SLCC

SOUTH LOUISIANA COMMUNITY COLLEGE

Title:	Faculty Use of Learning Management System (LMS) Policy
Effective Date:	Fall 2012
Date of Last Revision:	
Review Date:	03/01/2023
Cancellation:	
Responsible Office:	Academic Affairs

Faculty Use of Learning Management System (LMS) Policy

Policy

SLCC faculty are required to use the following features of the current LMS platform or approved system per course per semester/session:

1. Post course syllabus for each course being taught in the current semester/part of term.
   a. Course syllabi are available to students within 48 hours of the start of the semester/ part of term.
2. Contact Information and Office Hours must be posted in each course being taught in the current semester/part of term.
3. Send a Welcome Letter to students about the course format and access.
4. Maintain a grade book of course assessment items.
   a. Post in a timely manner all course grades for each course being taught in the current semester/part of term.
   b. Recommended updating schedule of grades is every two weeks.

Post the final recommended grade on the LMS, at semester end. Grades must match with the SIS system. This is typically within 48 hours of the final examination. Courses in the LMS must be published by the end of the first week of the part of term for the course for face-to-face, virtual, lab, clinical, and occupational courses. It is highly recommended the course be published 24 hours before the first day of the course.

Course formats for hybrid and online must be published 24-36 hours in advance of the first day of the part of term the course resides in.

Additionally, the LMS has a variety of features to assist faculty including but not limited to taking attendance, sharing documents, submission of assignments, group work, quizzes/tests, and communication with students.

The eLearning department will provide training each semester for all faculty members on the use of the Learning Management System.
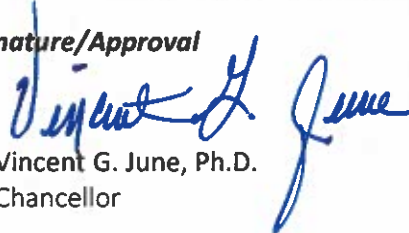
Attachments

Reference:

Policy Reference:

Review Process:

Reviewing Committee/Entity	Review Date(s)	Approval Date	Effective Date
Responsible Office	**Rev 2: 03/01/2023**		
Committee for Institutional Policy Review	**Initial: 08/02/2012** **Rev 1: 07/31/2014** **Rev 2: 05/09/2023**	**Initial: 08/02/2012** **Rev 1: 07/31/2014** **Rev 2: 05/09/2023**	
Executive Leadership Team	**Initial: 08/02/2012** **Rev 1: 07/31/2014** **Rev 2: 06/22/2023**	**Initial: 08/02/2012** **Rev 1: 07/31/2014** **Rev 2: 06/22/2023**	**08/04/2014**

Chancellor's Signature/Approval

SIGNATURE:

Vincent G. June, Ph.D.
Chancellor

DATE: 6/23/23

Final Distribution:
Electronic: posted to College's website and sent via email to college personnel
Hard copy: Original to Executive Assistant to the Chancellor for Master Policy Binder, copy to Chair of Committee of Institutional Policy Review