

BOSSIER PARISH COMMUNITY COLLEGE

Policy & Procedures

Title: Development and Implementation of Electronic Learning Courses at Bossier Parish Community College

Effective Date: Spring 2007

Cancellation:

Division: Academic Affairs

Policy Statement

In keeping with the mission of Bossier Parish Community College, the institution is committed to providing its students with exemplary courses and programs that provide them with a sound academic education through the utilization of a variety of flexible instructional delivery systems. To achieve its mission of instruction and service, the following policy outlines the development and implementation procedures for the delivery of electronic learning courses at Bossier Parish Community College.

Policy for the Development and Implementation of Electronic Learning Courses

1. The Executive Council of BPCC endorsed the use of the Blackboard Course Management System exclusively for the development and delivery of online courses. All online courses offered at BPCC will be hosted on the college's Blackboard server. There should be no outside contract agreements made with textbook publishers or software vendors in an effort to gain royalties or rebates on online courses. Any agreements with outside textbook publishers and or software vendors for the purpose of enhancing online courses should not be made without the joint approval of the Vice Chancellor for Academic Affairs, Division Chairs, and the Director of Educational Technology.
2. Students should not be made to pay a license fee for the use of Blackboard as this cost has already been paid for by BPCC.
3. All training in the utilization of electronic learning technologies is mandatory for all faculty and will be scheduled through the Educational Technology Division.
4. All mandatory face-to-face student orientations and training for online courses will be scheduled through the Educational Technology Division. Students who cannot attend an orientation session due to geographic location will be provided the same orientation information online and by mail.
5. All work requisitions related to the update to the Blackboard Course Management System will come through the Office of the Director of Educational Technology. The Director of Educational Technology and the Blackboard Systems Administrators will make all the necessary updates.

6. The Educational Technology Division will provide ongoing training and support services for faculty and students through the “Educational Technology” and “Support Services” portals of the Blackboard Course Management System.

Approved:

*College Committee
(if applicable)*

*Committee Chair
(If applicable)*

Dr. Stan Wilkins
*Vice Chancellor for
Academic Affairs*

Tom Carleton
Chancellor

*Review Process: Division Chairs
Distribution Process: All faculty*

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