



COLLEGE of CENTRAL FLORIDA

ADMINISTRATIVE PROCEDURE

Title: Duplication of Online Course Shells

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Implementing Procedure For Policy – N/A

Date Approved/Revised:
4/23/08, 4/07/21

Division: Academic Affairs

1. Subject area department approves need for additional sections of an existing online or hybrid course.
2. For online format:
 - a. First offer additional section to the developer of the online course, subject to the limit of the overload policy and departmental needs.
 - b. If developer declines, the department will determine which faculty member will teach the additional section. That faculty member should then consult with the developer as a professional courtesy before proceeding.
3. For hybrid format:
 - a. Regardless of campus location, first offer additional section to the developer of the online or hybrid course, subject to the limit of the overload policy and departmental needs.
 - b. If location is different or the developer declines, the department will determine which faculty member will teach the additional section. That faculty member should then consult with the developer as a professional courtesy before proceeding.
4. Once duplication of an online or hybrid course has been approved in the originating department, that department will notify the E-Learning Help Desk at dlhelp@cf.edu. The E-Learning staff will then duplicate the course shell and store it in a designated area of the server, which is not open to the public. The developer's personalized information will be removed from the course listing and welcome page.
5. The faculty member, who will use the duplicated shell, will customize the shell as needed. All previous faculty personal information will be removed by current instructor.
6. According to the annual E-Learning Plan, course management system training is required for any faculty member assigned to teach online.

Basic core for duplication could include, but not be limited to, the following components:

1. The basic timeline
2. The syllabus (to be modified as needed)
3. Student lessons and assignments (to be modified as needed)
4. Lecture notes (if these were included in the development process)

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The following components may be duplicated only with permission of the developer:

1. Instructor-developed question database
2. Instructor-designed test/exams
3. Discussion forum items

Vice President, Academic Affairs		Date:
Approved by President		Date: