



<b>Title:</b>	Learning Management Policy
<b>Effective Date:</b>	08/05/2020
<b>Last Revision Date:</b>	N/A
<b>Office:</b>	Academic Affairs

## Learning Management Policy

### Purpose

The purpose of this policy is to establish basic guidelines for faculty preparing courses and managing learning during the semester whether the course is delivered face-to-face, hybrid, or online. The College maintains learning environments that support student learning outcomes of every course throughout all programs offered by the College. The Learning Management System implemented by the College is a resource required to be used for all methods of delivery. Faculty are responsible for building and maintaining all requirements as outlined in this policy for each method of delivery.

### Scope

All courses offered by the College are published into the Learning Management System and include the course syllabus, course attendance, and course grades and should also include a set of potential activities and/or assignments (Instructional Emergency Plan as stated in the Instructional Disruption Emergency Policy) that are stated for the purposes of an unforeseen circumstance that disrupts the instructional time between faculty and students. All hybrid and online courses follow the Online Learning Policy in addition to the requirements listed in this policy.

### Learning Management Minimum Course Requirements

**Attendance:** All student attendance will be recorded in the Learning Management System.

**Assigning Grades:** All student grades will be recorded in the Learning Management System.

**Syllabus:** All course syllabi should be published to the appropriate course that includes a syllabus verification or syllabus quiz.

**Virtual Lectures or Meetings:** Faculty and students will participate online in an environment that minimizes distractions. Virtual environments should be appropriate based on the course and not include participants who are not members of the course.



### **Netiquette**

This term is used to describe accepted, proper behavior on the Internet. All faculty and students are responsible for their behavior and environments whether the course is face-to-face, hybrid, or online. Remember the following when communicating online (messages, discussion board, etc.):

- Never post profanity, racist, or sexist messages
- Be respectful of fellow students and instructors
- Never insult any person or their message content
- Never plagiarize or publish intellectual property
- Do not use text messaging abbreviations or slang
- Do not type in all CAPS (this is considered online yelling)

### *Review Process:*

<b>X</b>	<b>Reviewing Entity</b>	<b>Review Date</b>	<b>Effective Date</b>
X	Chancellor	08/04/2020	08/05/2020
X	College Leadership Committee	08/04/2020	08/05/2020
X	Academic Affairs Committee	08/04/2020	08/05/2020

### *Distribution:*

Distributed Electronically via 08/05/2020

All Employee Email Dated 08/05/2020