**TO:** CSU Teaching Faculty

**FROM:** Bernard Rowan, Associate Provost, Contract Administration

**DATE:** May 4, 2020

**RE:** Spring 2020 Archiving of Courses

The University and the Union concluded a MOU for the COVID-19 Pandemic teaching context. You may review the MOU at <https://csu.edu/provost/APCA/documents/COVID_Related_Issues.pdf> Among its terms is the following:

For the time period of this MOU, the University will not archive or re-use any academic materials for courses that did not complete the approval process described in Appendix G.III.a of the contract. Faculty who wish to archive their course materials will have to do so individually with support from CTRE.

This means that for those courses that were not officially approved through the University’s curriculum process as hybrid or online courses, the University will not save, maintain, archive or otherwise preserve the course shells, and shell contents of sections taught in Moodle.

Accordingly, it will be the faculty member’s responsibility to archive or otherwise preserve her/his course shell contents for the courses that will not be archived by the University. This includes graded assignments, tests, papers, etc. and grading marks – everything. CTRE has designed a video with instructions for archiving course shells for faculty who would like to archive their course shells in Moodle. The video instructions also show us how to use the archived course shell again in a future semester, should you wish to do so. See the video here:

[Archiving Tutorial](https://drive.google.com/file/d/1Fe8B7Du4lqi3C4O5el-xGTELan4ijyT7/view)

**The deadline by which faculty must archive their course shells should they wish to do so is May 31, 2020.** A**fter that date, the course shells will be expunged.**

It is the faculty member’s responsibility to archive anything of use. Students may inquire about their grading or other matters that would strongly warrant faculty consideration of archiving.

This is an important matter, so I urge all faculty to attend to it promptly on conclusion of the semester.

**To repeat, the deadline by which faculty must archive their course shells should they wish to do so is May 31, 2020.** A**fter that date, the course shells will be expunged.**

Should you have any questions about this provision, please contact me, Dr. Bernard Rowan, [trowanii@csu.edu](mailto:trowanii@csu.edu) For technical support, after viewing the video resource, please contact Theodis Garth, [tgarth@csu.edu](mailto:tgarth@csu.edu)