

Title: Learning Management System Policy

- Initial Action:**
 - Board Resolution: 12-018**
 - Last Revised**
 - **Policy: 5/2/12**
 - **Procedure: Spring 2024**
 - Effective:**
 - Next Review: Spring 2027**
 - Responsibility: Academic Programs**
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POLICY:

A Learning Management System (LMS) uses technology to facilitate quality instruction for Cecil College students beyond the physical campus. Every class offered at Cecil College is required to have a presence on an LMS for consistency and enhanced student communication, as identified in the Cecil College Continuity of Operations Plan.

PROCEDURE:

1. The Instructional Technology Committee and the Academic Affairs Committee will review and provide feedback on this policy/procedure, and then forward the policy to Academic Senate for approval. Instructors must make available and use the following Course Navigation items:
 - **Announcements**
 - **Course Syllabus** – Faculty must post their course syllabus and the LMS either in the Syllabus module or elsewhere.
 - **Assignments** – A list of course assignments and exams, including due dates. Faculty may also link to another system for the assignment information.
 - **My Grades** - Student grades must be posted in a timely manner throughout the semester. Faculty utilizing a course-specific platform for posting grades must obtain Academic Dean approval.
 - **College Resources** – Contains information about the College’s information technology, academic support services, accessibility, ADA, privacy statements, and campus safety. Policies in the College Resources module must be published and cannot be deleted.
 - **Inbox** - Faculty must check their LMS inboxes and respond to students in a timely manner.
2. Recommended optional modules may include the following – reach out to your department chair for more suggestions regarding organization:
 - Start Here!
 - Course Orientation

3. Courses must meet the ADA standards – see the following link:
<https://cecil.instructure.com/courses/146/files/101155?wrap=1>
4. If you need assistance adding another faculty member to your course for collaboration or feedback, contact the LMS administrator at idt@cecil.edu.