

## **03:06:05:00 DSCC Policy Master Course Development**

### **Purpose:**

The purpose of this policy is to provide a procedure for faculty to develop master courses for hybrid or online delivery.

### **Scope:**

This policy applies to all faculty who are assigned by Division Deans to develop a master online or hybrid course.

### **Policy:**

One master course will be developed for each course offering within DSCC's catalog for online (OL) or Hybrid delivery. For example, one HIST 2010 American History I master course will be developed for online delivery and one master course will be developed for hybrid delivery. All hybrid or online sections of the course must be taught from the master course shell. The master course may only be modified during the semester by the course developer who is also responsible for making any/all changes to the course(s); however, all faculty are encouraged to submit proposed changes to the course developer.

### **Compliance:**

Any course that is offered in an online or hybrid delivery format must be taught from the approved master course. All online and hybrid sections offered each semester must be copied from the master course.

### **Definitions:**

**Master Course:** A master course is the approved course template that will be used for all online or hybrid sections of the course offered in a semester. The master course must meet all DSCC online or hybrid course development standards as well as meet all course objectives as approved by Instructional Council. Only one master course template will be used.

**Online course:** An online course is a course that is delivered in an asynchronous format to students through the approved course management system. These courses may require proctoring for assessments; however, synchronous activities may not be required.

**Hybrid course:** Hybrid courses are a blend between meeting in a face-to-face setting and working online. Unlike online courses, hybrid courses do meet face-to-face; the scheduled face-to-face meeting requirements for these courses are listed in the semester schedule.

## **Revision History:**

Policy approved by Administrative Council on 09/19/2014.

---

**Dyersburg State Community College**

*Proudly powered by WordPress.*