LMS Transition to Canvas

LMS Use Guidelines
7/29/2019
LMS Use Guidelines

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.
Agenda

• Learning Technology Glossary
• Course type definitions
• SC Recommendations for LMS Use Guidelines
• SC Recommendations for LMS Use governance/exceptions
• Next Steps
A collaborative document has been created and can be accessed at the following link for team members:

Learning Technology Glossary.docx
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 Learning Community Courses

- 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*
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.
Next Steps

• Target date for deliverables – Draft shared by 8/2/19
  – Glossary
  – Use Case Definitions
  – LMS Use Guidelines
  – Governance / Exception Process

• WG Review Period
  – feedback by 8/9/2019 (directly in document)

• Additional SC Recommendations?
  – Sites that are on Canvas that don't meet guidelines?

• WG deliverable review period

• No meeting 8/5/2019 / Final meeting 8/12/2019?
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