Report of LMS Advisory Committee for IT Council
February, 2017

- Recommendation regarding course access
  - General concepts were discussed and approved by IT Council in April, 2016
  - Operating standards were developed by Dr. John Bourhis (LMSAC member) and Associate Provosts Masterson and Craig (see attached).
  - Feedback
    - Masterson shared the standards draft with ALC on Dec. 7. There was no time for discussion. The only comments were from individuals who wondered why courses developed with university funding weren't automatically usable by someone else. The deans said they'd share the draft with DHs and pass along any feedback.
    - Bourhis shared the standards with DEC on Dec. 7. He characterized their response as overwhelmingly positive. There was discussion of an alternative policy in place in COB (more below).
    - Masterson will be sharing standards at Academic Administrator Assembly on March 20. John Bourhis and Julie Gallaway will share with Faculty Senate. That will complete the feedback cycle. Next steps?
  - REMAINING ISSUE: What about the alternative policy currently in place in COB (attached)
    - Rachael said she thought that it could "breed confusion," but I haven't pursued the issue with her formally.
- Recommendation regarding inclusion of Collaborate in new Bb contract
  - Collaborate is really the only feature of interest as an option
  - LMS group discussed features of various videoconferencing options currently used on campus. Not possible to get valid current use statistics, so committee decided to survey faculty regarding Collaborate.
  - Current status, advice, next steps

Background Information

The third of four initial charges given to the Learning Management System Advisory Committee (LMSAC) upon its creation in December 2014 was:

> Determine the standards and procedure required for appropriate lifecycle management of courses, including creation, permissions, maintenance and archiving processes, and develop and present to IT Council a plan to address stakeholder needs.

The advisory committee has previously determined that no changes to course creation are required at this time, and created a plan for course maintenance and archiving processes, which was submitted to, and approved by, IT Council in February 2016.

Recommended Course Permission Standards

I. BLACKBOARD SITE ACCESS FOR REPLACEMENT INSTRUCTOR

If an instructor cannot finish a course, the Department Head will assign a replacement instructor to complete the course by changing the instructor of record. This results in the new instructor having automatic access to the existing Blackboard site for the course he/she has been assigned to teach.

A. Whenever possible, a reasonable effort must be made by the Department Head to contact the original instructor of record to discuss the situation and possible actions.

B. The replacement instructor will be notified that he/she is to use the course materials in that semester only. He/she may not copy, disseminate or use the course content for any other purpose than to complete instruction of the particular course for the current academic semester at Missouri State University.

II. ACCESSING BLACKBOARD MATERIALS USED BY PER COURSE FACULTY

As part of routine performance review, a Department Head or his/her designee may access Blackboard materials used by a per course faculty member.

A. Whenever feasible the Department Head should contact the per course faculty member in advance to notify him/her of their virtual classroom visit, to discuss the purpose of the visit and to arrange an appropriate time for the visit to occur.

B. Once notified, the per course faculty member may grant access to the Department Head for the classroom visit or the Department Head may contact Computer Services to request access to the relevant Blackboard site(s). Any such request to Computer Services must be made in writing, specifically the purpose for which access is requested, to whom access will be granted and the length of time access will be available.

C. The per course faculty member must be notified in writing by the Department Head that temporary access has been granted, to whom it was granted and for what purpose.

D. Any findings that result from a virtual classroom visit must be communicated to the per course faculty member consistent with policies governing performance review of per course faculty in the per course faculty member's department.

III. ACCESSING BLACKBOARD MATERIALS USED BY FULL-TIME FACULTY

A Blackboard site(s) may contain relevant evidence to support a personnel action made by an administrator. A Department Head may request access to a full-time faculty member's Blackboard materials for the purpose of making a reappointment, tenure or promotion decision or for the purpose of writing a letter of recommendation.

A. The Department Head must ask and be granted permission to access Blackboard materials by the full-time faculty member under review.

B. Access may be accomplished by the full-time faculty member adding the Department Head to the Blackboard site(s) or by providing the Department Head with a printed copy of materials that are used on the Blackboard site(s). The form of access that is most relevant will be determined by the Department Head and the full-time faculty member in consultation. Ultimately, the decision to grant access and the form that access will take resides solely with the full-time faculty member under review.

C. Access must be consistent with all relevant policies, procedures and protections described in the department's Personnel Guidelines and the Faculty Handbook.

3.8 COB Policies Related to Online and Hybrid ("Blended") Courses, *Approved by COB Leadership Team 6/1/15. Effective 1/1/16.*

I.   Goals

The following policies have been developed to help establish a core set of both required and recommended practices that will improve the delivery on COB online and hybrid/blended courses.   The institution of the following policy is to ensure the academic integrity and quality of online and hybrid courses, consistent with AACSB requirements that courses in all modalities should be of equal quality.

II.   Definitions: Course Modalities

A. Online Course - A course whose lectures are delivered entirely online, requiring no traditional classroom time. Proctored exams may be required.

B. Hybrid (also known as "blended") course - A course which:

1. Integrates online and traditional face-to-face class activities in a single course.

2. Includes a portion of the face-to-face time —specifically from 30% to 70

C. The use of the word "online" below is understood to include both online and hybrid courses.

III.   Required Policies

A. The syllabus for online courses should be posted at least one week prior to the start of classes.

B. The current university-wide learning management system (e.g., Blackboard or other Learning Management System) should normally be used. The communication platform that will be used should be specified in the course syllabus.

C. Online courses must include at least one proctored event comprising a significant portion of the course grade in each online course. A proctored event is a monitored and graded effort where each student's identity is verified. Proctoring may be accomplished either through electronic online means or by administering the event on-campus or at an approved off-campus proctoring site. Examples of proctored events include exams, presentations, or any other significant graded

course assignment. Online courses with exams must include at least one proctored exam of significant weight.

D. Students must be notified of the potential for additional proctoring fees both in the registration process and in the course syllabus. This notification of additional potential fees associated with online proctoring should be reiterated on the first

day of class.

E. Instructors teaching courses online for the first time must meet or consult with a Faculty Center for Teaching and Learning (FCTL) instructional designer before creating or teaching an online class.

F. **Each online instructor must grant guest access to the Department Head every semester.**

IV. Recommended Practices

A. Online course instructors should log in to their course at least once each day in order to check for any student questions or issues, if applicable and should respond to student issues within 24 hours after the student has submitted a question.

B. Online course instructors should grade and return assignments in a timely manner.

C. Online course instructors should be available in various methods to meet the needs of students. Email, phone, web meetings, or other similar technologies can be used to meet with students.

D. Instructors teaching online courses should regularly participate in continuing education for the latest online delivery tools, video lecture design, and technology for course delivery. The instructor should document currency on their annual evaluation.

E. The Department Head should review the online course material annually to assure quality instruction. Ideally, this occurs during the annual evaluation period.