

## COMMENTS RECEIVED ON PROPOSED NEW OR REVISED POLICIES

AP 9.01.12: Electronic Email (Email)		
Date Comment Received	Comment	Response
8-21-25	<p>I have several questions and concerns about this policy draft. Most are small, but some seem more significant, especially in terms of how we communicate with students.</p> <p>1.1.3.1. Termination of Faculty email without notice could create a huge problem for the students of the Faculty who are currently teaching. Students might have no way of getting in touch with their instructor, especially in online courses. I think we should notify any instructor whenever their email is disrupted, purely in the interest of students.</p> <p>1.1.3.3.2. "Immediate" termination of email could similarly create issues for students right after the term who may be looking for quick clarification on grades/comments/picking up marked finals, etc. I would propose a 30- or 60-day window for such concerns, or at least a plan to reroute mail to the Dean/DH's office.</p> <p>1.2.3. This reads like it may hinder the collaboration we frequently do in committee/discipline/division work. Could be reworded to sound less prohibitive of collaboration, especially since so much of that work is done through our Google suite.</p> <p>1.2.5. Clarification needed regarding what is meant by "commercial" activity. This would seem to prohibit such innocent transactions as ordering a book. I think what is meant here may apply only to an employee's own commercial enterprises, i.e. an employee selling things via a PCC email address.</p>	<p>1.1.3.1 This provision allows for immediate termination of access in specific circumstances, such as suspected violations of law or policy, or a critical operational need. The intent is to maintain the security of the college, preserve potential electronic evidence, and stop ongoing misuse and abuse.</p> <p>1.1.3.3.2 The policy states that email access is terminated immediately upon non-affiliation and after the final grade entry for the term. This is because faculty no longer under contract are not authorized to access college systems, and we cannot hold them accountable to our policies. In the situation where faculty are no longer under contract, students should reach out to the appropriate Dean's or Department Head's office.</p> <p>1.2.3 This paragraph has been removed. This has already been addressed in the Acceptable Use Policy for all users.</p> <p>1.2.5 The policy is intended to prevent the use of college resources for an employee's personal business ventures or for-profit enterprises. For example, you are not allowed to use your college email to manage customer communications for a side business, or use college storage to host files for your commercial website. Ordering a book or shopping on Amazon for personal use is not a violation of this policy. The key distinction is between an employee's personal online transactions and a commercial enterprise they operate for personal financial gain.</p>

	<p>1.4.2. Clarification: Whose personal or confidential info? If I am, say, communicating with my PCP or BCBS regarding a billing issue, I may be revealing MY OWN personal info, but BCBS has my PCC email on record. I think we need to explain better.</p>	<p>1.4.2 The policy refers to information "to which you are entrusted," which means data you receive from others in the course of your work at the college. This includes student, colleague, or other individual's confidential data like Social Security numbers, grades, or health information. The goal is to prevent the unauthorized sharing of this sensitive data with people who should not have access to it.</p> <p>This policy does not prevent you from sharing your own personal information. You are free to communicate with your doctor or insurance company (e.g., BCBS) using your college email, even if it involves sharing your own personal details. The policy is focused on protecting the private information of others that you are responsible for safeguarding.</p>
9-4-25	<p>1. With regard to, "1.1.3.3.2. Faculty: Immediately upon non-affiliation," I suggest allowing for at least one semester of continued email service for faculty beyond retirement date.</p> <p>2. State somewhere in the policy the recommended response time to emails, such as 24 to 48 hours.</p>	<p>1.1.3.3.2 The policy states that email access is terminated immediately upon non-affiliation and after the final grade entry for the term. This is because faculty no longer under contract are not authorized to access college systems, and we cannot hold them accountable to our policies. In the situation where faculty are no longer under contract, students should reach out to the appropriate Dean's or Department Head's office.</p> <p>2. While responding within 24-48 hours is a good practice, this policy cannot dictate specific email response times. This is an optional matter best left to individual departments and their internal guidelines, as response times can vary greatly depending on the time of year, workload, and other factors.</p>
9-4-25	<p>Section 1.1.3.3.2 — The way this is written, adjunct faculty would lose their email at the end of their contract. This would be detrimental to all instruction and should be clarified.</p> <p>Section 1.1.3.3.3 — Many of our students take breaks longer than 3 semesters before returning. Losing their email will increase the friction for them to return. Unless there is specific data showing this is a very small number of students, this seems to be an arbitrary timespan.</p>	<p>1.1.3.3.2 The policy states that email access is terminated immediately upon non-affiliation and after the final grade entry for the term. This is because faculty no longer under contract are not authorized to access college systems, and we cannot hold them accountable to our policies. In the situation where faculty are no longer under contract, students should reach out to the appropriate Dean's or Department Head's office.</p> <p>1.1.3.3.3 Unmonitored, dormant accounts are highly vulnerable to being compromised by cybercriminals. An account takeover can lead to serious risks, including phishing campaigns and data breaches that affect not only the individual student but also the entire college community.</p>

		<p>The three-semester timeframe aligns with the college's existing enrollment policy. When a student is no longer registered for three consecutive semesters, they are considered inactive and must reapply to the college. This policy ensures that we are not maintaining thousands of unmonitored, high-risk accounts.</p>
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