

Learning Management System (LMS) Course Site Retention Policy

Overview

The primary function of the College's Learning Management (LMS) system is to provide virtual course websites to support teaching and learning at Union College. The current LMS instance at Union College is Moodle. It is cloud-based Software as a Service (SaaS) and the hardware is neither housed nor maintained on site at Union College. Union College maintains a terms of agreement with eThink, host of the Union College Moodle system, to ensure strategic and coordinated partnership with eThink and local Information Technology Services (ITS) staff. Training and support on the LMS system are available from ITS at helpdesk@union.edu.

Purpose of Policy

To define how long courses contained in the College's Learning Management System (LMS) will be retained.

Guiding Principles

- To retain course sites and content for a period of time which instructors and students find adequate and useful.
- To optimize the performance of the LMS.

Scope of Policy

This policy covers courses contained in the Learning Management System(s) hosted and maintained by eThink and managed locally by ITS.

Statement of Policy

ITS retains LMS courses on a rolling five (5) year basis from the end of the term a course is taught.. Instructors may request that a course be exempt from deletion. The Director of Learning Technologies and Environments handles exemptions on a case-by-case basis. Conversely, an instructor may request that a course be deleted sooner than five (5) years from the end of a course.

Deleting a course site from the LMS permanently removes it from the LMS system so that it is no longer accessible. When a course site is deleted it is automatically removed from a user's course list. All materials stored in the course site are deleted. This includes all files, grades, assignments, quizzes, surveys, links and anything else associated with the course site that is stored in the LMS database and file system areas.

Instructors are responsible for backing up their own course materials at the end of each term. Retaining copies of the syllabus, electronic grade book and electronic student work is the sole responsibility of the instructor. Instructors should always download student work or make copies of the grade book prior to removal of material from the course. It is also recommended that instructors backup courses before they are scheduled for deletion by Information Technology Services. ITS will not automatically backup any course prior to deletion.



INFORMATION TECHNOLOGY SERVICES

Instructions on how to make copies of the grade book, as well as how to backup/restore a course site are provided at the ITS website (<http://its.union.edu>) under documentation about the current LMS (i.e., Nexus).

Review of Policy

Information Technology Services, the Liaison Committee for Academic Computing and Technology, and other appropriate departments as deemed necessary by the Director of Learning Technologies and Environments shall review this policy. This review will occur at least annually and at other times as needed, and faculty shall be notified of any resultant changes.