MEMORANDUM

TO: Adele Schepige, President, Faculty Senate
            Members of Faculty Senate
FROM: Weiwei Zhang, Academic Technologist
            Center for Academic Innovation
SUBJECT: Learning Management System Guidelines
DATE: July 3, 2017

OVERVIEW

Moodle is the Learning Management System we use at WOU. It is co-managed by University Computing Services (UCS) and Center for Academic Innovation (CAI). UCS deals with the back-end installation and integration with Banner while CAI handles front-end design and user training.

The LMS Guidelines is a document that contains rules that govern the use and administration of the university LMS. The Technology Extended Campus Committee (TEC) contributed to the drafting and revision of this document. Although faculty was represented on the TEC committee and in the discussions of the LMS Guidelines, it is important to share this document with a larger group of faculty in order to make the process more transparent and the details more refined. Having a well-established guide allows us to better serve the faculty and students.

LIMITATIONS

CAI and UCS have been following these guidelines for the last 2 years, which were chosen to make sure the LMS is stable and the collaboration is smooth. However, this document has not been published and some of the elements need more faculty and administrator input, such as how long previously taught courses should be stored, how/when an LMS steering committee can be established, and how to unenroll students who drop a course.

MOVING FORWARD

This document reflects our current LMS management processes and procedures, but in order to publish it for wider use, we need more faculty and administrator input. Looking at and examining this draft of LMS Guidelines with the faculty is a good first step for us to start these important and overdue conversations. We need to look at what pieces are missing, what should be revised, and what needs to be discussed and resolved with other units of the university. Additionally, with the increased requests for customization (by faculty) of the LMS platform, it is essential that the guide become the common knowledge of all LMS users at WOU.

Any questions and suggestions are welcomed and appreciated.