TECHNOLOGY ENHANCED INSTRUCTION — SECTION 900

NUMBER: 903
SUBJECT: LEARNING MANAGEMENT SYSTEMS
EFFECTIVE DATE: JULY 1, 2016
APPROVAL DATE OF LAST REVISION: APRIL 21, 2008, JANUARY 24, 2011
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903.1 — PROCEDURE

The terms of this procedure are to provide for the contract of a single, common, viable learning management system and define system administration responsibility.

903.2 — DEFINITIONS

903.2.1 — LEARNING MANAGEMENT SYSTEM (LMS)

Software tools designed to manage user learning interventions. Learning Management Systems go far beyond the boundaries of individual course management, providing an integrated, enterprise-class system that mirrors an academic institution's existing structure, operations, and workflow.

903.2.2 — UTAH EDUCATION NETWORK (UEN)

State-sponsored organization to host the statewide course management services.

903.2.3 — UTAH COLLEGE OF APPLIED TECHNOLOGY (UCAT)

The parent organization for Utah's eight regional applied technology colleges (ATCs) and is governed by the UCAT Board of Trustees.

903.2.4 — UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Comprised of Utah's eight public colleges and universities and is governed by the Board of Regents.

903.2.5 — USHE TEACHING TECHNOLOGIES COUNCIL (UTTC)

Representation for each of the USHE and UCAT institutions. The Council was established to identify and procure common teaching and learning technologies to aid in the connection of platforms and resources for the colleges and universities within the State.

903.3 — LEARNING MANAGEMENT SOFTWARE

903.3.1 — TECHNICAL INFRASTRUCTURE AND LMS PLATFORM STANDARD

BATC, for the delivery of Technology Enhanced Instruction, will provide an infrastructure that will support and provide accommodation of the following:

- Secure and reliable programs, systems, servers, networks and equipment
- Rapid recovery systems
- Adequate storage and backup systems
- Software licenses (browsers, communications, course development, etc.)
- Systems management and maintenance
- Internet access and service
- Technical training and assistance for faculty and students
- Enterprise systems (Learning Management System and possibly Powerlinks and add-ins)
- Miscellaneous development software as required

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The ability for BATC to provide this infrastructure ~~with limited resources~~ is a result of ~~BATC partnering with UEN for the providing of a single, common architecture and uniform basic standards. To meet the requirements of the LMS infrastructure and accreditation, it is the policy of BATC to support only the LMS provided through UEN.~~ participation with UCAT and USHE institutions in state-wide consortiums (UEN & UTTC).

UEN and UTTC ~~, through their Service Level Agreement, ensures protection of data and provides an efficient level of support within the LMS environment. The UEN data center is located in a secure environment with temperature control, fire protection, and backup power. Access cards are required at all times to enter the data center. At all hours an access card is required to enter the building where the data center is located. In addition, a Checkpoint firewall controls all network security at UEN. Access lists are used to block all traffic except to those network ports which are used in providing, or maintaining, UEN's LMS hosting services.~~ provide a Memorandum of Understanding for LMS and Internet2 licensing on behalf of BATC.

903.3.2 — LEARNING MANAGEMENT SYSTEM CONTRACTUAL AGREEMENT

Bridgerland Applied Technology College (BATC) and UEN maintain a service-level agreement stating that UEN will acquire, license, install and support the statewide Learning Management System. Through this service-level agreement, UEN commits to:

- Negotiate and secure appropriate licensing for the Learning Management System
- Host the Learning Management System
- Host and maintain the supporting database(s) and attached storage
- Perform regular backups of the database and provide data recovery processes to hosted institutions
- Provide technical and application administrator support and support escalation
- Provide standard service usage reports
- Install and enable PowerLink extensions for institutions following established testing and review processes

903.4 — LEARNING MANAGEMENT SYSTEM ADMINISTRATION

903.4.1 — SYSTEM ADMINISTRATION RESPONSIBILITIES

The Technology Enhanced Instruction Director will be responsible for the administration of the UEN provided Learning Management System software within the scope of BATC. UEN will be responsible for all Learning Management System software updates and commitments as listed above.

903.4.2 — USER CREATION

Users will be created through BATC's Student Services Department when students register for a course that will be available in whole or in part, whether delivered hybrid or entirely online using the Learning Management System. ~~course.~~

903.4.3 — GRADEBOOK RESPONSIBILITIES

The Learning Management System gradebook will be used for students to track their progress through the course. Gradebooks should not be used as the official record for student grades. ~~Grades will be maintained within the department and submitted to Student Services for record keeping.~~

This single, common infrastructure will provide users with the ability to design, develop, present, use, reuse, and share learning material and to administer learning.