



## Rowan College of South Jersey

Administrative Procedure: 4009  
**WEB CONFERENCING**

The College's official web conferencing platforms are:

- **Zoom:** for use by instructors and students in teaching and learning
- **Microsoft Teams:** for use by College employees in interactions related to business and institutional committees.

The above web conferencing platforms are the only web conferencing platforms that may be used to conduct business initiated by the College, including interactions with external parties.

No other web conferencing platforms may be used for synchronous online communication initiated by the College. College employees may use other web conferencing platforms to attend meetings hosted by external parties.

Training on these platforms is available through the Division of Innovation and Technology.

It is expected that employees of the College will follow existing codes of conduct and professionalism while using the web-conferencing platforms.

All parties should be made aware when a session is being recorded. Note that there is an alert within the web-conferencing platform that let attendees know when a session is being recorded.

Area: Innovation and Technology

Approved: 07/14/20

President's Authorization:

A handwritten signature in black ink, appearing to read "Fred Kauter", written over a horizontal line.

References:

Rowan College of South Jersey Board of Trustees Policy Manual, *4009 Web Conferencing*

Administrative Procedure: 4009 Web Conferencing