



Title: Minimum Use of Learning Management System

Effective Date: July 11, 2023

Last Revision Date:

Cancellation:

Department/Office: Education, Training, and Student Success

Minimum Use of Learning Management System Policy

PURPOSE

In alignment with Louisiana Community and Technical College System (LCTCS) policy 3.001, Nunez Community College offers courses through e-learning that “must meet the same requirements and quality standards as those established for credit coursework offered at the college through traditional means.” The purpose of this policy is to ensure a consistent academic experience for students by requiring all courses, both online and in-person, to utilize the learning management system (LMS), Canvas, as a common access point for course materials.

SCOPE

This policy applies to all Nunez Community College credit-bearing courses at all levels and locations, in all modalities, including dual enrollment courses.

POLICY

The college Learning Management System (LMS) is a common access point for course materials for students. To ensure all students have access to key course information, all courses must make the following available in the Nunez-provided LMS (currently Canvas):

- Syllabus: A course syllabus must be posted in the syllabus tab of the LMS, using the syllabus template provided by the Dean of Instruction.
- Assignments: All course assignments and activities written by a course’s instructor should be shared with students via the LMS unless this assignment requires hands-on application and/or in-person direction. Instructors of in-person courses may provide students with printed versions of assignments and activities as long as digital versions are also posted to the LMS.
 - Emergency Assignments: In the event that the instructor is unable to hold class or a disruption of instruction occurs, there should be a minimum of three (3) emergency assignments that can be quickly published to Canvas for students to continue making progress in the course.
- Course Schedule: A course schedule and/or calendar that appraises students of the semester’s assignments, including their due dates, must be posted to the LMS.
- Grades: All course grades must be posted to the LMS gradebook specifically to ensure that students have timely, on-going access to their grades.



Policy & Procedure No. 1.029
Nunez Community College

Procedures/Guidelines

If the instructor cannot meet the requirements of this policy, the Program Chair should be notified immediately, and a meeting will be set up between the instructor, Program Chair, and respective Dean. The Dean’s approval will be needed for any exception to this policy. If an exception is provided, then a Plan of Improvement may be set up for the instructor in order to build the skills necessary to comply with the policy.

Responsibilities

Each instructional faculty member is responsible for ensuring each course they teach meets these minimum requirements. For the purpose of this policy, a faculty member is the instructor of record for the course and may be a full-time or part-time employee. It will be the responsibility of the Educational Technology Committee to review instructor courses in the LMS to ensure that this policy is adhered to.

A Dean is responsible for approving any necessary deviations from this policy.

Failure to comply with this policy may result in disciplinary action by the Dean.

X	Reviewing Council/Entity	Review Date	Effective Date	Notes
	Academic Council	4-14-2023		
	Educational Technology Committee	5-11-2023		
	Dean of Instruction	6-5-2023		
	Executive Cabinet		7-11-2023	
	Chancellor		7-11-2023	

Policy Reference: LCTCS Policy# 3.001: “Electronic Learning Policy Statements”

Distribution: Distributed Electronically via College’s Internet

Chancellor’s Signature/Approval

Signature: 
Chancellor

Date: 07/11/2023