



## *Academic Senate*

*Professor Kenneth Barish  
Division Chair*

March 19, 2026

Matthew Gunkel  
Associate Vice Chancellor and Chief Information Officer

Richard Edwards  
Executive Director for the Center for Teaching & Learning

### **Re: Response to Senate Feedback on the Proposed Policy for Archiving of Canvas Courses**

Dear Matt and Richard,

The Academic Senate Executive Council's January 12, 2026 discussion was punctuated by the specific concerns that the School of Medicine operates in a different system than the rest of the campus and that SOM students must have access to materials at all times. So, archiving causes a serious problem for colleagues and students in SOM. In this same discussion, Council was advised that SOM is in communication with ITS and XCITE on developing a solution.

Finally, other committees and Council are generally positive that adjustments have been made to this process since the last round of comments was provided to you. Comments from committees are enclosed.

Sincerely,

A handwritten signature in blue ink that reads "Kenneth Barish".

Kenneth Barish  
Chair, Academic Senate

Cc: Director of Academic Technology and Director of Teaching and Learning Initiatives Fletes  
Committee on Information Technology Chair Franchak  
Senate Director Cortez  
Senate Analyst Gutierrez

Enclosures



December 16, 2025

TO: Ken Barish, PhD, Chair, Academic Senate, UCR Division

FROM: Adam Godzik, Ph.D., Chair, Faculty Executive Committee, UCR School of Medicine

SUBJECT: **[Campus Review] (Proposed Policy) Response to Senate Feedback on the Proposed Policy for Archiving of Canvas Courses**

Dear Ken,

The SOM Faculty Executive Committee has again reviewed the Proposed Policy: Policy for Archiving Canvas Courses.

We appreciate the clearer rationale for the management of storage capacity stated in the letter from Mr. Gunkel and Mr. Edwards dated October 20, 2025. We have, however, to stress in the strongest terms that the proposed solution is unacceptable for the School of Medicine. If implemented as proposed, it could jeopardize the School of Medicine's accreditation by LCME. The curriculum in the School of Medicine is four years in duration and, unlike undergraduate studies, the most critical examinations, which cover material from all four years, occur at the end of the program. Therefore, students must be able to access their previous course materials for the entire duration of their medical education. Furthermore, there is a small cohort of students who take leave of absences which can extend their time in the school of medicine as long as **seven years**. They also must have access to past course materials.

In addition to educational needs, the School of Medicine is required by accreditation to provide access to faculty and students to the minutes of meetings from our Medical Education Committee and its subcommittees and teams. We use the Canvas learning management system to set up non-instructional course sites to enable access to students and faculty.

From a technical perspective, it is not clear if archiving past Canvas courses will cause broken links and subsequent sequelae (LTI & External tools like video platforms such as YuJa). When you archive or export a Canvas course, these external tool links often break or lose their

configuration. A faculty member restoring an old course to "check what was taught in 2021" may find empty assignments or error messages where the external tool used to be.

There is also a risk of losing evidence of what was taught for accreditation. As mentioned in an earlier correspondence, Year 4 students lose access to their Year 1 materials for board study purposes. There may also be issues for a student who needs to prove they met a specific level of competence in year 1. Depending on how IT exports, it can also lose student interactions, such as discussion board threads, that can become unreadable. Detailed feedback on assignments can be stripped out or separated into a hard-to-read CSV file.

Canvas is also used by the School of Medicine for some assessment and grading functions. The current status of Canvas is unsatisfactory, with frequent disruptions of access to older data, and this is likely to get worse with the proposed changes.

Hence, we ask for modification of the policy for professional programs that have significantly different uses for canvas in meeting its accreditation and student needs.

Yours sincerely,

DocuSigned by:

  
Adam Godzik, Ph.D.  
Chair, Faculty Executive Committee School of Medicine



School of Business  
Anderson Hall  
900 University Avenue  
Riverside, CA 92521

Nov 5, 2025

To: Ken Barish, Chair  
Riverside Division of the Academic Senate

From: Jerayr Haleblian  
Chair, School of Business Executive Committee

Re: (Consultation): Response to Committee Feedback on the Proposed Policy for Archiving  
Canvas Courses

Please let this memo serve as an official notification that the School of Business Executive Committee supports the proposed policy and has no comments or concerns.



## *Academic Senate*

### **COMMITTEE ON EDUCATIONAL POLICY**

December 16, 2025

To: Ken Barish, Chair  
Riverside Division

From: Annie Ditta, Chair  
Committee on Educational Policy

**Re: Response to Senate Committee Feedback to the Proposed Policy for Archiving Canvas Courses**

The Committee on Educational Policy (CEP) reviewed the response to Senate Committee feedback to the proposed policy for archiving canvas courses at their December 5, 2025 meeting.

The Committee observed that the process still appears burdensome as faculty would still need to request access to courses they want access to and wait for permission to be granted. The Committee recommends that the process be refined to save time and resources.



November 19, 2025

TO: Ken Barish, Chair  
Riverside Division of the Academic Senate

FROM: Iván Aguirre, Interim Chair  
CHASS Executive Committee

RE: Proposed Policy: Response to Senate Feedback on the Proposed Policy for  
Archiving of Canvas Courses

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The CHASS Executive Committee reviewed the proposal, noted the work in streamlining communications, and especially appreciated the student communications on accessing and downloading content. The committee approves this policy.

December 12th, 2025

TO: Kenneth N. Barish, Chair, Academic Senate, UCR Division

FROM: Harry Tom, Chair, Faculty Executive Committee, College of Natural and  
Agricultural Sciences

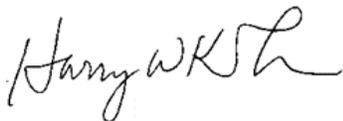
SUBJECT: [Campus Review] Proposed Policy: Response to Senate Feedback on the Proposed Policy for  
Archiving of Canvas Courses

Prof. Barish,

The CNAS Faculty Executive Committee has reviewed the response to senate feedback of the proposed policy for archiving of canvas courses at their December 3rd meeting and had comments to provide to the Senate.

The committee would like to request that the language, "course last offered", that is included in the last paragraph of the first page of the document, be adjusted for clarification. There was confusion on if the context refers to courses that are offered yearly, and the ticker starts after it is offered, or if this refers to courses that are no longer being offered/taught. The committee feels that this needs to be clarified to avoid any future confusion with the handling of these courses.

Sincerely,

A handwritten signature in black ink, appearing to read "Harry Tom". The signature is fluid and cursive, with the first name "Harry" being the most prominent part.

Harry Tom, Ph.D

Chair, Faculty Executive Committee, College of Natural and Agricultural Sciences



*Academic Senate*

**COMMITTEE ON COURSES**

December 5, 2025

To: Ken Barish, Chair  
Riverside Division

From: Emma Stapely, Chair  
Committee on Courses

**Re: Response to Senate Committee Feedback on the Proposed Policy for Archiving Canvas Courses**

The Committee on Courses reviewed the response to Senate Committee feedback on the proposed policy for archiving canvas courses at their December 4, 2025 meeting and are generally supportive of the provided updates.



*Academic Senate*

**Committee on Information Technology**

December 16, 2025

To: Kenneth Barish, Chair  
Riverside Division

From: John Franchak, Chair  
Committee on Information Technology

**Re: CR: Response to Senate Feedback on the Proposed Policy for Archiving of Canvas Courses**

The committee discussed the feedback and had no additional comments.

12/19/2025

**To:** Kenneth Barish, Chair of the Assembly of the Academic Senate  
and Cherysa Cortez, Executive Director of the UCR Academic Senate

**From:** Kinnari Atit, Ph.D., Faculty Chair of the School of Education Executive Committee

**Subject:** SOE FEC's Feedback on Proposed Policy: Response to Senate Feedback on the Proposed Policy for Archiving of Canvas Courses

The SOE Executive Committee reviewed the "Proposed Policy: Response to Senate Feedback on the Proposed Policy for Archiving of Canvas Courses". Comments/feedback were solicited at our executive committee meeting and via email.

THE SOE Faculty Executive Committee has no comment on this document.

Thank you for the opportunity to provide feedback.

Sincerely,

A handwritten signature in black ink that reads "Kinnari Atit". The signature is written in a cursive style with a horizontal line extending from the end.

Kinnari Atit  
Chair, Faculty Executive Committee  
School of Education  
University of California, Riverside  
Email: [kinnari.atit@ucr.edu](mailto:kinnari.atit@ucr.edu)

TO: Ken Barish, Chair  
Riverside Division

FR: Kurt Schwabe, Chair   
Executive Committee, School of Public Policy

RE: **[Comments] *Proposed Policy: Response to Senate Feedback on the Proposed Policy for Archiving of Canvas Courses.***

Date: December 17, 2025

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The Executive Committee of the School of Public Policy has reviewed the ***Proposed Policy: Response to Senate Feedback on the Proposed Policy for Archiving of Canvas Courses.*** We appreciate the feedback and revisions to the initial policy, including extending the timeline for one year and providing an archival access for three additional years. We have no additional requests/comments.

**To:** Professor Kenneth Barish, Chair, Riverside Division of the Academic Senate

**From:** Matthew Gunkel, Associate Vice Chancellor & Chief Information Officer

Richard Edwards, Executive Director of XCITE Center for Teaching and Learning

**Date:** October 20th, 2025

**Subject:** Response to Committee Feedback on the Proposed Policy for Archiving Canvas Courses

Dear Professor Barish,

Thank you for your letter of July 7, 2025, and for facilitating the thorough review of the proposed Policy for Archiving Canvas Courses. We extend our sincere appreciation to the Executive Council and the various academic committees—including the Committees on Educational Policy (CEP), Courses, and Information Technology, as well as the Executive Committees of the School of Business, CHASS, CNAS, and the School of Medicine—for their diligent evaluation and invaluable feedback. The detailed comments have provided essential insight into the practical needs of the faculty and the academic mission of the university. We had the opportunity to review this feedback again with the IT Senate at our first meeting here in October.

After careful consideration of the collective feedback, we have identified several key areas that require clarification and revision in the proposed policy. This response outlines our understanding of the concerns and our commitment to addressing them collaboratively.

**Policy Rationale and Storage Capacity** A primary concern raised by both the CEP and the Executive Council was the need for a clearer rationale for this policy. The principal driver is the responsible management of university resources and compliance with DOJ Title II Rule - WCAG web content accessibility guidelines WCAG 2.1. As our digital footprint grows, the associated costs and performance impacts of storing ever-increasing volumes of data in a live production environment like Canvas become significant. This policy aims to establish a sustainable data lifecycle that ensures system performance and security while responsibly managing storage resources. We will amend the proposal to state this rationale clearly from the outset.

**Retention Timeline and Course Access** The most consistent point of feedback was that the proposed three-year period before a course is archived is insufficient to meet faculty and student needs. We acknowledge the concerns raised by CHASS, SOM, CEP, and the School of Business regarding teaching rotations, accreditation requirements, student support (such as letters of recommendation), and the resolution of incomplete grades.

To address this, we will revise the proposed timeline. We propose setting the period before a course is archived to **four years** after the course was last offered. The course would then remain in an accessible archive for an additional **three years**, providing a total retention period of **seven years**. This revised timeline seeks to balance the need for longer access with the responsible

management of university data.

Furthermore, we will clarify the access protocol for archived courses. To formally track these requests, a new option will be added to the ITS support request form, which will be the designated method for faculty to connect with XCITE for assistance in retrieving an archived course. This process will also incorporate the existing procedure that allows a Department Chair to request access when the original instructor of record is no longer with the university. To facilitate access to these archived courses, we are partnering with K16, our archival solution provider. The request form will ensure a reliable and audited procedure for accessing historical course data.

**Course Templates and System Efficiency** We found the suggestions from CEP and CHASS regarding course templates and the automatic creation of non-instructional course sites to be highly constructive. We will incorporate a provision to allow faculty to request a “course shell” version of their course—preserving the structure and content without student data—as part of the archival notification process, which will alert faculty with an announcement on Canvas 45 days before archival. Additionally, we will investigate the feasibility of modifying the default settings to prevent the automatic creation of Canvas sites for non-course offerings (e.g., 299 and 302 series), which would improve system efficiency and reduce clutter for faculty.

We believe these revisions address the core concerns raised by the Academic Senate and its committees. Our goal is to create a policy that is both administratively sound and supportive of the academic enterprise. We are grateful for the opportunity to engage in this collaborative process and are confident that, by working together, we can refine this policy to effectively serve the needs of the UCR community.

Thank you again for your partnership and guidance.

Sincerely,

Signed by:  
  
75B0EDF37C024E0...  
Matthew Gunkel

DocuSigned by:  
  
1BC5001E6A794D9...  
Richard Edwards

cc: Director Cortez



## Academic Senate

Professor Kenneth Barish  
Division Chair

July 7, 2025

**To:** Israel Fletes, XCITE Director of Academic Technology

**From:** Ken Barish, Chair, Academic Senate 

**RE: Policy for Archiving Canvas Courses**

Dear Israel,

The subject [proposal](#) was submitted to the Committee on Courses (Courses), the Committee on Educational Policy (CEP), and all seven of UCR's college and school faculty executive committees (FECs). On June 9, 2025, as part of their agenda, the Academic Senate Executive Council discussed both the proposal and committee feedback.

I attach and call your attention to comments from the tasked committees. Please review them for details.

CEP has several recommendations regarding the proposal, including the provision of a clear rationale for policy, an update to clarify the five-year time period, extending the policy's stated timelines, and adding a process by which faculty can request longer archiving and storage periods. CEP further recommends an update to the policy to include a process for notifications to be sent to instructors and department chairs for when courses will be archived in Canvas; and finally, CEP suggests the policy have an option for faculty to create a template course.

Like CEP, the SOM FEC stated that a longer data retention period may be necessary and seeks clarification on how to access archived courses when the need arises.

The CNAS FEC suggests that chairs should be notified about an archived course, and faculty should be shown how to export a zip file of their courses for their records.

The CHASS FEC opposes the proposed policy to archive Canvas courses after three years, stating it does not align with how faculty use the platform or with student and advisor needs. The FEC writes that faculty frequently need access to courses beyond three years for routine tasks like importing old course content and writing letters of recommendation, which often require reviewing student activity from many years prior. They also express concern about the reliability of Helpdesk support for retrieving archived courses, preferring that special requests be reserved for non-routine issues. While ideally, Canvas courses would remain available indefinitely, the CHASS FEC suggests that if archiving is necessary, it should occur after a

minimum of 10 years, with an additional five years for instructors to request access.

The Committee on Information Technology had no comments. The Committee on Courses was supportive of the proposal. As was the BUS FEC, though they seek a point of clarification and also made a recommendation about the policy's storage time frame.

Council further discussed the concern that a clear motivating factor, that XCITE lacks adequate information storage, is not clearly stated as an issue or resolved in the proposal documents.

Thank you for the opportunity to review and comment and please send your response to my attention ([barish@ucr.edu](mailto:barish@ucr.edu)) with a courtesy copy to Academic Senate Director Cherysa Cortez ([cherysac@ucr.edu](mailto:cherysac@ucr.edu)).

Cc: XCITE Director Edwards  
Senate Director Cortez

Attachments

May 15, 2025

To: Ken Barish, Chair  
Riverside Division of the Academic Senate

From: Elodie Goodman  
Chair, School of Business Executive Committee

Re: Proposed Policy: *Policy for Archiving Canvas Courses*

The School of Business Executive Committee overall supports the proposal. We found it was unclear whether the 5 year of archiving period starts 3 years after the course was offered, which would give instructors a total of 8 years before the course is deleted, or starts the year after the course is offered, which would only give 5 years total before deletion. In the latter case, the School of Business Executive Committee is concerned that this period is too short. Many students take more than 5 years to graduate, and it may be necessary to access a student's records in a past course at some point before they graduate. We would recommend a minimum of 6 years before deletion.

Additionally, the proposed policy states "For legal or compliance reasons, access may only be granted to the instructor of record." In case the instructor of record is not available (e.g., the instructor of record was a lecturer and no longer teaches at UCR), School of Business Executive Committee believes an exception should be made to grant access to the Department Chair if needed, and this should be noted in the policy.



**COMMITTEE ON EDUCATIONAL POLICY**

May 21, 2025

To: Ken Barish, Chair  
Riverside Division

From: Stephen Kane, Vice Chair  
Committee on Educational Policy

**Re: Policy for Archiving Canvas Courses**

The Committee on Educational Policy (CEP) reviewed the Policy for Archiving Canvas Courses at their May 9, 2025 meeting and recommends that a clear rationale for the necessity of the policy be provided.

CEP observed that it is not clear if the five-year time period for the retention of the archived courses is after a course is archived or after it was last instructed and recommends that the policy be updated to provide greater clarity to faculty.

CEP feels that the given timelines are far too short, and do not account for various factors such as course relief, sabbaticals, etc. that would require an extended timeline. The Committee further recommends that there be a process through which faculty may request an extension on the archiving/storage of the data.

CEP recommends that the policy be updated to include a process for notifications to be sent to course instructors and department chairs for when their Canvas courses will be archived.

Lastly, CEP recommends that an option be made available for faculty to create a template course to be retained. The template course would be a copy of the Canvas course without any student data. The template could be given as an option when instructors are notified that their course will be archived and will allow them to access the Canvas course structure if they need to teach the course again.



May 30, 2025

TO: Ken Barish, Chair  
Riverside Division of the Academic Senate

FROM: Wesley Leonard, Chair   
CHASS Executive Committee

RE: Proposed Policy: Policy for Archiving Canvas Courses

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The CHASS Executive Committee (EC) reviewed the proposed Policy for Archiving Canvas Courses, which we do not support for the reasons summarized below. Our reasoning is based on how faculty actually use Canvas sites (or Blackboard sites in the past) and our understanding of students' and advisors' needs, which collectively misalign with the idea of archiving Canvas courses after so short a period as three years. Faculty need to have access to course sites far longer than three years, and should be able to do this without special requests.

The proposed policy creates a scenario where faculty will need to engage special action to access Canvas sites that are more than three years old, but this need is routine. While UCR has a policy that a given course is supposed to be offered at least every four years (hence a period already longer than three years), the most important variable in relation to archiving or deleting Canvas sites is how often a given faculty member teaches a given course. Even if, for example, a department offers a given course every year or every other year, a given faculty member might teach it far less often and should not have to do special things to get their Canvas site from the previous time they taught it. Even a rotation of more than eight years, which would go beyond the proposed three years pre-archiving plus five years in an archive, is not unusual for electives in the humanities, arts, and social sciences. As a related concern, we have observed that some Helpdesk tickets are processed very quickly, while others are not; as one specific example, an EC member reported problems with their request to merge courses not being completed for weeks and until after they intervened several times. We believe that Helpdesk tickets should be for actual problems or non-routine requests.

Beyond the common practice of importing from an old Canvas site, there are also many occasions where faculty revisit a given class site years after that class is complete. As one example, EC members commented on how it is common when writing letters of recommendation

to access Canvas sites from many years earlier; faculty do not just write letters for former students from the past three years. While some relevant course details might be saved locally, many details of how a given student navigated a course – for example, their discussion board postings, messages to the instructor, and membership in groups that were set up in the course – are hard to reconstruct without immediate access to the relevant course Canvas sites. Moreover, even for details that could be kept by a faculty member locally, given privacy concerns, there is also the argument that some details should be kept only in the secure Canvas sites.

Given the concerns summarized above, the CHASS EC feels that Canvas courses would ideally remain available to faculty indefinitely. However, if there is a truly a need to archive courses, we believe this should occur after a much longer period such as 10 years, with an additional 5 years for the instructor to request access from the archive.

The CHASS EC also offers two additional comments in relation to the proposal’s stated goals of accessibility and the effective use of UCR resources.

- The policy references accessibility and the learning experience for all students. (The policy appears to reference “accessibility” as a legal concept; we use it with its more general meaning.) Both points are critical, and we believe that the current practice of Canvas sites closing at the end of each quarter is detrimental. Students who take an *I* (incomplete) and have the following quarter to complete a course, for example, can no longer access that course’s Canvas site for purposes of completing it. By extension, they also cannot submit their remaining assignments, complete Canvas quizzes/exams, or do any other tasks that are set up specifically to use Canvas. Even the instructor, who can at least still view the Canvas site, can no longer change things in the gradebook, and tools that they set up, such as running assignment submissions through Turnitin or associating a rubric with a given assignment portal, are no longer usable. A policy to ensure accessibility and students’ learning experiences would ideally allow students long-term access for courses they have already completed. Minimally, we feel that *at least one additional quarter of access for each class is needed* because one quarter is the period for resolving an incomplete.
- Currently, Canvas sites are automatically set up for “courses” that are not real courses, such as directed studies units with one student signed up, graduate students’ units for teaching, etc. We feel that the default should be to not create Canvas sites for these kinds of units (identifiable because they use specific numbers such as 299 and 302) except by request, and imagine that this practice would reduce administrative and data management burdens.



April 30<sup>th</sup>, 2025

TO: Kenneth N. Barish, Ph.D., Chair, Academic Senate, UCR Division

FROM: Harry Tom, Ph.D., Chair, Faculty Executive Committee, College of Natural and Agricultural Sciences

SUBJECT: [Campus Review] Proposed Policy: Policy for Archiving Canvas Courses

Prof. Barish,

The CNAS FEC has reviewed the proposed policy and suggested that the campus notify the Chairs that one of their courses will be archived. Additionally, the CNAS FEC suggested that the campus inform the faculty how to use Canvas to export a zip file with all their courses for their own records, ensuring that they understand the software's capability to do that for them.

Sincerely,

A handwritten signature in black ink that reads "Harry Tom". The signature is written in a cursive style.

Harry Tom, Ph.D  
Chair, Faculty Executive Committee, College of Natural and Agricultural Sciences



*Academic Senate*

**COMMITTEE ON COURSES**

May 9, 2025

To: Ken Barish, Chair  
Riverside Division

From: Erin Rankin, Chair  
Committee on Courses

**Re: Policy for Archiving Canvas Courses**

The Committee on Courses reviewed the policy for archiving Canvas courses at their May 8, 2025 meeting and had no concerns related to their charge of courses and instruction.



*Academic Senate*

**Committee on Information Technology**

May 15, 2025

To: Kenneth Barish, Chair  
Riverside Division

From: Ilya Brookwell, Chair  
Committee on Information Technology

**Re:** Campus Review: Policy for Archiving Canvas Courses

The committee discussed the proposed policy from XCITE and had no comments.

May 16, 2025

TO: Ken Barish, PhD, Chair, Academic Senate, UCR Division  
FROM: Marcus Kaul, Ph.D., Chair, Faculty Executive Committee, UCR School of Medicine  
SUBJECT: [Campus Review] Proposed Policy: Policy for Archiving Canvas Courses

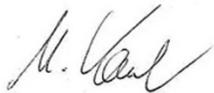
Dear Ken,

The Committee reviewed the Proposed Policy: Policy for Archiving Canvas Courses.

The committee would like to state that the current SOM course curriculum is established for a term of 4 years and in some cases the students may get delayed to complete the given course work in 5years. Therefore, while the archiving might offer decluttered access to current material for instruction, SOM may need to retain course data for longer periods than 3 years due to specific accreditation requirements.

The committee also seeks clarification on how to access archived courses, in case students or instructors have the need to do so.

Yours sincerely,



Marcus Kaul, Ph.D.  
Chair, Faculty Executive Committee School of Medicine

Policy Document on Canvas Course Archive was authored by the AdHoc Committee below:

- Teri Eckman
  - Richard Edwards
  - Israel Fletes
  - Sharon Kidwell
  - Joe Sepulveda
- 

## **Policy for Archiving Canvas Courses**

### **1. Purpose**

This policy outlines the procedures for archiving Canvas courses at UC Riverside. The purpose of this amended policy is to ensure UC Riverside is compliant in three key areas: 1) Accessibility (WCAG), 2) Privacy (FERPA), and 3) Data Security Mandates. An additional purpose is to improve data management in the Canvas LMS and allocate UCR resources more effectively.

Accessibility (WCAG) - this new policy reduces the volume of content requiring immediate accessibility remediation, to ensure UCR is compliant by the April 2026 Federal guidelines for accessibility compliance, as well as enhances the learning experience for all students.

Privacy (FERPA) - The new policy will securely archive old courses, data, and student information that must be stored securely to adhere to FERPA privacy laws.

Data security - The new policy is being updated to be in alignment with current campus security mandates and ensures that the right users have the correct level of access to sensitive information.

Data Management: The new policy will allocate UCR resources more effectively by archiving old courses and improving faculty members ability to access and organize their most recent and current courses.

### **2. Scope**

This policy applies to all Canvas courses offered by UC Riverside.

### **3. Policy Statement**

UC Riverside will archive Canvas courses after three years. Archived courses will be stored securely and retained for five years. Access to archived courses will be available upon request to ITS via a Helpdesk ticket.

### **4. Procedures**

#### **4.1. Course Archiving Schedule:**

- Courses will be automatically archived after 36 months on June 30, each year..
- The UCR Canvas administrator will provide faculty members and instructors of record

with a notification in Canvas and an email reminder of the archiving dates each academic year.

#### **4.2. Archiving Process:**

- The Canvas administrator will initiate the archiving process on the 30th day of June.
- All course content, including enrollment info, submissions, discussions, attachments, assignments, quizzes, grade book records, and feedback, will be included in the archive.
- Archived courses will be stored in a secure, designated location, in adherence with existing campus security policies.

#### **4.3. Access to Archived Courses:**

- Instructors may request access to their archived courses by submitting an ITS Help Desk ticket.
- For legal or compliance reasons, access may only be granted to the instructor of record.

#### **4.4. Data Retention:**

- Archived courses will be retained for five years.
- After the retention period, archived courses may be deleted.
- Exceptions to the retention period may be made for courses related to ongoing research or legal matters. Exceptions can be requested via a Help Desk ticket, and will require proof of the need for an exemption to the archiving policy.

### **5. Responsibilities**

- **Canvas Administrator:** Implementing and managing the course archiving process, providing access to archived courses, and ensuring data security.
- **Instructors:** Notifying students about the archiving policy, requesting access to archived courses, and managing their course content.
- **Students:** Downloading or saving any course content they wish to retain before the course is archived.
- **IT Department:** Providing storage infrastructure and technical support for the archiving system.
- **XCITE Staff:** Assisting the faculty with any questions about the archiving process and responding to faculty requests for further information or assistance on the process.

### **6. Review and Revision**

This policy will be reviewed and revised periodically by the Canvas Working Group to ensure its effectiveness and alignment with university needs and best practices.

### **7. Effective Date**

This policy is effective July 1, 2025.

