

SENATE ACTION FORM

No. 1251

Subject: Learning Management Systems Use Policy (LMS)

Reference to Senate Minutes dated: May 1st, 2023

Senate Action:

MOTION: Approve APC's policy as amended.

VOTE: The motion passes with majority yea's, one nay and one abstention.

Response requested:

Approval for placement in University Catalog, Undergraduate and Graduate

Approval for placement in University Regulations

Recommendation to Board for placement in Board Policy Manual

None (sent as information item)

Other action requested/comments:

Davit Serbet

May 16th, 2023

Faculty Senate Chair

Date

* * * * *

Administrative review of Senate action (unnecessary for information items):

Reviewed by **VPAA/Provost**. Check if comments attached

Reviewed by **General Counsel**. Check if comments attached

Presidential action:

Approve Reject Return to Senate for discussion/modification

(comments attached)



President/Designated Administrative Officer

May 31, 2023

Date

Date of Board approval (if applicable): _____

PLEASE RETURN SIGNED ORIGINAL AND ATTACHMENT TO THE FACULTY SENATE OFFICE, CARTER HALL 2004, BOX 75.
Faculty.Senate@unco.edu

Attachment to Senate Action #1251
Approved by the Faculty Senate

FACULTY SENATE MOTION

Subject: Learning Management System (LMS) Use Policy

Originator/Date: APC 3/20/2023; revised 4/4/2023

Placement(s): Board Policy Manual

Approved by APC on 4/4/2022 and sent to Codification

Reviewed by Codification and returned to APC

Approved by APC on 4/17/2022 and sent to Faculty Senate 5/1/2023

Motion: Adopt the changes to Board Policy as outlined below.

Purpose/Rationale: Students have reported that their potential for success can be improved in courses when the instructor provides a Canvas course shell that includes a calendar of due dates for assignments and grades for all their assignments, so they can see their current grade in the class. The policy below separates these concerns into two initiatives. First, the policy would require all instructors of reasonably sized courses to create a course site in the university's Learning Management System (currently Canvas), which provides a consistent online location for students to find information about their courses. Second, the policy clarifies the requirements that instructors provide due dates for all assignments and communicate grades of those assignments so students can determine how they are performing in the class.

Using Canvas for setting due dates and recording grades is an easy way for faculty to fulfil these requirements, but the policy below allows for flexibility of grading style and use of online tools beyond Canvas which might be appropriate in some instances.

For further motivation, see the suggestions forwarded to APC by the Undergraduate Council in Appendix A.

Current Practice: While many faculty utilize Canvas to communicate with students, including posting assignments and grades, there are some faculty who do not use this system. Some colleges have implemented standards for Canvas use, but there is no university wide requirement to use the system. The university provides basic templates and trainings for the use of Canvas for any faculty who need these resources.

Proposed Language: (changes in yellow).

2-3-402 Teaching Responsibilities.

2-3-402(1) On-Campus Programs. (1)(a) At the beginning of each term, instructional staff members are responsible for stating clearly the approved course descriptions and the instructional objectives of each course they teach at the beginning of each term. It is expected that each instructional staff member will shall direct their instruction toward the fulfillment of these objectives, and that that their examinations will be consistent with these objectives. Instructional staff members are responsible to for orientation the of content of in the courses they are assigned to teach to the approved course descriptions.

(2)(b) Instructional staff members are responsible for informing their students in their classes of the methods to be employed in determining the final course grade, and of any special requirements of attendance which that differ from the attendance policy of the University.

(3)(4) **Attendance:** Regular attendance in all classes will be assumed is expected and encouraged. The instructor will shall determine the relationship between class attendance and the objectives of the class, and the way in which they will the instructor shall evaluate attendance

as a factor in the student achievement of the student. The instructor is responsible for informing students of such policies as these policies relate to the students' grades. Students also have the responsibility of knowing the policies of each course.

- (4) Due dates for all assignments, including changes to any tentative dates of assignments listed in the initial course syllabus, shall be communicated with sufficient notice for students to complete the assignments.
- (5)(H) Instructional staff members are responsible for collecting and grading all required examinations, papers, and projects, completed by the students. Instructors are required to make these graded coursework available for their student inspection and discussion. Grades for assignments should be made available within two (2) weeks, in a manner that allows students to determine their current grade in the course. All examinations, papers, and projects submitted for evaluation which are not returned to the student will shall be retained for the next semester of the academic school year for this purpose. In courses not requiring without written examinations, papers, or projects, the instructor will shall provide a written explanation articulating indicating the basis for all grades submitted for that course in sufficient. Sufficient detail must be provided to demonstrate that the evaluation is not to protect the student from prejudiced arbitrary or capricious. evaluation
- (6) In each section of a course with at least three (3) enrolled students, the instructional staff member shall maintain a course site (or shell) on the University's Learning Management System ("LMS"). Elements of the course outline are described in 2-3-501. Instructors are encouraged to use the LMS for communications with students, distribution of course materials, scheduling of assignments, and reporting of grades, as appropriate for the content and methodology of the course. Academic units may implement policies for the use of the LMS among instructional staff delivering their courses.
- (7)(III) All instructional staff members are expected to meet their classes regularly (through the last scheduled meeting session of the semester or part of term,) and at the scheduled time, and through the delivery mode stated on the course schedule. In cases of illness or any other emergency, the instructor will shall notify the department chair/school director so that appropriate action may be taken. support can be provided. The University reserves the right to make any necessary temporary changes of class schedules and/or mode of delivery. Such changes must be approved by the respective department chair/school director and dean.
- (8)(IV) In addition to the course sessions announced in the Schedule of Classes, faculty instructors may require attendance at course-relevant events (e.g., study sessions, training sessions, lectures, concerts, theatrical productions). Such requirements shall be articulated in the course syllabus, although specific times and dates may be determined during the progress of the semester or term. In setting such requirements, however, faculty instructors shall make reasonable accommodations for students with significant scheduling or logistical challenges by offering through multiple opportunities or alternative means to satisfy a given requirement.
- (9)(V) All instructional staff members whose responsibilities involve students are expected to schedule a reasonable number of office hours for student conferences. Such office hours should shall be scheduled at times convenient to for both students and instructors with the additional option of prearranged appointments for students when there is a schedule conflict. The number of office hours shall is to be determined at the appropriate administrative level. and office hours should be a matter of common knowledge.
- (10)(VI) Instructional staff members who are responsible for academic advising are expected to be in their office shall be available at specified hours agreed upon by the instructor and student

during the period of each enrollment. Arrangements will be made for advising during registration.

(11)(VII) Instructional staff members are responsible for providing an opportunity for student evaluation of each course taught, provided that more than one (1) student is enrolled in the course. This opportunity will shall be consistent with the student evaluation policies and procedures approved by the academic unit. for the instructional staff member's academic unit. Each college dean will shall ensure that such policies and procedures exist within their college/University library and in. In consultation with the relevant unit leader, deans may approve unit-specific student evaluation policies and procedures.

(12)(VIII) Fundraising, whether to benefit UNC or a third party is an extra-curricular activity. As such, the level of fundraising success achieved, or amount of funds raised, cannot be used in determining grades in any direct study, internship, class curriculum, or program of study. The prohibitions of this policy do not apply to the study of fundraising entities and grant writing in their processes.

2-3-402(2) Off-Campus Programs. [Remove completely]

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2-3-402 Teaching Responsibilities.

- (1) At the beginning of each term, instructional staff are responsible for stating the approved course descriptions and the instructional objectives of each course. It is expected that each instructional staff member shall direct their instruction toward the fulfillment of these objectives, and that their examinations will be consistent with these objectives. Instructional staff are responsible for orientation of content in the courses they are assigned to teach.
- (2) Instructional staff are responsible for informing their students of the methods to be employed in determining the final course grade, and of any special requirements of attendance that differ from the attendance policy of the University.
- (3) Regular attendance in all classes is expected and encouraged. The instructor shall determine the relationship between attendance and the objectives of the class, and the way in which the instructor shall evaluate attendance as a factor in student achievement. The instructor is responsible for informing students of such policies as these relate to the students' grades. Students also have the responsibility to know the policies of each course.
- (4) Due dates for all assignments, including changes to any tentative dates of assignments listed in the initial course syllabus, shall be communicated with sufficient notice for students to complete the assignments.
- (5) Instructional staff are responsible for grading all required examinations, papers, and projects completed by students. Instructors are required to make graded coursework available for student inspection and discussion. Grades for assignments should be made available within two weeks, in a manner that allows students to determine their current grade in the course. All examinations, papers, and projects submitted for evaluation not returned to the student shall be retained for the next semester of the academic school year. In courses without written examinations, papers, or projects, the instructor shall provide a written explanation articulating the basis for all grades submitted for that course. Sufficient detail must be provided to demonstrate that the evaluation is not arbitrary or capricious.
- (6) In each section of a course with at least three enrolled students, the instructional staff member shall maintain a course site (or *shell*) on the University's Learning Management System (LMS).

Elements of the course outline are described in 2-3-501. Instructors are encouraged to use the LMS for communications with students, distribution of course materials, scheduling of assignments, and reporting of grades, as appropriate for the content and methodology of the course. Academic units may implement policies for the use of the LMS among instructional staff delivering their courses.

- (7) All instructional staff are expected to meet their classes regularly (through the last scheduled session of the semester or part of term at the scheduled time, and through the delivery mode stated on the course schedule. In cases of illness or any other emergency, the instructor shall notify the department chair/school director so that appropriate support can be provided. Temporary changes of class schedules and/or mode of delivery must be approved by the respective department chair/school director and dean.
- (8) In addition to the course sessions in the Schedule of Classes, instructors may require attendance at course-relevant events (e.g., study sessions, training sessions, lectures, concerts, theatrical productions). Such requirements shall be articulated in the course syllabus, although specific times and dates may be determined during the progress of the semester or term. In setting such requirements, however, instructors shall make reasonable accommodations for students with significant scheduling or logistical challenges through multiple opportunities or alternative means to satisfy a given requirement.
- (9) All instructional staff whose responsibilities involve students are expected to schedule a reasonable number of office hours for student conferences. Such office hours shall be scheduled at times convenient for both students and instructors with the additional option of prearranged appointments for students when there is a schedule conflict. The number of office hours shall be determined at the appropriate administrative level.
- (10) Instructional staff responsible for academic advising shall be available at specified hours agreed upon by the instructor and student.
- (11) Instructional staff are responsible for providing an opportunity for student evaluation of each course taught, provided that more than one student is enrolled in the course. This opportunity shall be consistent with the student evaluation policies and procedures approved by the academic unit. Each college dean shall ensure that such policies and procedures exist within their college/University library. In consultation with the relevant unit leader, deans may approve unit-specific student evaluation policies and procedures.
- (12) Fundraising, whether to benefit UNC or a third party is an extra-curricular activity. As such, the level of fundraising success achieved, or amount of funds raised, cannot be used in determining grades in any direct study, internship, class curriculum or program of study. The prohibitions of this policy do not apply to the study of fundraising entities and grant writing in their processes.

Appendix A.

The following was sent to APC from UGC on 2/27/2023. This appendix will not be part of Board policy, it is provided only as part of the rationale for the change.

Recommended Policy for Canvas Shell

The Undergraduate Council (UGC) is proposing a Canvas shell policy for all faculty teaching undergraduate courses. There are two reasons for developing a policy:

1. Students arriving at the university today have been relying on online educational platforms that include announcements, calendars, and gradebooks for many years. Given this, students have the basic

expectation that they will have access to their academic progress in courses through a platform such as Canvas.

2. Based on student feedback from surveys and comments made to faculty, having a 'structure' (described below) for the Canvas site has the potential to improve student outcomes in courses. Canvas also provides an optimal means of communication between faculty and students that is maintained as a record.

This policy responds to both our students' expectations and their complaints regarding the current use of Canvas across undergraduate courses at UNC (points #1 and #2, above). This policy outlines certain elements of Canvas that should be present for every undergraduate course at UNC, those elements creating the 'structure' of the Canvas site. **These minimum standards should apply to all undergraduate courses (on-campus, online, and hybrid), though exceptions for individualized instruction (e.g., research, internship, etc) may be appropriate.** The goal of the policy is not to constrict creative use of Canvas by faculty across the disciplines in our undergraduate curriculum, but instead to define a *minimum shell structure* that includes the components below. **It is important to note that this policy does not preclude a more extensive use of the Canvas tools and functionality by faculty, as needed by their courses.**

1. Introduction to using the Canvas shell – This is a component of the shell that describes how to use the shell; e.g., where to find assignments, lecture materials, readings, etc. This could be done with a video or documentation on the home page, or by borrowing or adapting content from the "Start Here" module in the IDD-developed course template.

2. Syllabus – We see the Canvas shell as the go-to point for students to keep track of their course responsibilities. Thus, the syllabus obviously becomes part of the minimum requirements for any Canvas shell. There should be due dates for all assignments clearly listed on the syllabus. The syllabus could be accessed by the student through an attached document or a link to a document under the Syllabus tab, or by using the functionality of the Syllabus tab of Canvas.

3. Post all Assignments with Due Dates --- Students use the Canvas shell for scheduling and, thus, the **Calendar** tool is very important. By creating and publishing Assignments with due dates, these automatically populate the **Calendar** and the **Gradebook**. This minimum requirement includes the faculty member actively using the Gradebook to record and post student grades.

4. Canvas Navigation Options --- The navigation section of Canvas must include at minimum these four items: Syllabus, Announcements, Assignments, Grades.