POLICY TITLE
Faculty Use of Instructional Technology for Traditional Courses

POLICY NUMBER
ASOM 7.5.1

PRIMARY RESPONSIBILITY
Center for Instructional Technology, Online Technology Coordinators, Academic Affairs

CREATION / REVISION / EFFECTIVE DATES
Created May 2001/ June 2012/ October 2015/March 2017; revised October 2017/effective immediately

PURPOSE
This policy and procedure provides the expectations for the use of Instructional Technology, specifically the College’s Learning Management System, and the training guidelines required of all faculty in the use of the Learning Management System.

ORGANIZATIONAL SCOPE OR AUDIENCE
All faculty and staff

DEFINITIONS
Blackboard: The College’s learning management system from 2002 – the end of Spring Semester 2017


POLICY
All faculty at Ivy Tech are required to utilize IvyLearn for communication of essential course information to students. All faculty at Ivy Tech must complete required training in the use of the College’s LMS.

PROCEDURE
Faculty are required to follow all College policies regardless of delivery method. This is inclusive of any policy of the College and may include such things as copyright, intellectual property, safety, FERPA, information and data security, and any other appropriate policy.
Required Instructional Technology Training for all Faculty

All faculty members are required to complete training on the basic use of the College’s learning management system through successful completion of BBRD 101 or ILRN 101 prior to the start of their first teaching assignment. Campuses should document successful completion of this course on the employee’s official training record via the training portal/IvyLEAD. The training requirement is still recommended, but is waived for those faculty who teach ONLY courses not required to participate in the mid-term grading initiative (i.e. most dual credit courses).

Required Learning Management Use for all College Courses

All faculty members are required to utilize IvyLearn to communicate basic course information in all course sections regardless of delivery method. The requirement to utilize IvyLearn includes for each course section, at a minimum, the faculty member will:

1. Communicate their contact information via their Profile. It is also expected for this information be included in the Syllabus.
2. Utilize the Syllabus tool including the automatically generated Course Summary through use of due dates for all assignments. Whenever possible, faculty members should distribute and collect assignments and assessments through IvyLearn.
3. Maintain accurate grade information throughout the course in the IvyLearn Grades tool. Grade information provided should include all information necessary to fully calculate the student grade.
4. Utilize the Conversations tool in IvyLearn to manage individual course related communication whenever possible.

REFERENCES
ASOM Chapter 7: Faculty Responsibilities – all policies within this chapter
All ASOM policies related to the development and delivery of distance courses
Current Coordinated Process for delivery of BBRD 101, BBRD 145, BBRD 146, BBRD 147, ILRN 101, IVYC 110, IVYC 112, IVYC 201, IVYC 251, IVYC 291 and Quality Matters training

RESOURCE PERSON
Vice Chancellor for Academic Affairs, Center for Instructional Technology Senior Training Specialist, Executive Director, Center for Instructional Technology