Columbia College
Vancouver, Canada

Category: 2.0 Education	Responsible Owner: Academic Board	Effective Date: May 1, 2021
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 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 UT, ENGL 097, ENGL 098 and ENGL 099 courses, including face-to-face (if applicable), 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.

ONLINE COURSES:

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: Matt Wadsworth, VP-A _Matt Wadsworth_ 1A11DD8CFDE4407...	**Date:** 5/26/2021
Principal or Designate: Robin Hemmingsen, Principal _Robin Hemmingsen_ 3B3AA9ED741145B...	**Date:** 5/26/2021
Chair, Board of Directors: Michael Metcalf _Mike Metcalf_ EB54BC1A9D4B4EC...	**Date:** 5/28/2021

Proposed Review Date:	Dates(s) revised:	Replaces Policy/Form Number:
March 2026		