MARSHALL UNIVERSITY INFORMATION TECHNOLOGY COUNCIL

Guideline ITG - 10

STANDARD OF COMMON DEFINITIONS

1 General

1.1   Scope: This standard is a compilation of definitions common to all IT policies, procedures, guidelines, and standards.

1.2   Authority: Marshall University Information Technology Council

1.3   Passage Date: August 28, 2015

1.4   Effective Date: August 28, 2015

1.5   Controlling over: Marshall University

1.6   Purpose and Summary: To establish a set of definitions to be used in all IT policies, procedures, guidelines, and standards.

2   Definitions

2.1   **Affiliates:** Individuals, groups, or organizations that maintain a defined relationship with the University that requires the assignment of identities, accounts, and other resources from the University which allows them to use University resources.

2.2   **Agent:** Any third-party that has been contracted by the University to provide a services and who reviews, stores, processes, or transmits Institutional Data as part of those services.

2.3   **Content:** The course content and materials (intellectual property) a course creator develops for instructional delivery as an online course.

2.4   **Course Creator:** The individual(s) who generate original content for the purpose of delivering an online or hybrid course.

2.5   **Data Steward:** A senior-level employee of the University who oversees the lifecycle of one or more sets of Institutional Data.

2.6   **Electronic Communications:** Communication systems including but not limited to electronic mail (email), voice mail, "texting" (instant messaging, SMS, MMS), web and social media, forums, blogs, and web pages.

2.7 **Hybrid Course:** Any distance education course in which a portion of the course is delivered synchronously with scheduled and required online, face-to-face, or on-site attendance requirements; the remainder of the course id delivered asynchronously. Types of Hybrid courses include the following delivery modes and are designated in the Marshall University schedule of courses:

2.7.1 **T-course**: A hybrid course in which 25% or more of the course is delivered synchronously requiring scheduled face-to-face or online attendance. Designation: Technology Enhanced (TE)

2.7.2 **V-course:** is a synchronous course in which the faculty member holds live class meetings in person, by technological means, or by both delivery format simultaneously. Designation: Virtual Class (VC)

2.7.3 **IV-course:** is a synchronous course in which the faculty member holds live class meetings using the interactive video system. Designation: Interactive Video (IV)

2.8 **Information System:** Any electronic system that stores, processes, or transmits information.

2.9 **Information Technology Environment (ITE):** Consists of the technology infrastructure including wires, equipment and devices of the data, voice, video, and more conventional information networks, processors, and storage on our campuses.

2.10 **Institutional Data:** Data that owned or licensed by the University.

2.11 **Online Course:** A distance education course in which 100% of the course content is delivered through an internet based course management system and does not require attendance on one of the University's campuses. Online courses are designated as such in the schedule of courses. Designation: Online Course (OC).

2.12 **Personally Identifiable Information (PII):** Information that can be used to uniquely identify, contact, or locate a single person or can be used with other sources to uniquely identify a single individual.

2.13 **Policies:** A collection of general and specific rules that govern the purchase, use, and disposal of University computer equipment; purchase and use of computer software; storage and protection of electronic files; use of data transmission services; and other matters related to the orderly operation of the University's technology infrastructure. Policies promulgated by the Council are subject to review and comment by the President's Office, the Dean's Council, Faculty Senate, Classified Staff Council and Student Government Association before final adoption. The Marshall University Board of Governors grants final approval to new and revised policies.

2.14 **Protected Health Information (PHI):** Information about health status, provision of health care, or payment for health care that can be linked to a specific individual. This category of information is interpreted broadly and includes all parts of a patient's medical record or payment history.

2.15 **University Information Technology Council ("UITC"):** The official University committee governing University-wide policy for computer, library, distributed education, and network usage at Marshall University. The Council may create subcommittees as needed, with membership beyond itself to facilitate its work.