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 Techology 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

✓ Courses should be implemented with Canvas Out of the Box (OOTB) functionality, features and established 3rd party tools, else alternative solutions should be considered

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