

ADMINISTRATIVE POLICY LEARNING MANAGEMENT SYSTEM

This policy pertains to employees and students.

Fox Valley Technical College recognizes the value of leveraging teaching technologies and a Learning Management System (LMS) as a means of meeting its educational mission and reaching a diverse population of students with a wide range of educational needs. To maintain the highest quality of education consistent with the mission of the College and with institutional, legislative, and accreditation standards, all programs and classes will meet the requirements set forth in this policy.

In addition, all programs will comply with any relevant industry accreditation standards specific to distance education. In the event of a conflict between college and program accreditation standards, distance learning practices specific to accredited programs will align with the more stringent standard. In addition, all related college policies (e.g., Copyright Compliance, Grading, etc.) will be followed.

A learning management system (LMS) is the software application that provides the college-determined course delivery framework. All class sections in all delivery formats will have active LMS shells, meeting the minimum [FVTC LMS Design and Content Standards](#). Faculty will be prepared to shift classes and their instruction to distance education delivery formats to the extent possible if/when needed.

Definitions

Distance Education – Education that uses technology to facilitate instruction with students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor, either synchronously or asynchronously (34 C.F.R. 602.3; Higher Learning Commission, 2020).

Program Accreditation – Additional accreditation related to specific occupational areas (e.g., American Culinary Federation, American Dental Association Commission on Dental Accreditation, National Kitchen and Bath Association, etc.).

Reference FVTC's Instructional Modes definitions for more information on the various instructional modes: <https://www.fvtc.edu/flexible-learning>.

Academic Quality

Regardless of delivery format, instructors will design and administer all sections of a class using the same competencies, levels of quality, academic rigor, and assessment performance expectations. Instructors will provide syllabi and grading rubrics that describe the evaluation criteria. To maintain consistent academic quality across the institution, classes will be reviewed in the LMS by instructional leaders during the faculty evaluation process according to College standards including, but not limited to, the following:

- Minimal Content and Interaction Requirements [FVTC LMS Design and Content Standards and Best Practices for Instructional Interaction](#)

- Class Documentation
 - Class structure aligned with the College [LMS Standard Template](#)
 - Syllabus aligned with the [College Syllabi Template as updated annually](#)
 - Learning outcomes and associated assessments
- All classes will use the College-approved online course evaluation tool

Instructional leaders may access all class shells in their respective academic division(s). The Center for Instructional Excellence will provide Instructional Leaders access to class shells. Whenever possible, instructional leaders will give instructors notice before accessing their class shell(s).

Faculty Permission and Preparation

Instructional leader permission is required for faculty to teach a hybrid, online, or virtual class. All full-time and adjunct faculty will complete basic LMS training within their first semester of teaching. Hybrid, online, and/or virtual faculty will also complete College-required training to teach in these modalities. Every three years, all faculty shall complete the required number of hours (four for full-time and one for adjunct faculty) for the Teaching Technologies FQAS College Focus. Additional training will be required as technology changes.

Faculty who choose to teach hybrid, online, and/or virtual classes from off campus will have the necessary internet access and technology required to teach in this format. Faculty will have their cameras on when teaching virtual classes and will ensure their backgrounds are professional and appropriate.

College-Approved Instructional Technology Tools

All faculty will use college-approved instructional technology tools. Faculty can verify whether a technology tool is approved by checking with the Helpdesk or the CIE. All faculty will also use their assigned FVTC email for email communication with students and the college-approved texting tool for texting communication with students.

Storage

All faculty will follow best practices for content storage and will remove unused/no longer needed content from the LMS on a yearly basis. All classes will be archived the semester after the class ends (but not sooner than 90 days after the semester ends). All Collaborate recordings will be deleted from Collaborate 90 days after the semester ends.

Class Shell Availability

For classes that begin during the first week of the term, class shell access to the syllabus, class welcome message, and textbook (if integrated in the LMS) will be made available to learners no later than 72 hours prior to the start date of the term. For courses that begin outside of the first week of the term, these same items will be made available to learners no later than 72 hours prior to the start date of the course. Class work will be available to students in fully online classes no later than 8 a.m. on the start date of the class. Class shells will be closed or access will be removed (from all students except those with approved extensions) within two weeks of the class end date.

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