LMS Transition to Canvas

LMS Use Guidelines
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Objective

• Determine and propose the appropriate and allowable use of the Canvas LMS for Rutgers University

Deliverable

• Proposal on the guidelines for the use of LMS
  • Primary purpose of a Learning Management System for Rutgers University
  • Allowable course types and/or use cases
  • Governance or oversight process
  • Exception process
  • Common Glossary of Terms and Definitions
  • Recommendations on alternative solutions

Problem Statement

• Lack of defined and enforced guidelines for the use of LMS systems have allowed the proliferation of non-traditional and non-academic implementations.
Learning Technology Glossary

• A collaborative document has been created and can be accessed at the following link for team members:
  Learning Technology Glossary.docx
Proposed Guidelines

✓ Primary purpose of the Learning Management System is to enhance the student's learning experience

✓ A primary consideration for a request to use the LMS will be whether students are the audience

✓ An exception process will be in place for determination and approval of the LMS for use cases outside of the "official list"

✓ Besides the instructional use of the LMS, course and template development, and testing of content and materials in support of future courses is (encouraged) allowed
Use Guidelines - Considerations / Discussion Points

✅ Who is / are the target audience(s) for these guidelines?
   • Chancellors, deans, directors and department chairs
   • Faculty members
   • Academic administrators
   • LMS Technology support

• What types of courses are being delivered? (Brainstorm)

✅ Should courses delivered in Canvas be restricted to credit based instructional use only? **NO**
✅ Can Canvas courses be used for internal use only purposes? **YES**

• One-off courses?

✅ Should there be an exception process to gain approval on use?
   • Yes, to be developed. Should be consistent but handled at the school, departmental or program level.

✅ Should there be a governance or oversight process?
   ✅ Yes, to be developed.
Types of Courses

- Staff and Faculty training
- Student training/tutorial
- Onboarding / orientation
- Community Groups
- Demographically based sites for students (i.e. graduation)
- Continuous Education (credit and non-credit)
- Professional development Services/Courses
- Certificate programs
- MOOC (Massively Open Online Course)
- Active/ Instructional learning courses (community sites)

- Compliance Training (RA training - student staff)
- Clinical rotation
- Assessments
- Student project sites
- Research sites
- Tenure tracking and promotion
- Accreditation
- Syllabi Repository
- Faculty forums
- Student governance
- RU Core reporting
Governance - Proposed

• TLT to Chair meetings
• TLT to own and maintain guidelines, when appropriate will communicate updates
• Requests for exceptions to “approved” list of course types:
  – Course Description
  – Business Justification, including intended audience
  – Review of alternative solutions available
  – Intended interaction or functionality in LMS required
  – Third party integrations required
Next Steps

- Weekly meeting to further discussion
- Collaborative document editing
- Setting target dates for completion – Draft 8/2/19
- Steering Committee review – submitted ahead of the September meeting