

TYPE:	Academic
TITLE:	Learning Management System Course Retention
NO.:	ACAD-129
RESPONSIBILITY:	Executive Vice-President, Academic
APPROVED BY:	Durham College Leadership Team
EFFECTIVE DATE:	November 2021
REVISED DATE(S):	
REVIEW DATE:	November 2024

1. Introduction

The College's [Learning Management System](#) (LMS) is intended as a teaching and learning aid for faculty and students, and not as a repository of student data or [course content](#). A retention schedule for the digital information stored within the LMS is essential for optimizing the system's performance, while promoting both data security and the protection of our students' privacy.

2. Purpose

This [policy](#) and [procedure](#) outlines Durham College's (DC) approach to course management and retention within the institutional instance of the LMS.

3. Definitions

Refer to [Durham College's Standard Definitions](#).

4. Policy statements

This policy only applies to the institutional instance of the College's LMS used for post-secondary and apprenticeship courses. It does not apply to other LMSs used at DC, including OntarioLearn and Corporate Training Services instances.

- 4.1. Course content in the LMS is the property of DC.
- 4.2. Course content in the LMS will be scheduled for destruction from the system after seven (7) years, in accordance with the disposition assigned in the Durham College Common Records Schedule. Senior school administrators, IT Services or the Office of the Executive Vice President, Academic may make exceptions to this schedule on a case-by-case basis.
- 4.3. Student data stored in the LMS is not part of a student's permanent record.
- 4.4. Adequate notice regarding the disposition of courses on the LMS will be provided to academic schools/departments, as appropriate.
- 4.5. The deletion of any course contained in the LMS is final and irrevocable.

5. Procedure

5.1. Creating the list of courses scheduled for destruction

- Once a year, the LMS Administrators group in IT Services will generate a list of courses within the institutional instance of the College's LMS that are, as of January 1 that year, seven (7) years old or more.
- The list will exclude sandboxes and manually managed courses.

5.1. Reviewing the list of courses scheduled for destruction

- No later than April each year, using the semester code and course CRN, each academic school/department will receive a list of their courses eligible for destruction.
- Each school/department will review their list of courses and identify any courses that they would like exempted from the upcoming scheduled destruction process.
- Academic schools/departments will submit their revised lists of courses scheduled for destruction to the Director, Academic IT and Communications by the end of May. Submitted lists must be approved by the relevant Executive Dean/Dean/Associate Dean.
- The Director, Academic IT and Communications will compile submissions and prepare a consolidated list of courses scheduled for destruction. The consolidated list will be sent to the Executive Vice President, Academic for final approval.
- By the end of June, the Director, Academic IT and Communications will submit the approved list to IT Services.

5.2. Deleting courses approved for destruction

- IT Services will complete the destruction of the approved courses in July/August.

6. Roles and responsibilities

- 6.1. The Office of the Executive Vice President, Academic is responsible for overseeing the Learning Management System Course Retention policy and procedure, and approving courses for destruction.
- 6.2. IT Services is responsible for preparing lists of courses on the institutional instance of the LMS that are eligible for destruction, distributing the lists to the appropriate academic schools/departments, and deleting approved courses.
- 6.3. Academic schools/departments are responsible for reviewing their lists of courses eligible for destruction, making amendments if required, and sending their reviewed lists to the Director, Academic IT and Communications.

6.4. The Director, Academic IT and Communications is responsible for consolidating academic school and department lists of courses scheduled for destruction, providing the consolidated list to the Executive Vice-President, Academic for approval, and sending the approved list to ITS for destruction.

7. Accessibility for Ontarians with Disabilities Act considerations

Accessibility for Ontarians with Disabilities Act (AODA) standards have been considered in the development of this policy and procedure and it adheres to the principles outlined in the College's commitment to accessibility as demonstrated by the Accessibility Plan (ADMIN-203).

8. Non-compliance implications

Non-compliance could affect the usability and performance of the LMS, and have a negative financial impact on DC.

9. Related forms, legislation or external resources

- None