



Colorado School of Mines Trailhead CSM Groups Policy

Group Studio Definition:

Group Studio is a set of communications tools and, in total, is a component of the Trailhead Portal of the Colorado School of Mines (CSM). It provides a virtual location where people with a common interest can form groups and communicate using tools such as shared calendar, shared announcements, email, chat, or file sharing. Groups, a collection of people, can request to create a CSM Group, the resource.

Group Studio is an internal resource provided by the Colorado School of Mines. For this reason, all groups must have a school representative, a current faculty, staff member or student as a Group Leader. The content posted within a Group Studio is viewable only to users who have access to Trailhead.

Group Studio Policy Intent:

The intent of the Group Studio Policy is to provide a mechanism for providing definitions, guidelines, and procedures related to Group Studio. Procedures include minimum requirements to request/obtain a CSM Group and maintain a CSM Group. CSM Groups must conform to portal development and related policies.

Group Studio Role Definitions:

School Representative:

Every group requesting or maintaining a CSM Group must have a School Representative. The School Representative is a CSM faculty, staff member or student who ensures CSM Group content adheres to School policies and is also ultimately responsible for its maintenance. School Representatives may delegate maintenance duties. If a CSM group has outlasted its usefulness and has fallen into disrepair, it is the responsibility of the School Representative to request the removal of a CSM Group.

Group Leader:

As a system requirement, each CSM Group must have at least one Group Leader. The Group Leader is responsible for appropriate use of the CSM Group and its tools. Group Leaders have the privilege to update the content and organization of information provided in their CSM group. They have the responsibility to regularly maintain the CSM Group and keep information up to date.

Organization of CSM Groups:

A CSM Group can be formed by any number of members of CSM with Trailhead Accounts. The categories of interest for the formation of a CSM Group include, but are not limited to, academic, social, research, political, and religious interests. Some groups may be automatically populated.

Procedure to Request a CSM Group:

- Log into Trailhead.
- Click the "CSM Groups" icon at the top of the page.
- Click "Request a Group" link at the bottom of the new pop-up window.
- Fill in the form:
 - Group Name: Displayed name of group.
 - Group Title: Short description of group and activities.
 - Guest Page Description: Location to place a longer description of group, seen by non-members of the group.
 - Group Category: category that group falls into, used when guests search for groups.
 - Group Type:
 - Public Groups - Public group homepages are open to anyone and are meant to bring people together who have shared interests or to introduce others to new interests.

Restricted Groups - Membership in restricted groups is subject to certain conditions or requirements. Restricted groups are typically meant to provide resources for individuals who are involved in clubs that support limited enrollment. For example, you would request a *public* golf group if the intent is that anyone who is interested in the sport may join, and a *restricted* soccer group if only members of the school's soccer team can join.

Hidden Groups - Hidden Groups are typically used to publish and discuss sensitive information that should not be available to a public or restricted group. For example, an administrative office may request hidden groups to discuss departmental budget and staffing issues. Hidden groups are not displayed in the group category index and do not have a guest view page. Users cannot join hidden groups on-line and must instead be added by that group's administrator.

Admin Blocked - This option lets you request whether the system administrator will be able to view the contents of the proposed group. For example, a CSM Group would be justified in being "Admin Blocked" if it handles/reviews/discusses sensitive information (e.g. employee review records or other things which should be kept confidential).

- Browse control: Select the roles of individuals who can browse for the group. This sets your target audience for public groups.
- Group Applications: The privilege to use all the group applications will be given to newly requested groups. It is the Group Leader's role to control whether or not an application is available to group members.
- Submit the form.
- A CSM Groups administrator will approve/deny the requested group:

- For ASCSM affiliated groups the director of Student Activities has the authority to approve/deny the requested group.
- For all other groups, the Portal Content Manager or a delegate will have authority to approve/deny the requested group.
- The Requester will be notified of their group's final approval status via email.

Minimum Requirements for acceptance of CSM Group:

- Meeting minimum requirements does not a guarantee that a requested group will be approved.
- Requested groups must be composed of School affiliated students, faculty or staff.
- Groups must not promote activities that are illegal, support commercial activities not associated with the School, or that violate the rights of others.
- Must meet all other guidelines set in this policy.
- Groups related to School coursework should first consult the course instructor for alternatives such as setting up a Blackboard group (for courses using Blackboard) before requesting a CSM Group.

Technical Group Limitations:

- Maximum of 200 MB of disk space for files and folders for the entire CSM group.
- Maximum of 10 MB per uploaded file.

Administration of CSM Groups:

The Group Studio application supports three types of groups: public, restricted, and hidden. To solicit or help regulate membership, public and restricted groups have two homepages, one providing a guest view and one providing a member view. Both types of views are to be maintained by the Group Leader or delegate. Guest views are to give description of group and generally a point of contact for information. Member views are what members of the CSM Group can see.

Groups can have multiple Group Leaders. Multiple Group Leaders may be helpful if there are multiple officers within the group. A Group Leader can promote a member of the CSM Group to Group Leader. Group Leaders can also delegate the maintenance of group tasks to members without giving them the full privileges of the Group Leader position.

Maintenance of CSM Groups:

Groups that fall into the following criteria will begin the removal process at the next scheduled maintenance:

- Group has not been accessed in the last 90 days (half semester).
- Group has not had new content added in last 180 days (full semester).
- Longer time periods than those listed above can be authorized.
- ASCSM affiliated groups must remain in good standing according to ASCSM bylaws.

Removal Process:

The review and removal process will be administered by CSM Groups administrator.

- Group Leader(s) will be notified of an "intent to remove" via email.
- 30 days after the notification the group will be disabled (no member or Group Leader(s) will have access to change information in the group).
- The disabled period will last for 60 days.
- At the end of the disable period the CSM Group will be permanently removed.
- Groups which are associated with a course will be removed at the semester's end (exceptions can be made).
- Any time prior to the CSM Group being permanently removed, an appeal can be made (using the "Request Modification" tool) by a Group Leader to a CSM Groups administrator which may reverse the removal process.
- Requests can be made to delete/disable a CSM Group by a Group Leader if the group has outlasted its usefulness. This process can be initiated by using the "Request Modification" tool.

Immediate Disabling of Access:

If a group infringes on any of the following they will be subjected to an immediate disabling of access to their CSM group:

- Violating Academic Computing & Networking Resource and Responsible Use Policies and Guidelines
[<http://www.mines.edu/academic/computer/policies/computrpolicies.pdf>]
- Violating campus Student Code of Conduct
[<http://www.is.mines.edu/studentactivities/campusrulesandregs.pdf>]
- Illegally publishing or distributing content and copyrighted materials or licensed software.

Disclaimer:

Although content is kept internally, all opinions and statements made in a CSM Group should be considered public.

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