

Storage of Online Courses and Class Data

Faculty Handbook:

Grade records must be kept at least 1 year

Class outlines must be kept at least 1 year

Coursework must be kept at least 1 semester

- If graded course work is handed back to students (and no copy is retained by the instructor), they must be cautioned to keep the documents for at least a semester
- Any grade challenge must be initiated within 6 weeks after the start of the following semester

Sam How (formerly of the Registrar's Office):

"Gradebooks" (final grades) must be kept indefinitely (in Registrar's Office)

Accreditation standards (CAEP, HLC etc.) require 7 years "since last visit" key assessment data, but not individual course records

Financial Aid requires 5 years (Attendance and payment data, not individual course data)

Floyd Lockhart:

Most grade challenges have been within the previous five years; once every couple of years, there may be a request up to 10 years; once as long as 18 years

Most cheating ring challenges have required log research for five years or less

Mizzou only keeps digital class records for two years

ELPA (Ed Leadership Policy Analysis) keeps records for four years, but has been recommended to do so for a longer period

Individual Faculty can always save a class copy from Moodle on an external site, to be restored on demand if needed to retrieve stored data or documents

Old classes sequestered on Moodle do not affect Moodle backup or data use for backup; it isn't in the new backup. The end of year backup only stores what is on the server at the time of backup.

Storage demands:

Each semester is about 616 GB – 1 TB; an academic year is roughly 1- 1.2 TB

The last two years of active classes on the current Moodle platform 2.1-2.2 TB (small fluctuations)

To store EVERYTHING to date 6-7 TB, most of which is not on learning.semo.edu

IT (not CSTL) runs shards at about 300 GB, which is what they currently back up.

Liability:

According to Martha Henckel, if stored data exist for a longer period than is required, it is legally discoverable in the event of a challenge. If we only keep the minimum, that is all we are liable for.