

**Proposed ITPB Endorsements**

**Recommendations for Electronic Business via Email**
(Endorsed by ECC task force but not yet endorsed by ECC; reviewed by CSG with final discussion and vote planned)

**Outcomes of Email Model:**

1. UCLA should provide a campus email address for all students, faculty and staff through which it is expected that campus business can be conducted. BOL accounts will be provided to anyone who does not otherwise have an email account.

2. Undergraduate students must have a @ucla.edu email address.
   - the address can be selected
   - the address is persistent for life

3. Graduate students, faculty, and staff may optionally create a @ucla.edu email address that is automatically forwarded to an ‘actual email account’. Either a @department.ucla.edu or @ucla.edu email account may be used as the ‘actual email account’ in accordance with departmental policy.

4. If an email account is provided by a department, the department must update the ‘actual email account’ field in the central directory database.

5. Faculty and staff should be required to publish their email addresses unless there are safety or privacy concerns. A way to accomplish this is to publish an internal (visible only to UCLA) directory and an external directory. Publishing in the internal directory would be the default and mandatory. The external directory could have an opt-out feature.

**Assumptions of BruinPost:**

*No fee for these services*

6. Official Notifications are sent to fixed lists of recipients who satisfy the selection criteria (e.g. all staff, all students, Academic Senate Members, etc.) that is built into the system and does not change between messages. Individuals who satisfy the selection criteria are automatically included in the list and they do not have the ability to remove themselves from the list.
   - Plain or formatted text
   - No attachments, use web links
   - Scheduled distribution – within 2 business days

7. Weekly Digest is used for non- ‘official’ emails. Recipients can opt-out.

8. Sender is responsible for message content and quality. MDDS is gatekeeper for faculty and staff; Registrar’s Office is gatekeeper for students.