MARINENET ELEARNING ECOSYSTEM POLICY LETTER 01-24

From: Director of Educational Technology

Subj: MARINENET ELEARNING ECOSYSTEM CONTENT MANAGEMENT AND
REMOVAL

Ref: (a) DON Records Management Schedules
        (b) SECNAV M-5210.1
        (c) Marine Corps University/Education Command Order 1500.1B, Enclosure 11
        (d) Training Command Policy Letter 4-24

1. Purpose. To manage the implementation and timely removal of outdated content and courses within the MarineNet eLearning Ecosystem. This policy is to inform ecosystem content owners and course managers of the usage of appropriate ecosystem components and the requirement to remove courses and content outside of the compulsory disposition schedules to minimize the impact on costs and performance.

2. Background. Usage of the appropriate ecosystem component helps mitigate performance degradation. Removal of courses and content that are no longer needed also mitigates performance degradation and the cost burden associated with courses and content that are no longer required to support USMC education and training operations.

This policy, while in accordance with the SECNAV manual and DON Records Management Schedules, addresses unique requirements of the distance learning programs that require additional guidance.

3. Action. This policy is applicable to all organizations hosting content within Training and Education Command's platform, the MarineNet eLearning Ecosystem.

4. Content Management Policy. The eLearning Ecosystem is established with a set of applications to support a variety of training and education use cases. The appropriate use and implementation of the components optimizes the performance of individual courses, content, and the ecosystem as a whole. Users should complete the Marine Digital Educator training courses to gain the necessary knowledge for appropriate use of each component. Training can be accessed here:
https://elearning.marinenet.usmc.mil/moodle/course/index.php?categoryid=2816.
Permissions for users not in compliance with policy are subject to revocation.
   a. Communities – Communities support life-long learning, outreach, interaction, and communication with community members, providing a safe space for social learning.

b. Content Controller – This application supports use of a course zip (SCORM, AICC, xAPI, or cmi5), PDF, MP3, or MP4 content. Content Controller allows for centralized management, updating, distribution, tracking, and reporting of student activity in each of the supported file formats. These can be utilized in instructor-led or self-paced courses.

c. Ecosystem Library – This application supports centralized management, updating, and distribution of one or more files located on a library materials page to instructor-led courses, communities, virtual learning environments, and self-paced courses utilizing share links. Library materials can be organized into folders. Files can be previewed and downloaded both individually and in bulk from a library materials page.

d. Instructor-led LMS (Moodle) – This application supports courses led by an instructor with a beginning and end date with an established unchanging curriculum. Other ecosystem applications used within an instructor-led course can support curriculum changes after a course has begun.

e. MarineNet Video Services (MVS) –This application is suited for video and audio content. Video content hosted in MVS can be shared to instructor-led courses, synchronous virtual learning environments, communities, and self-paced courses. MVS provides centralized management and distribution of video content.

f. Questionmark – This application supports aggregated testing, assessment, and survey use cases for self-paced and instructor-led courses. Exams and surveys are centrally managed and updated in this application. They can be distributed to instructor-led and self-paced courses. In addition, surveys can be distributed to communities and virtual learning environments.

g. Virtual Learning Environment (VLE) (Adobe Connect) – This application is suited for synchronous real-time interaction between an instructor and students. Meeting links can be added to instructor-led courses or communities. Sessions can be recorded and shared via URL or MP4 in MVS or Content Controller. Virtual environments can support small sessions or larger training sessions with up to 1,000 concurrent users.

h. Controlled Unclassified Information (CUI) - CUI content in Content Controller or Questionmark must be distributed through an application that supports CUI content access controls. Ecosystem Library, MVS, Instructor-led Courses, Self-paced Courses, and the VLE can support the appropriate access controls. CUI content cannot be hosted in Communities.

5. Content Removal Policy.

a. Course Planning Records. In accordance with DON Records Management Schedules Ch. 1, sect. 1000-22, Information relating to the planning and development of courses and training publications will be cutoff when superseded or obsolete and destroyed 10 years after cutoff. The 10-year holding is the responsibility of the content owner. This includes but is not limited to syllabi; lesson plans; instructional material; and correspondence relating to the planning of courses, course material, or training publications. An individual master or template copy, absent of any student information or interaction will be permitted to remain on the eLearning Ecosystem for no more than 10 years.

b. General Operations. In accordance with DON Records Management Schedules, Ch. 1, sect. 1000-36, Information relating to the routine operations of education and training programs will be cut off at the calendar year and destroyed three years after cut off. This

includes but is not limited to requests for training, applications for enrollment, entrance examinations, placement and aptitude tests, enrollment logs, training duty orders, course preparation, attendance records, course evaluations, instructor reports, attrition reports, student quota records, and other similar education and training program reports.

c. Transitory Records. In accordance with DON Records Management Schedules, Ch. 1, sect. 1000-37, information relating to the routine operation of education and training programs with minimal or no documentary or evidential value will be cut off at the calendar year and destroyed one year after cutoff.

d. Course Content. In accordance with Marine Corps University/Education Command Order 1500.1B, Academics Regulations Policy, Enclosure 11, Curriculum Review Process, and Training Command's Policy Letter 4-24, Curriculum Modernization and Management Policy, content owners will review their content every three years and remove unnecessary and outdated content, as applicable.

e. Compliance. Courses and content held past these timeframes will be subject to removal.

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