



POLICY NUMBER: SLCC-IS-112

POLICY AND PROCEDURES MEMORANDUM

Title: Faculty Use of LMS Platform
Approval Date: 8/2/12
Effective Date: Fall 2012
Date of Last Review/Revisions Approval:
July 31, 2014 (Rev. 1)
Cancellation: n/a
Office: Academic Affairs

Faculty Use of LMS Platform Policy


SLCC faculty are required to use the following features of the current LMS platform or approved system per course per semester/session:

1. Post course syllabus for each course being taught in the current semester/session.
 - a. Course syllabi available to students 48 hours before start of semester/session.
2. Post in a timely manner all course grades for each course being taught in the current semester/session
 - a. Maintain a grade book of course assessment items in a timely manner
 - b. Post the final recommended grade on the LMS, at semester end. This is typically within 48 hours of the final examination.

The Instructional Technology department will provide basic training for all faculty members via face-to-face instruction, written instruction, and video instruction on the use of the Learning Management System.

x	Reviewing Council/Entity	Approval Date	Effective Date	Date of Last Review & Revisions Approval
x	<i>Executive Committee Approval</i>	<i>8/2/12</i>	<i>Fall 2012</i>	<i>July 31, 2014</i>
x	<i>Cabinet Approval</i>	<i>8/2/12</i>	<i>Fall 2012</i>	<i>July 31, 2014</i>
x	<i>Chancellor Approval</i>	<i>8/2/12</i>	<i>Fall 2012</i>	<i>August 4, 2014</i>

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