



Category: 2.0 Education	Responsible Owner: Academic Board	Effective Date: May 2023
Policy: 2.9	Approval Body: Board of Directors	Policy/Form Name: Minimum Learning Management System (LMS) Requirement Policy and Procedure

A. POLICY

PURPOSE/COMMITMENT:

The Learning Management System (LMS) Policy has been developed in order to increase consistency across Columbia College (the “College”) in terms of using an LMS. The LMS is subject to the Freedom of Information and Protection of Privacy Act (FIPPA) and is used for the purpose of facilitating the delivery of courses that Columbia College students are enrolled in.

SCOPE: This policy covers all High School, UT, ENGL 097, 098, ENGL 099 courses and Instructors teaching these courses at Columbia College effective May, 2021.

WHEN TO USE THE POLICY/PROCEDURE: This policy will be used when teaching all High School, UT, ENGL 097, ENGL 098 and ENGL 099 courses, including face-to-face synchronous online and FLEX online courses.

DEFINITIONS:

LEARNING MANAGEMENT SYSTEM (LMS): A learning management system is a software application for the administration, documentation, tracking, reporting, automation and delivery of educational courses, training programs, or learning and development programs. The learning management system used at Columbia College is Moodle.

Responsible Owner: Academic Board

Category: The category or grouping that the policy falls into i.e.

2.0 Education

B. PROCEDURE:

Minimum LMS Requirements:

- Gradebook (all assessments)
- Course outline
- Office hours
- Information about how the instructor will communicate with students

- Zoom links
- Turnitin links (if used)
- For online courses, assignments, quizzes, Midterms, and Final exams (if not hosted directly on Moodle) the instructors should at least post instructions and “link” on Moodle.
- For online courses, course handouts, materials, links, and documents
- All posted material must follow copyright laws.

LINKS TO SUPPORTING FORMS, DOCUMENTS, WEBSITE:

n/a

REFERENCE TO EMPLOYMENT AGREEMENT CLAUSES:

n/a

REFERENCE TO BYLAWS:

n/a

RELATED ACTS AND REGULATIONS:

n/a

RELATED POLICIES:

C. APPROVALS:

: APPLICABLE:

Chair, Academic Board	Date:
Chair, Marketing and Recruitment Committee:	Date:
Chair, Finance Committee:	Date:

APPROVAL FOR ALL POLICIES:

Responsible Owner:	Date:
Principal or Designate:	Date:
Chair, Board of Governors:	Date:

Proposed Review Date: May 2028	Dates(s) revised:	Replaces Policy/Form Number: May 2021
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