

JONES STUDENT ASSOCIATION

Action Item Report

ACTION ITEM TITLE: Student ID alternatives.

BRIEF DESCRIPTION: Student IDs were sent out with names in some grade reports. This jeopardized the privacy of all Class of 2005 students. The objective was to come up with a way to avoid this situation repeating itself before the next exam period.

DATE REPORTED: March 31, 2004.

JSA REPRESENTATIVE ASSIGNED: Gerhard Golden.

RESOLUTION STEPS: The JSA looked at different alternatives for automatically sending individual e-mails to each student with their individual grade. We ended up getting the help of Andrew Hawthorn in the Technology Club. He designed a spreadsheet containing a macro that can be used by all administrative staff. After conferring with Christa Vandrie, the spreadsheet was sent to all administrative assistants.

ADDITIONAL DOCUMENTATION: None.

CASE CLOSED: September 17, 2004.