

SENATE ACTION FORM

No. 1251

Subject: Learning Management Systems Use Policy (LMS)

Reference to Senate Minutes dated: May 1<sup>st</sup>, 2023

Senate Action:

MOTION: Approve APC's policy as amended.

VOTE: The motion passes with majority yea's, one nay and one abstention.

Response requested:

         Approval for placement in University Catalog, Undergraduate and Graduate

         Approval for placement in University Regulations

  **X**   **Recommendation to Board for placement in Board Policy Manual**

         None (sent as information item)

         Other action requested/comments:

May 16<sup>th</sup>, 2023

         Faculty Senate Chair

         Date

\* \* \* \* \*

Administrative review of Senate action (unnecessary for information items):

  **X**   Reviewed by **VPAA/Provost**. Check          if comments attached

  **X**   Reviewed by **General Counsel**. Check   **X**   if comments attached



as a factor in the student achievement of the student. The instructor is responsible to responsible for informing students of such policies as these policies relate to the students' grades. The student Students also has have the responsibility of to knowing the policies of in each course.

- (4) Due dates for all assignments, including changes to any tentative dates of assignments listed in the initial course syllabus, shall be communicated with sufficient notice for students to complete the assignments.
- (5)(4) Instructional staff members are responsible for collecting and grading all required examinations, papers, and projects, completed by the students. Instructors and are required to make these graded coursework available for their student inspection and discussion. Grades for assignments should be made available within two (2) weeks, in a manner that allows students to determine their current grade in the course. All examinations, papers, and projects submitted for evaluation which are not returned to the student will shall be retained for the next semester of the academic school year for this purpose. In courses not requiring without written examinations, papers, or projects, the instructor will shall provide a written explanation articulating indicating the basis for all grades submitted for that course in sufficient. Sufficient detail must be provided to demonstrate that the evaluation is not to protect the student from prejudiced arbitrary or capricious. evaluation
- (6) In each section of a course with at least three (3) enrolled students, the instructional staff member shall maintain a course site (or ) on the University's Learning Management System ("LMS"). Elements of the course outline are described in 2-3-501. Instructors are encouraged to use the LMS for communications with students, distribution of course materials,



during the period of each enrollment. Arrangements will be made for advising during registration.

(11)(VII) Instructional staff members



Elements of the course outline are described in 2-3-501. Instructors are encouraged to use the LMS for communications with students, distribution of course materials, scheduling of assignments, and reporting of grades, as appropriate for the content and methodology of the course. Academic units may implement policies for the use of the LMS among instructional staff delivering their courses.

- (7) All instructional staff are expected to meet their classes regularly (through the last scheduled session of the semester or part of term at the scheduled time, and through the delivery mode stated on the course schedule. In cases of illness or any other emergency, the instructor shall notify the department chair/school director so that appropriate support can be provided. Temporary changes of class schedules and/or mode of delivery must be approved by the respective department chair/school director and dean.
- (8) In addition to the course sessions in the Schedule of Classes, instructors may require attendance at course-relevant events (e.g., study sessions, training sessions, lectures, concerts, theatrical productions). Such requirements shall be articulated in the course syllabus, although specific times and dates may be determined during the progress of the semester or term. In setting such requirements, however, instructors shall make reasonable accommodations for students with significant scheduling or logistical challenges through multiple opportunities or alternative

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expectation that they will have access to their academic progress in courses through a platform such as Canvas.

2. Based on student feedback from surveys and comments made to faculty, having a 'structure' (described below) for the Canvas site has the potential to improve student outcomes in courses. Canvas also provides an optimal means of communication between faculty and students that is maintained as a record.

This policy responds to both our students' expectations and their complaints regarding the current use of Canvas across undergraduate courses at UNC (points #1 and #2, above). This policy outlines certain elements of Canvas that should be present for every undergraduate course at UNC, those elements creating the 'structure' of the Canvas site. **These minimum standards should apply to all undergraduate courses (on-campus, online, and hybrid), though exceptions for individualized instruction (e.g., research, internship, etc) may be appropriate.** The goal of the policy is not to constrict creative use of Canvas by faculty across the disciplines in our undergraduate curriculum, but instead to define a that includes the components below. **It is important to note that this policy does not preclude a more extensive use of the Canvas tools and functionality by faculty, as needed by**