



<b>TL7100: Teaching and Learning – Course Management</b>		
<b>University of British Columbia RECORDS SCHEDULE</b>		<b>Schedule Number:</b> TL7100
<b>Primary Title:</b>  Course Management		<b>Office of Primary Responsibility (OPR):</b> UBCV: Registrar’s Office; Graduate Studies; Faculties; Academic units and schools UBCO: Enrolment services; Graduate Studies; Faculties; Academic units and schools
The records include: course outlines; class enrolment records not required as individual students’ academic records; course communications (e.g., announcements, discussion fora, email, and social media content); students’ verification of illness forms or equivalent medical documentation provided to course instructors; examination/assignment questions and instructions; exam lists and attendance records; records of incidents occurring during exams; records of exam conflicts, relief, and alternative arrangements; instructors’ lists of assignment, test, final exam grades, and final grades for the course; records of the preparation, maintenance, quality assurance and delivery of course content (excluding those which are the intellectual property of the instructor); and, system-generated data on the use of course/learning management systems.		
<b>Vital:</b> No		<b>PIB:</b> Yes
<b>Authority:</b> Freedom of Information and Protection of Privacy Act [RSBC 1996] Chapter 165		<b>Date Approved:</b> 20220729
<b>Secondary No.</b>	<b>Secondary Title</b>	<b>Retention, Destruction &amp; Disposition</b>
01	<b>Policies and Procedures</b>	EV+5Y, FR  EV=Date superseded or obsolete FR=UA will fully retain records from this series
05	<b>General</b>	EV+5Y, D  EV=Date superseded or obsolete
10	<b>Accommodation</b>  Records of accommodations made for students experiencing illness or medical conditions which prevent them from meeting academic obligations.	AY+1Y, D



13	<b>Class Enrolment</b>  Records of enrolment request and enrolment in classes.	AY+1Y, D
15	<b>Course Evaluations</b>  Course evaluations may be conducted for both undergraduate and graduate courses. Data from individual students is used to produce a summary report for each course. Course evaluation results inform the evaluation of a faculty member's teaching for performance reviews and tenure and promotion processes.	AY+1Y, D  Retention note: Anonymized course evaluation data may be retained by the University until no longer required
17	<b>Course Outlines</b>  A detailed description of course objectives, content and evaluation criteria.	AY+10Y, FR  FR=UA will fully retain course outlines
22	<b>Examination Administration</b>  The records include examination lists, attendance records, records related to incidents during examinations, records related to alternative examination times, examination conflicts, and relief; and records related to supplemental examinations.	AY+1Y, D
25	<b>Instructors' Grade Records</b>  Records documenting test scores, assignment scores, and final grades for students, which become the basis for submitting grades to the Registrar's Office and Graduate Studies and Postdoctoral Affairs for upload to the student information system.	AY+1Y, D  Retention Note: If there is a grade review or appeal retain records for 1Y after that process is complete



31	<p><b>Online Courses</b></p> <p>The records include copies of course notes; copies of course outlines/syllabi; course calendars; course communications such as announcements, discussion lists, blogs, wikis, and email; completed quizzes, tests, and assignments; and course rosters and gradebooks.</p>	AY+1Y, D
45	<p><b>Issues</b></p>	AY+10Y, D
60	<p><b>Reports</b></p>	<p>AY+5Y, SR</p> <p>SR=UA will selectively retain records from this series</p>
<p><b>Acronym Key.</b> AY = Academic Year; CY=Calendar Year; D=Destroy; EV=Event; FY=Fiscal Year; FR=Full Retention by University Archives unless otherwise noted; OPR=Office or Department responsible for <i>source of truth</i> records; SO=When superseded or obsolete; SR=Selective Retention by University Archives; UA=University Archives; Y=Year</p>		