SOUTHWEST TENNESSEE COMMUNITY COLLEGE

SUBJECT: <u>**Learning Management System Minimum Use**</u>

EFFECTIVE DATE: <u>**December 1, 2020; Format Revised February 9, 2023**</u>

Purpose

The purpose of this policy is to establish a minimum usage of the official College Learning Management System (LMS) at Southwest Tennessee Community College ("Southwest" or "the College") as it supports student success through sound teaching and learning practices.

Policy

The level of expected minimum usage varies by course modality as defined below.

Definitions

Asynchronous- Learning that does not require real-time interaction; instead, content is available online for students to access when it best suits their schedules, and assignments are completed by the required deadline. Asynchronous learning offers flexibility and can be considered "anytime and anywhere" learning.

Synchronous- Online learning that happens in real time, often with a set class schedule and required login times using live streaming video and/or audio with instantaneous feedback.

Polysynchronous- A course in which both synchronous and asynchronous activities occur. Teaching and learning involves the use of virtual conferencing technologies to enable remote, synchronous, face-to-face interaction for students and instructor to simultaneously participate in live classes/lectures that include defined virtual class meeting times. Asynchronous portions of the course mimic hybrid course.

In Classroom or Conventional (Web-assisted)- Conventional classroom courses that utilize significant online technologies to enhance student earning but do not utilize web-based technology to supplant on-campus class meetings. Course assignments outside of class may require the use of the web. This method utilizes traditional classroom learning with two-way communication between instructors and students and also allows interpersonal relationships between instructors and students. Learning takes place within a classroom setting and uses materials and ideas to create a beneficial learning experience.

Hybrid- A course that utilizes the learning management system to reduce the number of traditional, on-campus class meetings or time of such meetings. No more than 50% of the meeting time can take place in a virtual setting. Hybrid courses carefully combine synchronous and asynchronous learning to integrate online components with face-to-face interactions.

Online- Any course that is offered solely by the means of utilizing the internet using the College's learning management system. All course activity is done online. There are no required face-to-face sessions within the course and no requirements for on-campus activity. Such courses will be categorized as follows:

1. Courses built primarily by a faculty member.

2. Courses using publisher created digital content with significant revision and additional faculty member created material (minimum of 50%).

3. Courses created around a publisher's digital content with minor revisions by a faculty member.

Minimum Use of LMS by Delivery Modality

While all courses are expected to use the LMS, the level of minimum usage can vary by course delivery modality.

In classroom/Conventional (Web Assisted)

• Gradebook Tool – Full Use*

• Content Tool – Syllabus

• Attendance Tool – attendance reporting should follow college reporting requirements

*When using a Publisher's gradebook, faculty must transfer the students' grades into the LMS gradebook at the end of each course term.

Polysynchronous

Video Conferencing/ Virtual Meeting Platform – Full Use

• Gradebook Tool – Full Use*
• Content Tool – "Getting Started" module with syllabus, and chapter modules
• Attendance Tool – attendance reporting should follow college reporting requirements
• Assignments Tool - (If publisher materials are not used)
• Discussion Tool - (If publisher materials are not used). Graded discussions not required.
• Assessment/Quiz Tool – (If publisher materials are not used)

*When using a Publisher's gradebook, faculty must transfer the students' grades into the LMS gradebook at the end of each course term.

In addition to the gradebook, content, and attendance tools, polysynchronous courses must use at least one of the Assessment tools (assignment, quizzes, or discussion).

Hybrid

- Gradebook Tool – Full Use*
- Content Tool – "Getting Started" module with syllabus, and chapter modules
- Attendance Tool – attendance reporting should follow college reporting requirements
- Assignments Tool - (If publisher materials are not used)
- Discussion Tool - (If publisher materials are not used). Graded discussions not required.
- Assessment/Quiz Tool – (If publisher materials are not used)

*When using a Publisher's gradebook, faculty must transfer the students' grades into the LMS gradebook at the end of each course term.

In addition to the gradebook, content, and attendance tools, hybrid courses must use at least one of the Assessment tools (assignment, quizzes, or discussion).

Online
- Gradebook Tool – Full Use *
- Content Tool – Full Use with syllabus
- Assignments Tool - (If publisher materials are not used)
- Discussion Tool – Full Use, including the General Forum. Graded discussions not required.
- Assessment/Quiz Tool – (If publisher materials are not used)
- Classlist/Email – Full Use
- Attendance Tool – (Optional: Use for LDA purposes)

*When using a Publisher's gradebook, faculty must transfer the students' grades into the LMS gradebook at the end of each course term.

Responsible
Source of Policy: Distance Ed Committee   **Administrator:** VP of Academic Affairs

Related Policy: _____   **TBR Policy Reference:** _____

Approved: _____   **Date:** _____ February 9, 2023 _____
                President