy](#) and its companion documents, the [Academic Integrity Procedural Standards](#) and [Violations of Academic Integrity](#).
- [Final Examination/Evaluation/Reading Days Policy](#)
- [Family Educational Rights and Privacy Act](#)
- [Syllabus Policy](#)

Following its review, CAP should prepare a final recommendation that either accepts or modifies the recommendations offered in the working group's report. If revisions of existing policies are needed, CAP should specify these policies, the rationale, and the suggested changes.

As they conduct their review, CAP should consult with (at a minimum) the working group, the Office of Instructional Technology, the Office of the General Counsel, the Division of Inclusive Excellence, Campus Diversity Council, the Accessibility Resource Center, the Council of Deans, and Academic Leaders, as well as Faculty Senate, Staff Senate, and Student Government.

### **Testimony Tier: Faculty, Students, and Staff: Tier III**

The issue requires a high degree of testimony from the campus community. The assigned council or committee should consult with relevant individuals and groups in developing a preliminary recommendation. The completed preliminary recommendation should then be made available to the relevant stakeholder groups. Testimony should be solicited in the form of both written and oral feedback, as well as approval by the appropriate representative bodies.

### **Timeline**

Steering asks that CAP address this issue right away. Steering asks that CAP prepare a preliminary recommendation no later than July 30th, 2020 and Steering will facilitate the collection of testimony from the campus community. Steering requests a final recommendation by August 10th, 2020.

## **TCNJ Governance Processes**

### *Step 1 – Steering issues a charge*

### *Step 2 - Governance prepares a Preliminary Recommendation*

Once the appropriate standing committee or council has received the charge, it should start by collecting data needed to make a preliminary recommendation. It should receive input from affected individuals and all relevant stakeholder groups prior to making a preliminary recommendation. For issues that have broad implications or that affect a large number of individuals, initial testimony should be solicited from the campus community at large. For some issues, sufficient initial testimony may come from input through committee membership or solicitation from targeted constituent groups.

When, in the best judgment of the committee, adequate clarity of the principles contributing to the problem are known, a preliminary recommendation should be drafted and disseminated to the campus community.

*Step 3 – The Relevant Stakeholders provide Testimony*

*Step 4 – Governance prepares a Final Recommendation*

*Step 5 – Steering considers the Final Recommendation*

*Step 6 – The Provost and/or President and Board consider the Final Recommendation*

*Step 7 – Steering notifies the Campus Community*

*For a complete description of all steps and of the testimony tiers, see Governance Structures and Processes, 2019 Revision, pages 23–26.*