



Center for Academic Vision & Excellence

## Project Responsible Printing Procedures

### Mandate:

As a courtesy, the Center for Academic Vision and Excellence (CAVE) provides limited black and white printing to students for essential academic purposes. Within reason, “essential academic purpose” includes printing only essential materials that are necessary for class performance.

### Purpose for Procedure

In recent years, the cost of printing in the CAVE has increased and, proportionate to the entire CAVE budget, printing has become a major expenditure. In order to better utilize these resources and to restore printing services to their intended purposes and users, essential academic materials for enrolled students, the CAVE has introduced, *Project Responsible Printing*, a “limited student printing” process. In this process, signage and verbal coaching has begun, which asks students to be “mindful and conservative when printing,” and directs Faculty to their academic department for printing needs.

### Procedures

#### 1. PRINTING

- A. Students are permitted to use the printers in the CAVE to print black and white copies for their own academic purposes.
  - i. Students are not permitted to print more than one copy of the same document.
  - ii. Students are not permitted to print documents for social clubs, activities, or events unrelated to academic coursework.
- B. Students are permitted to use the printers in the CAVE to print black and white copies of “essential course materials.”
  - i. “Essential course materials” are defined as related documents that are necessary for students to be successful in their classes.
  - ii. “Essential course materials” do not include textbooks, e-books, manuals, or any other copyright protected materials.
  - iii. Students found to have printed copyright protected materials, including but not limited to textbooks, e-books, manuals, or mailing materials, etc., will be reported to the Dean of Student Success for considerations of referral to the Academic Standards Committee.
- A. Students are not permitted to use the printers to produce abusive, obscene, defamatory, or slanderous materials.
  - i. Students found to have used the printers to produce materials, deemed abusive, obscene, defamatory, or slanderous, will be reported to the Dean of Student Success for considerations of referral to the Academic Standards Committee.
- B. Students are permitted to use any of the computers (12) and printers (2) within the CAVE for printing purposes.
  - i. Students are expected to use the computers and printers appropriately and responsibly.

- C. Students are permitted to use the CAVE's printing services during posted hours of operation.
  - i. Posted hours of operation are:
    - Monday through Friday, from 8:00AM-5:00PM.
    - Sunday, from 5:00PM-9:00PM
  - ii. Students are expected to abide by the posted policies within the space related to loud speech, food, and beverages.
  - iii. Students who do not abide by the posted policies will be verbally coached regarding the policies.
  - iv. Students who do not abide by verbal coaching, will have their actions reported in the CAVE's daily reporting log.
  - v. Students who continue to be disruptive will be reported to the Associate Vice President of Student Affairs for considerations of referral to the Academic Standards Committee.

## 2. COMMUNICATION

- A. In Project Responsible Printing, signage and verbal coaching are the initial approaches used to communicate changes to students, staff and faculty. Additional communications may be issued by either the Executive Director of Student Learning and Advising or the Dean of Student Success.
- B. Signage has been placed at each computer station, physically on the printers, to the side of the printers, and on the AMX slide monitor communicating the changes to printing in the CAVE.
- C. Verbal coaching is to be provided to students using printing services. Key concepts to be communicated are:
  - i. "Limited student printing" is being encouraged as we align with our Benedictine core value of Responsible Stewardship. The CAVE is committed to using the resources we have been provided in an appropriate manner. Unlimited printing and permitting printings of materials that are neither essential nor related to course requirements, or that violate copyright protections are antithetical to the aforementioned value.
  - ii. "Limited student printing" is being encouraged as we prepare students for the possibility of a time when printing functions in the CAVE may be limited by definitive policy changes and technological capabilities.
  - iii. "Essential academic purposes" is being encouraged as we align to the mission and vision of the CAVE. The CAVE strives to provide services that are "building blocks for academic success" and that are "value-added" to student learning.
  - iv. "Essential academic purposes" is being used to encourage students to only print materials that are vitally important to class performance. Items that are not vitally important to class performance or can be viewed in an alternative format (saved as a PDF, viewed through Courses, or may be read online, etc.,) should not be printed.
  - v. "Mindful and conservative printing" is being used to encourage students to only print what is essentially necessary so that overuse of paper and ink may be reduced. Each day, a multitude of excess papers and documents are placed into the waste basket and recycle bin when additional pages of a document are accidentally printed.
  - vi. "Mindful and conservative printing" is also being used to encourage students to not print hundreds of pages of documents for any purpose. A few times each week, the CAVE retrieves printed documents (i.e., Student Laboratory Manual, or e-textbooks) that are left behind on the printer.

- vii. “Mindful and conservative printing” has been adopted to discourage the practices of 1) Overuse of paper and associated ink and 2) printing materials that may violate copyright laws, the latter placing students in danger of Academic Standards Violations, which could result in students being expelled from the college.

### **3. PRINTING DISPUTES**

- A.** Our goal for this process is to not make the printing process difficult for students, instead it is to inform them of this new procedure.
- B.** In cases of disputes, verbal coaching should take place first. Review 2-C.
- C.** If students are not calmed, or become agitated following the verbal coaching and wish to speak with someone else, the following Chain-of-Command should be followed for resolution.
  - i. Staff Coordinator/Tutoring Coordinator in the Evening
  - ii. Associate Director of Student Learning
  - iii. Executive Director of Student Learning and Advising
  - iv. Dean of Student Success

### **4. FURTHER INSTRUCTION**

- A.** Project Responsible Printing is now in effect, therefore, we will monitor and adjust signage, verbal coaching, and feedback on the process as necessary.
- B.** At no time, should verbal coaching become confrontational on the part of a CAVE staff member. It is not in our purview to verbally belittle or demean a student.
- C.** If at any time a student becomes confrontational, including belittling or demeaning a CAVE staff member regarding this process, the Chain-of-Command described in section 3-C, should be followed.