

LMS Governance Membership

Learning Management System (LMS) Standard Operating Practices/Procedures (SOPs) North Carolina State University Membership, [SOP.LMS-Wolfware.007](#)

Authority: Vice Provost for Distance Education and Learning Technologies (DELTA)

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Additional References:

<https://wolfware.ncsu.edu/sops/>

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1. Introduction

The overall description of the NCSU's LMS Governance structure is outlined at:

http://wikis.lib.ncsu.edu/images/2/28/LMS_Chart_of_Influence_december_2011.pdf

Four official committees are identified within the structure: the LMS Steering Committee, the LMS College Needs and Policy Recommendations Committee, the LMS Best Practices & Support Committee, and the LMS Technical Concerns Committee.

2. General membership compositions

LMS Coordinator: The NCSU LMS Coordinator chairs the LMS Steering committee and serves as a non-voting member of each the other three subordinate LMS committees.

LMS Steering: The LMS Steering Committee serves as the final authority and recommending body for learning management systems issues. It will take into consideration the needs and recommendations of the subordinate LMS committees described below. To accommodate a broad base of user needs, general membership for this committee includes representation from NCSU faculty, staff, and both central and local IT support. While students are not recruited for the committees, the LMS coordinator will proactively take relevant issues to Student Government and other student groups as appropriate. Depending on the availability and interests of members in serving on this committee, it is possible that dual roles may be filled by the same individual; however, each individual shall only have one vote. Membership is as follows:

- LMS Coordinator (Chair)

- Co-chairs of all three subordinate LMS committees (six members)

- Representative from OIT

- Representative from the Libraries

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DELTA's Educational Technology Services Director (or representative)
DELTA's Instructional Innovation Services Director (or representative)
DELTA's Instructional Support Services Director (or representative)
Representative from the Academic IT Directors group
Three or more Instructors/Faculty members
Representative from the DE Program Coordinators group
Representative from the DELTA Advisory Council
Representative from Extension
Additional representatives from these and other organizations may be invited

LMS College Needs and Policy Recommendations: This committee discusses college needs related to the LMS (see <http://wolfware.ncsu.edu>) and formulates policy recommendations to be considered by the LMS Steering Committee. General membership for this committee is composed of individuals in DELTA and in each college who have an understanding of the unique needs and policy concerns that affect the represented organization. Membership is as follows:

Representative from DELTA
LMS Coordinator (non-voting)
Representative from OIT
Representative from each College
Representative from Extension
Representative from Division of Academic and Student Affairs
Additional representatives from these and other organizations may be invited

This committee should have a DELTA (appointed) and a non-DELTA (elected) co-chair.

LMS Best Practices & Support: This committee provides LMS input from the perspective of the user, optimizing the environment in a pedagogically sound manner that is also supportable and makes recommendations to support that perspective. General membership for this committee is composed of individuals across campus that directly support instructors in implementing LMS tools. Membership is as follows:

LMS Coordinator (non-voting)
OIT Accessibility Coordinator
Representative from OIT (general member)
Representative from the Libraries
One or more Instructor/Faculty members
Representative from the Office of Faculty Development
Representative from the DELTA Instructional Design and Development team
Representative from the DELTA Instructional Support Services department
Four or more instructional technology support staff across the Colleges
Additional representatives from these and other organizations may be invited

LMS Governance Membership

This committee should have a DELTA (appointed) and a non-DELTA (elected) co-chair.

LMS Technical Concerns: This committee explores the technical feasibility and workflows related to LMS and provides technical input to other LMS committee recommendations and may make recommendations about the operation of the LMS and its integration with other systems. General membership for this committee is composed of individuals in DELTA who do development work and provide LMS testing and technical support and includes technically-minded peers across campus.

Membership is as follows:

- Three or more technical representatives from DELTA
- LMS Coordinator (non-voting)
- Two Representatives from OIT
- Three or more technical representatives from the Colleges

Additional representatives from these and other organizations may be invited

This committee should have a DELTA (appointed) and a non-DELTA (elected) co-chair.

3. Overall membership responsibilities

Members of each committee have the following responsibilities:

- To prepare for meetings by reviewing the agenda and available materials
- To attend in-person and virtual meetings on a regular basis
- To solicit feedback and ideas from constituents related to LMS issues and share those with the LMS committees
- To represent constituent, rather than individual, interests
- To keep constituents informed of LMS discussions
- To work with other committee members to proactively and positively impact the campus LMS
- To maintain a professional and collegial relationship with all LMS committee members

4. General guidelines for committees, committee appointments and membership are as follows:

- The LMS Coordinator is responsible for coordinating with committee chairs to maintain a comprehensive and accurate membership.
- The LMS Coordinator is responsible for keeping all membership rosters current and posted on the LMS Governance page.
- The LMS Coordinator, along with the committee co-chairs, should evaluate the committee membership every year to ensure that all constituents are being represented and to add to membership rosters as needed.

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The LMS Coordinator and the committee co-chairs are responsible for proactively sharing information among the committees. The LMS Coordinator is responsible for ensuring the co-chairs are providing/sharing information to the other committees on a regular basis.

In the case that an invited college, unit, or division cannot or does not accept committee membership, the respective organization will be invited to enroll in the committee's Moodle space to remain informed.

All LMS committees must keep their minutes, websites, materials, etc. up-to-date and available on the campus community's behalf.

There are no term limits for committee members. However, it is the responsibility for the LMS Coordinator to reconfirm appointments with the committee members and their supervisors every two years. Appointments of non-DELTA committee members will be by the head of the college or division (or designee of the college/division).

DELTA committee co-chairs are appointed by DELTA management and have no term limit. Non-DELTA co-chairs will have a two-year term, and are eligible for subsequent terms if they are interested in serving. At the end of a non-DELTA co-chair term, the committee will select a member to serve the next term.

As needed, official committee members may appoint proxy members with full discussion and voting rights. Official committee members are responsible for informing their co-chairs and the LMS Coordinator regarding proxy members.

If a committee member does not consistently attend meetings, committee chairs will first meet with the individual to discuss their interest and ability to serve on the committee. If attendance does not subsequently improve, the respective committee chair should contact the LMS Coordinator, who will then work with the appropriate organization to appoint a new representative.

The LMS Steering Committee may consider expanding membership of the LMS committees to include additional named seats for organizations or groups. Membership discussions can be placed on the agenda by contacting the LMS Coordinator.