

Appendix 7

Cloning of Online Courses

Cloning online or hybrid is the shared responsibility of the course developers/maintainers and the Dean of Digital First Learning. However, as with all matters pertaining to academic programming and scheduling, it is the responsibility of the applicable curriculum chair to ensure that all cloning activities associated with the online courses offered by his/her department are completed in accordance with the following instructions.

After an online course has been developed and approved for implementation, the course developer will load the course into a special “master copy” D2L shell that is set up and maintained by the Dean of Digital First Learning. (Note: The course developer should contact the Dean of Digital First Learning for specific instructions on how to place the course in the “master copy” D2L shell.) That particular course will become the official “master copy” from which all future sections of that course will be cloned for presentation. To ensure and maintain the integrity of online instruction, there shall only be one official “master copy” maintained for each online course, and that copy will be the course contained in the “master copy” D2L shell, as administered by Dean of Digital First Learning.

- I. Once each semester, during those semesters in which the course is offered, the course developer/maintainer is responsible for updating and/or revising the information and course content contained within the official “master copy,” as necessary. Keeping the “master copy” updated/revised in a timely fashion is critical for ensuring the competency and reliability of each online course. Therefore, each course developer/maintainer will ensure that all work to update/revise his/her course is completed at least three weeks prior to the end of each semester in which the course is offered. If there are extenuating circumstances that preclude this from happening, the course developer/maintainer must contact his/her Curriculum Chair, who in turn, must coordinate with the Dean of Digital First Learning as to when the “master copy” will be ready to complete the cloning process for the next semester in which the course will be offered.
- II. It shall be the responsibility of the Dean of Digital First Learning to maintain and oversee the official “master copy” D2L shell, and to clone the necessary sections of each online course as required by the college’s individual semester class schedules. To assist in the cloning process, each curriculum chair will submit to the Dean of Digital First Learning a list of the course sections from his/her department that are to be cloned for the next semester. This information should be submitted no later than three weeks prior to the end of each semester preceding the semester in which the course will be offered. As a minimum, the list must include the course title, number and CRN. For example: ENGL 1010 W77 CRN #50012.