Roger Williams University
Faculty Senate Steering Committee
Minutes for March 27, 2019
3:15-4:15 PM in GHH 208

Members in attendance: Gregg (GSB), Leavitt (MNS), MacPhee (SS), Moore (SHAE-E), Tait (SHAE-A), Topf (SHAE-H), Van Schepen (AAHP)
Guest: Director of Campus Security, Steven Melaragno

1. The purpose of the meeting was to follow up on a November 2018 Faculty Senate motion that asked Public Safety about the extent of campus surveillance practices in classrooms.
   - The video surveillance system was created long before PS Director Melaragno came to RWU in 2012. Since that time, the university has added new cameras (in response to requests from faculty and staff) and replaced old equipment to keep the system current.
   - Academic spaces connected to the surveillance system include:
     i.   Marine and Natural Sciences Building
          1. Wet lab SE corner
          2. Wet lab North walkway
          3. Hatchery main room
          4. Wet lab Entrance
          5. Wet lab Research room
     ii.  School of Architecture
          1. Computer lab rooms 205,203,146
          2. Wood Shop NE Corner
          3. Photo Lab Room 118
          4. Room 135
          5. Photo Lab Dark Room
     iii. Sailing Center
          1. 1st floor class/meeting room
   - Who views the videos?
     i.   The main purposes of the surveillance cameras are to provide security and deter theft. The cameras are used primarily as an investigative tool to review events after they are reported to Public Safety, rather than as a mechanism for continual remote observation of each location listed above.
     ii.  Access to the recordings is limited and includes: Steve Melaragno, Kathy Sousa, and other Public Safety staff.
     iii. Other university staff members can petition to see one of the recordings if their reasonable request is approved. Requests are usually related to an investigation of an incident, such as an injury, altercation, or theft in that space.
   - Is there any audio in the recordings?
     i.   The recordings are video images without sound.
   - What happens to old recordings? (How long do you keep them? How are they stored?)
     i.   The storage of recordings varies, depending on the amount of traffic in the space. Some of the cameras are motion activated.
     ii.  There is normally a 30 day retention period before the server overwrites the content. That is usually enough time for something to be reported and investigated. If it's a particularly busy area, it may be less than 30 days.

2. Committee discussed whether there is a need to develop policy related to classroom surveillance and concluded that faculty should be informed of the classrooms which have security cameras. Additionally, faculty teaching in those classrooms should be notified when recordings of their class are part of an investigation. Two motions were sent to the Faculty Senate for the May 1, 2019 meeting

3. Next meeting: April 24, 2019 @2:00 pm in GHH 300 –
   - Topic: Open Source materials available through RWU library
   - Guest: Lindsey Gumb

Respectfully submitted
Marybeth MacPhee, PhD
Steering Committee Chair
April 30, 2019