EXECUTIVE COUNCIL

June 16, 2022

To: Teri Eckman
   Executive Director, Student Information Systems

From: Jason Stajich
   Chair, Riverside Division

RE: Consultation: Policy on Retention of Graded Materials (iLearn and Retention of Graded Materials)

Dear Director Eckman,

We appreciate the request for consultation and the time to opine on the subject matter. Executive Council discussed this policy, your inquiry, and the comments received from Academic Senate committees during their June 13, 2022 meeting, and had no additional comments to include with the attached consultative feedback from tasked committees.

Sincerely,

/s/ Jason

Cc: Matthew Gunkel, Associate Vice Chancellor and CIO
    Bracken Daily, Registrar
    Israel Fletes, Director of Academic Technology
    Richard Edwards, Director for the Center for Teaching & Learning
    Beth Beatty, Academic Senate Analyst
To: Jason Stajich, Chair
Riverside Division

From: Juliann Allison, Chair
Committee on Educational Policy

RE: Consultation on Policy on Retention of Graded Materials and Retention of iLearn Records

The Committee on Educational Policy reviewed the consultation request on the Policy on the Retention of Graded Materials regarding the retention of iLearn records at their April 8, 2022 meeting. The Committee did not find a conflict with the policy for graded materials and the purging of iLearn data after one year in archival mode as the policy requests that graded material be held for six weeks.

The Committee did note concern that there are other reasons potentially relating to issues of student conduct that might require the data to be retained for longer than a year. The Committee will invite the Director of Academic Technology Israel Fletes to attend an upcoming meeting to discuss the potentials for long term storage of iLearn data.
May 20, 2022

To: Jason Stajich, Chair
   Riverside Division

From: Don Collins, Chair
      Graduate Council

Re: [Campus Review] Consultation: Policy on Retention of Graded Materials: iLearn and Retention of Graded Materials

Graduate Council reviewed the Policy on Retention of Graded Materials: iLearn and Retention of Graded Materials at their May 19, 2022 meeting. The Council suggested August may be a better time to retire the system as opposed to June which is a very busy time for faculty. Either way, the Council asks that several reminders be sent to faculty to download their materials.
COMMITTEE ON RULES AND JURISDICTION

May 17, 2022

To: Jason Stajich  
Chair, Riverside Division

From: Katie Ford, Chair  
Committee on Rules and Jurisdiction

Re: Policy on Retention of Graded Materials: iLearn and Retention of Graded Materials

The Committee on Rules and Jurisdiction reviewed the Policy on Retention of Graded Materials: iLearn and Retention of Graded Materials. The proposed policy is consistent with the existing policy requiring that a grade appeal must be made within six weeks following the end of the quarter.
Good afternoon Dr. Stajich,

I’m writing for guidance on the application of the policy related to retention of graded materials. Over the last 18 months, XCITE and ITS have been working with faculty to adopt our new student learning management system, Canvas. Our current system, iLearn, is set to retire this June and we have a plan to keep iLearn data for one year in ‘archival mode’ after which it would then be purged. We would like to confirm that this approach would be in compliance with policy or if we need to consider keeping a subset of data for a longer period of time.

It’s possible that you may have already provided guidance on this topic, however, we’re unable to confirm at this time and we’re trying to firm up our plans for the disposition of this data.

I’d also like to introduce you to UCR’s new Chief Information Officer, Matt Gunkel.

We would be happy to coordinate a meeting to provide additional information or answer any questions you may have.

Thank you,
Teri

Teri Eckman
Executive Director
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Pronouns: she/her
To be reported:

Policy on Retention of Graded Materials, Riverside Division of the Academic Senate

Senate Regulation 5 requires that course grades must be appealed within six weeks of the beginning of the subsequent quarter, not including summer session (R5.1.1). Adjudication of grade appeals benefits greatly from the opportunity to re-examine evaluation materials that were used to determine course grades, including attendance records, assignments, exams, and grade books. However, long-term storage of supporting materials can be onerous for physical materials, and may not be under the control of the instructor of record for electronic materials. Instructors also cannot control what happens to materials that have been returned to students. Regardless, instructors, students, and the university all benefit from a clear grading policy that specifies the responsibilities of the affected parties with regard to preserving evaluation materials in case an appeal is filed. Therefore, CEP proposes the following policy for the retention of evaluation materials.

Instructors and students are advised to preserve evaluation materials under their control at the end of an academic term for the duration of the period in which a grade appeal may be filed (ref. R5.1.1). Such materials include all assessments and records of performance that affect a student’s course grade. Students should not expect instructors to preserve materials that are difficult to store, or that are not under the instructor’s control, or for which students have been given a reasonable opportunity to obtain from the instructor. If an appeal is filed, instructors and students must preserve evaluation materials under their control until the appeal has been adjudicated.

This policy does not preclude shorter-term deadlines imposed by the instructor of record for requests by students to re-examine individual assignments for grading inconsistencies or mistakes.

**Approvals:**

Approved by the Committee on Educational Policy: February 6, 2015

The Committee on Rules and Jurisdiction finds the wording to be Consistent with the code of the Academic Senate: March 19, 2015

Reviewed by BCoE Executive Committee: March 25, 2015

Reviewed by CNAS Executive Committee: March 20, 2015

Reviewed by GSOE Executive Committee: March 2, 2015

Reviewed by SoM Executive Committee: March 30, 2015

Approved by Executive Council in lieu of the Division: April 13, 2015