SHARED OR INHERITED ONLINE COURSES

Procedures for Deans, Chairs and Coordinators
Adopted by the Distance Learning Committee (DLC) November 5, 2012

PROCEDURES
1. In an emergency, a certified online instructor may teach a shared or inherited course once without the explicit approval of the DLC.
2. The instructor must receive approval of the DLC before the course is taught a second time by that instructor.
3. If it is known in advance that a course is to be inherited by a certified online instructor, the course must be approved by the DLC before it can be taught by the “new” instructor.
4. Requests for exceptions to these procedures should be sent to the Chair of the DLC for consideration by the full committee.

For details on the Course Development Procedures, and a list of certified online instructors:
http://www.butte.edu/governance/committees/dlc/course_development.html

NOTE
The Distance Learning Committee links approval of an individually designed online or hybrid course to a single specific certified online instructor. So, for example, two certified online instructors, each scheduled to teach an online section of a certain course, would need separate course approvals from the DLC.

DEFINITIONS
A shared course is the content of a specific online course, originally approved by the Distance Learning Committee, that the original instructor may share with another certified online instructor on a short-term basis, with the course reverting to the original instructor after an agreed-upon time period.

The second instructor would be responsible for making obvious changes (revising the syllabus, for example) but, depending on the time period and the circumstances, might not be in a position to make substantive changes. The second instructor doesn’t “own” the course and cannot teach it beyond the agreed-upon limits.

An inherited course is the content of a specific online course, originally approved by the Distance Learning Committee, that is assigned to a certified online instructor who did not develop the original course. Such assignment must be in accord with the District’s Intellectual Property agreement (i.e., such assignments can be made only with the permission of the original developer).

The “new” instructor “inherits” the course and is responsible for revising it in accord with the DLC’s Course Diagnostic Standards and obtaining approval of the course from the DLC before it is taught a second time by that instructor.