

## University Policy and Procedure Change Form

Please complete this form to submit new policies and procedures or revisions to existing ones for official publication in the NSU *Policy and Procedure Manual*. Forward the completed form to James Bryant Smith, Chair of the Policy and Procedure Committee email: james.smith@nicholls.edu

<input type="checkbox"/> New <input checked="" type="checkbox"/> Revised	<b>2.6.4 Access to Class Information Via Course Management Software Accounts</b>
<b>Effective date:</b>	09/25/2019
<b>Source of Change:</b>	<input type="checkbox"/> Policy change initiated by statute or rule from the State of Louisiana, the Board of Regents, or the University of Louisiana System Board of Supervisors <input checked="" type="checkbox"/> Policy change that are the result of activities by the policy or procedure-making bodies of the University through the President's Cabinet <input type="checkbox"/> Informational change that does not need to be cleared with policy or procedure-making bodies
<b>Office of origin:</b>	Provost/Academic Affairs
<b>Key contact person:</b>	Sue Westbrook
<b>Policy/procedure applies to (check all that apply):</b>	<input checked="" type="checkbox"/> Faculty members <input type="checkbox"/> Civil service employees <input type="checkbox"/> Professional/administrative staff <input type="checkbox"/> Students <input type="checkbox"/> All of the above
<b>Submitted by:</b>	

**REASON FOR CHANGE:** This change is being requested due to the change/update of access to Moodle, e-think, and the upcoming move to Banner 9.

**Procedure(s):**

**PROPOSED CHANGE:**

FROM:

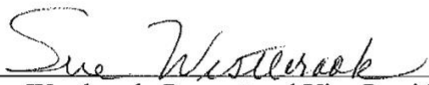
### 2.6.4 Access to Class Information Via Course Management Software Accounts

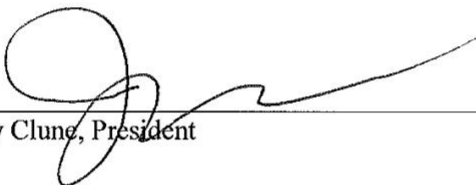
Faculty course management software accounts, such as Moodle, Blackboard, etc., should be considered an extension of the classroom or faculty office. In the spirit of full disclosure, faculty shall be informed in advance if faculty supervisors or administrators intend to gain access to said electronic class management accounts for observation purposes.

TO:

#### 2.6.4 Access to Class Information Via Course Management Software Accounts

Faculty course management software accounts, such as Moodle and course-specific software, are an extension of the classroom and faculty office for the purpose of evaluation and assessment of faculty. For this reason, faculty shall be given a minimum of 24 hours advanced notice in writing with a copy to the college dean and the Office of Academic Affairs, when faculty supervisors or administrators intend to access said electronic class management accounts for observation purposes. Faculty supervisors and administrators must request specific access through the Schedule Change Request Form. Once the 24-hour notification period has passed, access will be provided through the Office of Academic Affairs for the remainder of the academic semester. Faculty supervisors or administrators needing to gain accesses in a subsequent academic semester must repeat the 24-hour notification process as outlined above.

Approved:   
Dr. Sue Westbrook, Provost and Vice President for Academic and Student Affairs

Approved:   
Dr. Jay Clune, President

<b><i>For PPM Committee use only:</i></b>	
<b>Date Reviewed by PPM Committee</b>	
<b>Date Sent to UC</b>	
<b>Date Approved by President's Cabinet</b>	
<b>President's Approval (signature) obtained</b>	
<b>Addition/Revision to P&amp;P Manual (date, Section, made by)</b>	Date: Section: Made by:
<b>Date of Campus Notification</b>	