

# Learning Management System Advisory Committee – Recommended Course Permission Standards

## 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. BLACKBOARD GRADEBOOK ACCESS FOR RESPONDING TO GRADE APPEALS**

A Department Head or his/her designee may request that Computer Services export and provide the Blackboard course gradebook for a faculty member who is not currently employed by the University (see Faculty Handbook Section 4.5.1.6.).

### **III. USE OF BLACKBOARD MATERIALS DEVELOPED WITH MSU FUNDING SUPPORT**

Blackboard course materials developed with substantial university resources may be used by the appropriate academic department, and faculty developers agree to this stipulation when they are given funding or reassigned time in exchange for course development (see Intellectual Property Policy Statement, Section I, Paragraph 10). Consequently, the faculty developer will provide the archived course to his/her department head at the conclusion of the semester in which the supported course is

first offered. Computer services will assist the faculty member and/or the department head with this process.

#### **IV. REVIEWING 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.

#### **IV. REVIEWING 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.