Policy Title: Learning Management System (LMS) Course Retention Policy

Policy Owner: Information Technology Services

Review Period: Every Two (2) Years

Resources and Related University Policies: LMS Course Retention Procedures

Policy Summary: A process for the retention and removal of aged LMS courses.

Purpose

Defining the scope of retention for courses hosted in Drake's Learning Management Systems (LMS) by Drake's Information Technology Services (ITS) by specifying a timeframe for the retention of full course content, grades and all student work maintained on the LMS. Having a plan of action for archiving courses conserves the optimization of the LMS for performance purposes. In addition, afford ITS a means to properly appropriate database space avoiding unnecessary space upgrades.

Scope

This policy covers all official courses contained in the LMS managed and/or maintained by Drake University.

Definitions

Academic Year –the physical year of the calendar in which the summer term occurs and is carried over to the following spring.
Ex: Academic year 2014-2015 is:
201505 – Summer (2014)
201510 – Fall (2014)
201520 – Spring (2015)

Course –refers to a section or instance of a course taught in a specific term.

Course Content –any existing data contained in a course on the LMS. Including, but not limited to, syllabus, schedule, assessments, assignments, attendance, discussion forums and any readings.

Course Access –the instructor's ability to access his or her course(s) on the LMS after the term is over.

Course Archive –the creation of a zip file containing all course content and student data.

Grades –any existing grading records residing in a course on the LMS including any student work and comments.

Retired Course — a course that is three (3) years from the end date of the academic year during which a course was taught.

Student Work — any student submission in a course on the LMS. Including, but not limited to, assignments, discussions, assessments and group work.

Policy

Drake University will retain LMS course content, grades and student work for a minimum of five (5) years from the end date of the academic year during which a course was taught. This will ensure all course content and student work will be available should any grade disputes arise. Instructors will retain course access via the LMS for three (3) years after the completion of the course. At the end of the academic year, all courses with end dates greater than three years in the past will be archived to a defined long-term storage location hosted by Drake's ITS and will no longer be accessible via the LMS. After the courses have been removed from the LMS, a formal request to ITS will have to be made to have the course restored. Access to archived courses located on long-term storage are only guaranteed for two calendar years for restoration purposes. After this grace period, archives may be deleted from long-term storage locations if storage space needs to be reclaimed for other university purposes.

The long-term retention of course data is the responsibility of the instructor/department charged with that course. ITS has made instructions available for instructors/departments to archive and store their courses on a local device or cloud storage. This process is useful as a pre-planned method of course retention should the need arise for a course to be kept longer than the five (5) year period ITS maintains access to or an archive of a course.