

# BOSSIER PARISH COMMUNITY COLLEGE

## Policy & Procedures

<b>Title:</b> Instructional Cartridges For Online Courses
<b>Effective Date:</b> February 5, 2001
<b>Cancellation:</b>
<b>Division:</b> Academic/Educational Technology

### POLICY STATEMENT

The following policy is in reference to the use of Instructional Course Cartridges for the purpose of augmenting and enhancing online courses. Course Cartridges are provided by textbook publishers and are general in nature as well as written by textbook publishers. Course content such as goals and objectives are not institution specific. Students must pay an access fee to utilize such cartridge content. The timely receipt of such cartridges is very critical, not only to the Blackboard System, but the instructor and students as well. System Administrators must have time to make sure that these cartridges interface with the Blackboard Platform successfully, and instructors need time to work with these cartridges before implementing them into their online courses. For the above-mentioned reasons, policy must be implemented for the adoption of textbook course cartridges.

### TERMS OF POLICY

1. Course Cartridges should be used for enhancement/auxiliary material only. Content of cartridge must be amended and edited to apply to the goals and objectives of the respective divisions, as well as to BPCC's mission statement. The use of a cartridge does not constitute an instructor's own work.
2. If academic divisions and or instructors choose to utilize a course cartridge, the respected textbook publisher must provide the cartridge to BPCC and students at no extra charge.
3. Should a cartridge be implemented into a particular curriculum and or course, a System Administrator must receive that cartridge no later than mid-term of a current academic semester. If the cartridge is received on or before the above-mentioned time frame, the cartridge will be ready for implementation the following semester. Should the cartridge arrive after mid-term of the current semester, the cartridge will not be available for use the following semester, but will be ready the semester thereafter.
4. Cartridges that are not provided for by Blackboard but by the textbook publisher alone

(i.e. Course Technology) are not supported by Blackboard's technical staff and therefore cannot be supported by BPCC System Administrators. Technical problems with above-mentioned cartridges will have to be handled by those respective textbook publishers.

The above policy terms will give System Administrators enough time to install and ensure that the course cartridges used by instructors interfaces with the Bb Platform successfully. It also gives instructors ample time to familiarize, amend, and edit the content of said cartridge.

Approved:

\_\_\_\_\_  
*College Committee  
(if applicable)*

\_\_\_\_\_  
*Committee Chair*

\_\_\_\_\_  
*Vice Chancellor*

\_\_\_\_\_  
*Chancellor*

*Policy Reference:*

*Review Process:*

*Distribution Process:*