DSCC Policy for Master Course Development

I. Purpose

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

II. Scope

This policy applies to all faculty who are approved by the applicable Division Dean and the Director of Distance Education & Instructional Development to develop a master course for online or hybrid delivery.

III. Policy

One master course will be developed by a full-time DSCC faculty member for each course offering within DSCC's catalog for online or hybrid delivery. All online or hybrid sections of the course must be taught from the master course shell. The master course is the only course approved to be copied into multiple sections for delivery by multiple faculty members. The master course may only be modified during the semester by the approved course developer who is also responsible for making any/all necessary changes to the course; however, all faculty are encouraged to submit proposed changes to the course developer.

If a faculty member would like to develop a variation of the master course for online or hybrid offering, he or she must submit this request in writing to the Academic Dean. This written request must also include specific justification for the development of a variation to the master course. Upon approval, the faculty member may then begin work on the development of a variation of the course. This course must meet the same guidelines for approval as master courses. Once this version of the course has passed all review and evaluations from the Office of Distance Education and Academic Administration, the course will be labeled in D2L/Brightspace as an approved course. The approved course may only be taught by the faculty member who developed the course. However, extenuating circumstances may be considered and approved by the applicable Division Dean.

In the event that two faculty members request to develop the same course, the Division Dean will make the final determination as to which version of the course is used as the master course. Whichever version is not used as the master course will be labeled as an approved course.

Course development stipends are reserved for new master course developments or substantive course redevelopments. The development of an approved course is left up to the discretion of each full-time faculty member and is not eligible for compensation. Exceptions may only be considered in the event of extenuating circumstances (i.e. special projects, unusually high demand outside of enrollment trends, special cohorts, etc.). The Office of Distance Education maintains a high-priority course list to guide redevelopment plans and the allocation of stipends to best meet the needs of the institution.

It is the minimum expectation of DSCC that faculty members who have developed a course for DSCC online and/or TN eCampus will teach the course at minimum once per calendar year. At this time, TNeCampus will compensate assigned course developers for master course preparation each term.

IV. Compliance

Any course offered in an online or hybrid delivery format must be taught from the designated master course. The master course is the only offering approved to be copied into multiple sections for delivery by multiple instructors. If an approved course exists, it may only be offered by the specific faculty member who developed the course.

V.   Definitions

Approved Course: An approved course will be taught by one faculty member only. The approved course must meet all DSCC online course development standards as well as meet all course objectives as approved by Instructional Council.

Master Course: A master course is the designated and approved course design 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 development standards as well as meet all course objectives as approved by Instructional Council. The master course will be the only course shell copied into multiple sections to be delivered by instructors teaching online or hybrid course sections.

Hybrid Course: Hybrid courses are a blend between meeting in a face-to-face (on-ground) 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.

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

Substantive Course Redevelopment: A substantive course redevelopment is a redevelopment that results in a 50% or greater change to the course design.

VI. Revision History

Policy approved by Administrative Council on 09/19/2014. Updated 04/2023 and approved by Administrative Council on 4/27/2023.