

Policy Statement

This policy establishes measures for the protection of and access to course content maintained on the College's Learning Management System (LMS).

Policy Details

- I. The policy intent is to ensure students' Family Educational Rights and Privacy Act (FERPA) protection, to protect the integrity of the course and/or course section, and to protect and ensure faculty academic freedom.
- II. Course content housed in the College's LMS maintains restricted access per the provisions and definitions of the College's Proprietary Rights Policy.
- III. Course content deemed as the sole intellectual property of the faculty member, as defined in the College's Proprietary Rights Policy, may only be accessed by the LMS Administrator for system administrative purposes, and may not be accessed in the College's LMS by any other administrator, staff, or faculty member without the express permission of the intellectual property holder.

The Access protocols for course content described in this policy also applies to any intellectual property holder, regardless if they are currently or formerly employed by the College in perpetuity.

Faculty may reserve the right to have content viewed only in their presence unless permission is granted through the LMS Access Form, with the exception of course evaluations by a direct supervisor or peer reviews as directed by the LMS Systems Administrator.

- I. Exceptions to this clause (all course access for these exceptions will be provided through the LMS administrator(s)).
 - a. The Vice President of Academic Affairs (VPAA) and the faculty member's academic Dean, Director, or Lead Faculty may access the LMS only after unsuccessful attempts to obtain faculty permission, for current and formerly employed faculty, for cases identified below. In such cases, the College will make reasonable efforts to contact the faculty member, which may include email, phone calls, and/or meeting requests.
 - A. Investigation of student complaint.
 - B. Investigation of possible college policy violation.
 - C. Teaching observation, as part of the faculty evaluation process.
 - D. Obtaining final course grades or clinical course data.
 - E. Access required by outside accrediting bodies and state regulatory agencies.

Procedures

1. An individual identified as meeting an exception listed above, and desiring read only access to any course section in the College's LMS, must request access from a college LMS administrator by submitting an LMS Access Request Form to the LMS Administrator.

2. Persons not identified as meeting an exception listed above shall not be granted access to any course section in the College's LMS.

Resources

Proprietary Rights Policy

Terra Faculty Association Contract

LMS Access Request Form – This form can be found on SharePoint.

Documentation

Definitions

Term	Definition
<i>LMS</i>	Learning Management System
<i>FERPA</i>	Family Educational Rights and Privacy Act
<i>Read Only Access</i>	Provides view only access without the ability to copy or edit

Approval History

Date	Policy/Procedure or Entire Document	Notes (Types of Actions)	**Approved by
5/12/2009		Issued	
8/13/2012		Revised	
5/16/2019		Revised	
5/17/2019		Edited Definitions; removed boilerplate language and inserted LMS and FERPA definitions	
10/11/2023	Entire Document	Transfer to new template, no changes made.	Bill Taylor, VPAA
9/3/2024	Entire Document		
10/24/2025	Entire Document	Approved by CASA	CASA Co-Chair, Dr. Doug Mead

**Full name of CASA Committee Chair, signatory, or designee

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