

UNIVERSITY OF  
**NORTHERN COLORADO**

**BOARD OF TRUSTEES AGENDA ITEM**

Meeting Date: June 9, 2023

Action Item     Discussion Item     Information Item

<b>Name of Item:</b>	<b>Board Policy Manual Amendments</b>
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Responsible Staff Member: Jacquelynn Rich Fredericks

**Summary of Issue: The following updates are recommended to the Board Policy Manual**

Section 2-3-402(1-12) Teaching Responsibilities. Faculty Senate recommends changes to this part pursuant to Senate Action 1251. Their recommendation has been approved by the President, with input by the Provost and the General Counsel. The Senate reports that “[s]tudents have reported that their potential for success can be improved in courses when the instructor provides a Canvas shell that includes a calendar of due dates for assignments and grades for all their assignments, so that they can see their current grade in the class.” The Senate recommends two primary changes: (1) require all instructors of reasonably sized courses to create a course site in the University’s Learning Management System (currently, Canvas), and (2) clarify requirements that instructors provide due dates for all assignments and communicate grades of those assignments so that students can determine how they are performing in the class. A copy of the specific proposed changes is attached.

**Recommended motion:** Moved that Board Policy Manual 2-3-402(1-12) be updated as recommended to require use of the University’s Learning Management System and to clarify the requirements that instructors provide and communicate assignment due dates and grades for the benefit of students.

Recommended Action by BOT:	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> No Action Needed
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Change to Board Policy Manual:	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> No Action Needed
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If yes, Section: 2-3-402(1-12)
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**Administrative Recommendation (Motion):** Approve

*Jacquelynn Rich Fredericks*    6/2/23  
Signature of Vice President    Date

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Signature of President    Date

Attachment to Senate Action #1251  
Approved by the Faculty Senate

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**FACULTY SENATE MOTION**

**Subject:** Learning Management System (LMS) Use Policy

**Originator/Date:** APC 3/20/2023; revised 4/4/2023

**Placement(s):** Board Policy Manual

**Approved by APC on 4/4/2022 and sent to Codification**

**Reviewed by Codification and returned to APC**

**Approved by APC on 4/17/2022 and sent to Faculty Senate 5/1/2023**

**Motion:** Adopt the changes to Board Policy as outlined below.

**Purpose/Rationale:** Students have reported that their potential for success can be improved in courses when the instructor provides a Canvas course shell that includes a calendar of due dates for assignments and grades for all their assignments, so they can see their current grade in the class. The policy below separates these concerns into two initiatives. First, the policy would require all instructors of reasonably sized courses to create a course site in the university's Learning Management System (currently Canvas), which provides a consistent online location for students to find information about their courses. Second, the policy clarifies the requirements that instructors provide due dates for all assignments and communicate grades of those assignments so students can determine how they are performing in the class.

Using Canvas for setting due dates and recording grades is an easy way for faculty to fulfil these requirements, but the policy below allows for flexibility of grading style and use of online tools beyond Canvas which might be appropriate in some instances.

For further motivation, see the suggestions forwarded to APC by the Undergraduate Council in Appendix A.

**Current Practice:** While many faculty utilize Canvas to communicate with students, including posting assignments and grades, there are some faculty who do not use this system. Some colleges have implemented standards for Canvas use, but there is no university wide requirement to use the system. The university provides basic templates and trainings for the use of Canvas for any faculty who need these resources.

**Proposed Language:** (changes in yellow).

**2-3-402 Teaching Responsibilities.**

**2-3-402(1) On-Campus Programs.** (1)(a) At the beginning of each term, instructional staff members are responsible for stating clearly the approved course descriptions and the instructional objectives of each course they teach at the beginning of each term. It is expected that each instructional staff member will shall direct their instruction toward the fulfillment of these objectives, and that that their examinations will be consistent with these objectives. Instructional staff members are responsible to for orientation the of content of in the courses they are assigned to teach to the approved course descriptions.

(2)(b) Instructional staff members are responsible for informing their students in their classes of the methods to be employed in determining the final course grade, and of any

special requirements of attendance which that differ from the attendance policy of the University.

- (3)(I) **Attendance:** Regular attendance in all classes will be assumed is expected and encouraged. The instructor will shall determine the relationship between class attendance and the objectives of the class, and the way in which they will the instructor shall evaluate attendance as a factor in the student achievement of the student. The instructor is has the responsible to responsible for informing students of such policies as these policies relate to the students' grades. The student Students also has have the responsibility of to knowing the policies of in each course.
- (4) Due dates for all assignments, including changes to any tentative dates of assignments listed in the initial course syllabus, shall be communicated with sufficient notice for students to complete the assignments.
- (5)(II) Instructional staff members are responsible for collecting and grading all required examinations, papers, and projects, completed by the students. Instructors and are required to make these graded coursework available for their student inspection and discussion. Grades for assignments should be made available within two (2) weeks, in a manner that allows students to determine their current grade in the course. All examinations, papers, and projects submitted for evaluation which are not returned to the student will shall be retained for the next semester of the academic school year for this purpose. In courses not requiring without written examinations, papers, or projects, the instructor will shall provide a written explanation articulating indicating the basis for all grades submitted for that course in sufficient. Sufficient detail must be provided to demonstrate that the evaluation is not to protect the student from prejudiced arbitrary or capricious. evaluation
- (6) In each section of a course with at least three (3) enrolled students, the instructional staff member shall maintain a course site (or shell) on the University's Learning Management System ("LMS"). Elements of the course outline are described in 2-3-501. Instructors are encouraged to use the LMS for communications with students, distribution of course materials, scheduling of assignments, and reporting of grades, as appropriate for the content and methodology of the course. Academic units may implement policies for the use of the LMS among instructional staff delivering their courses.
- (7)(III) All instructional staff members are expected to meet their classes regularly (through the last scheduled meeting session of the semester or part of term, ) and at the scheduled time, and through the delivery mode stated on the course schedule. In cases of illness or any other emergency, the instructor will shall notify the department chair/school director so that appropriate action may be taken. support can be provided. The University reserves the right to make any necessary temporary changes of class schedules and/or mode of delivery. Such changes must be approved by the respective department chair/school director and dean.
- (8)(IV) In addition to the course sessions announced in the Schedule of Classes, faculty instructors may require attendance at course-relevant events (e.g., study sessions, training sessions, lectures, concerts, theatrical productions). Such requirements shall be articulated in the course syllabus, although specific times and dates may be determined during the progress of the semester or term. In setting such requirements, however, faculty instructors shall make reasonable accommodations for students with significant scheduling or logistical challenges by offering through multiple opportunities or alternative means to satisfy a given requirement.

- (9)(V) All instructional staff members whose responsibilities involve students are expected to schedule a reasonable number of office hours for student conferences. Such office hours should shall be scheduled at times convenient to for both students and instructors with the additional option of prearranged appointments for students when there is a schedule conflict. The number of office hours shall is to be determined at the appropriate administrative level, and office hours should be a matter of common knowledge.
- (10)(V4) Instructional staff members who are responsible for academic advising are expected to be in their office shall be available at specified hours agreed upon by the instructor and student during the period of each enrollment. Arrangements will be made for advising during registration.
- (11)(VII) Instructional staff members are responsible for providing an opportunity for student evaluation of each course taught, provided that more than one (1) student is enrolled in the course. This opportunity will shall be consistent with the student evaluation policies and procedures approved by the academic unit for the instructional staff member's academic unit. Each college dean will shall ensure that such policies and procedures exist within their college/University library and in. In consultation with the relevant unit leader, deans may approve unit-specific student evaluation policies and procedures.
- (12)(VIII) Fundraising, whether to benefit UNC or a third party is an extra-curricular activity. As such, the level of fundraising success achieved, or amount of funds raised, cannot be used in determining grades in any direct study, internship, class curriculum or program of study. The prohibitions of this policy do not apply to the study of fundraising entities and grant writing in their processes.

**2-3-402(2) Off-Campus Programs.**  
[Remove completely]