

# Learning Management System Advisory Committee – Recommended Course Permission Standards – October 2016

## 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

After consultation with stakeholders, the advisory committee recommends the following standards for course permissions be adopted:

- All access to course materials and resources must be in compliance with Missouri State University Governing Policies concerning Intellectual Property [G3.04 Intellectual Property](#), with particular regard being given to [G3.04-2 Creation of Intellectual Property Policy](#), which states that *Course content, whether seated, online or blended, shall be owned by the Creator(s) unless the content was developed under a specific agreement or with the use of substantial University resources. Other individuals do not have a license to use course content for any other purpose, except as approved by University and Creator.* As such, individuals that are granted access to Blackboard course sites should be given clear guidance that they have permission to review materials, but not to copy and use the materials without the permission of the course creator.
- Academic Administrators (as defined by Missouri State University Operating Policy [Op3.08-2](#)) may request and be granted permission to access Blackboard course sites belonging to members of their administrative units for business-appropriate purposes. This permission may be granted at a whichever access level is requested by the Academic Administrator. Whenever feasible, the course creator should be notified whenever access to one of their course sites has been granted, including the level of access that was granted, to whom it was granted, and who made the request.
- Academic Administrators (as defined by Missouri State University Operating Policy [Op3.08-2](#)) may also request that other persons be granted permission to access Blackboard course sites

belonging to members of their administrative units for business-appropriate purposes. This permission should be granted at the level of Course Builder in order to maintain the confidentiality and privacy of student information. Whenever feasible, the course creator should be notified whenever access to one of their course sites has been granted, including the level of access that was granted, to whom it was granted, and who made the request.

- That the advisory committee be allowed to continue work with stakeholders to further define and clarify the meaning of “business-appropriate purposes” and to develop the procedures for requesting and granting access to Blackboard course sites.