Learning Management System and Video Lecture Support Policy

9th Faculty Meeting of AY 2021-22
May 10, 2022
Motion

- The Committee on Information Technology Policy recommends, and I move, that the Learning Management System and Video Lecture Support Policy be established as described [in the meeting materials].
Background

• Learning Management Systems (LMS) policy has been active for a long time.
  ─ Last modified and approved by Faculty on May 8, 2018.

• Academic Technology Center (ATC) provides several software systems to support teaching, mainly:
  ─ Canvas (LMS) and Canvas Studio (video recording/dissemination)
  ─ Echo360 (video recording/dissemination)
  ─ Zoom (virtual classroom, video recording)

• This policy various use cases of these tools, logistical procedures, data retention standards, the rights and responsibilities of users, and other guidelines.
Main Elements of the Policy (1)

• The use of all of these IT tools is optional.
  – Instructors may “opt-in”: i.e., tools will not be used unless the instructor chooses to do so.
  – E.g., classroom sessions will not be recorded without instructor’s consent.

• Provision to enable default use of these tools in exigent circumstances.
  – E.g., classroom sessions will be recorded by default.
  – Must be approved first by CITP, CAP, and CGSR, followed by vote by the Faculty.
  – Instructors must be allowed to opt-out.

• Data stored on LMS, Canvas Studio, Echo360, and Zoom Cloud is not subject to Access to User Electronic Information Policy.
Main Elements of the Policy (2)

• Use and operation of Canvas, Echo360, and Zoom:
  – Typical use cases, user roles, and data access/control privileges.
  – Procedure to maintain continuity in case of an emergency: e.g., instructor falls seriously ill during a term, and is unable to continue the course.
  – User technical support and system maintenance procedures
  – Content retention and backup.

• Copyright, Intellectual Property, and User Privacy
  – This policy defers to the WPI Intellectual Property Policy ...
  – ... and additionally provides guidelines for dissemination of classroom-recorded videos, in view of respecting student and TA privacy.

• Accessibility
  – All WPI-supported video software systems provide automatic captioning.