

# **Siena College Academic Course Retention Policy**

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## **I Purpose:**

To define how long academic courses contained in the College's Learning Management System (LMS), currently Blackboard, will be retained.

## **II Scope:**

This policy covers courses contained in the Learning Management System(s) managed and maintained by Information Technology Services (ITS).

## **III Policy Statement:**

### Guiding Principles

- To retain courses and content for a period of time which instructors and students find adequate and useful
- To optimize the performance of the LMS
- To ensure that the storage space is used efficiently and to minimize the financial impact of increasing disk storage

ITS will retain LMS courses for five (5) years from the end of the course. At the end of five years, the course will be deleted. ITS will begin removal of courses more than five years old in Summer 2013 removing all courses ending prior to Spring 2008.

Deleting a course from the LMS permanently removes it from the LMS system so that it is no longer accessible. When a course is deleted it is automatically removed from a user's course list. All materials stored in the course are deleted. This includes all files, grades, assignments, quizzes, surveys, links and anything else associated with the course that is stored in the LMS database and file system areas.

It is recommended that instructors archive their courses at the end of the term in which the course was taught and before they are scheduled for deletion by Information Technology Services. Retaining copies of the syllabus, electronic grade book and electronic student work is the sole responsibility of the instructor. Instructors should always download student work or make copies of the grade book prior to removal of material from the course. ITS will automatically archive any course prior to deletion. ITS will notify faculty of the courses scheduled for deletion and provide methods for preserving course content off-line. Instructors may request

that a course be exempt from deletion; however, a course should not remain within the LMS for more than ten (10) years.

Instructions on how to archive a course are provided at the ITS website (<http://siena.edu/Blackboard>) under information about the current Learning Management System.

**IV Governance:**

This policy will be updated by the Department of ITS. It will be approved by GIT Committee.

**V Exceptions:**

Exceptions can be granted by the CIO based on needs of the College. Unplanned service will be performed in as needed in a timely way in order to address any urgent needs.

**VI Revision History:**

Date	Revision #	Modification	Approved Date
2/18/2013	1.0	GIT Committee Approval	2/18/2013