

School of Social Work Course Content Sharing Procedural Document [[[Draft]]]

Initial Adoption: December 2, 2022 [[[Change date once final draft is complete]]]

Background

This document was created in a spirit of transparency, collaboration, and consistency, as well as respect for the value and effort of instructors in creating their course materials. The School has been informally following the below procedures for some time, and this document is meant to make transparent what was already happening related to course collaboration and sharing. Relatedly, this document rests on the practice of sharing syllabi upon request. That is, it has long been the practice that, upon request, faculty may review any syllabi collected by the School. Furthermore, as the number of multi-section courses have increased, as well as the need for more adjuncts to teach those sections, so has the need to share course materials. In order to promote instructional consistency and collaboration, facilitate student learning, reduce the instructional burden on adjuncts and PhD students, and help ensure the quality of education for our students, this document was created.

Purpose

The Course Content Sharing Procedural Document (CCSPD) outlines procedures and scenarios where the School would ask instructors to share their course content across multi-section courses.

Course content, as defined in this document, includes all documents (PowerPoints, handouts, rubrics, etc.), assignments and activities, syllabi, and any other materials used to create the learning environment of a course.

[The Senate Statement on Course Materials \(GP.18.04\)](#), linked here, guides the CCSPD. The document states specifically “As the University of Illinois *General Rules* specify, instructors own the copyright to course materials, including syllabi, that they create independently at their own initiative, and without University resources over and above ‘what is usually and customarily provided.’ As the intellectual property of the creator, these materials may not be used by the University without his or her permission.” Nevertheless, the Statement notes “Instructors may be required to modify the format of course materials, or to share them with other than enrolled students, under certain circumstances, including...so that departments may maintain consistency of instruction across sections of multi-section courses.” This document seeks to strike a balance between these two aspects of the Senate Statement on Course Materials.

Multi-section courses are courses with multiple sections under the same course rubric (e.g., SOCW 509) that either were created as multi-section courses or were expanded to multiple sections due to increased enrollments. The curriculum committee determines whether a course is designated as a multi-section course. Therefore, the CCSPD does not apply to any current single-section courses. However, the School does encourage the sharing of course materials between instructors regardless of whether a course is a single or multi section course. Also of note, this document applies to multi-section courses taught in any modality: online (both synchronous and asynchronous), hybrid, hyflex, and face-to-face.

Procedure

In those instances when content needs to be shared across course sections, either the Online Education Coordinator or the Associate Dean for Academic Programs (or another agent of the School) will contact instructors about sharing course materials, unless one of the scenarios below states otherwise. In all instances, the School will work with the instructor to ensure a fair agreement is reached regarding sharing course materials.

Course Content Sharing Scenarios

While these scenarios are not exhaustive, they do cover the most likely scenarios encountered when course materials need to be shared.

Master Courses

Master course sites are created for the purpose of sharing with other instructors teaching sections of the same course. Content created by instructors for master course sites will be shared automatically.

Please see the Master Course and Lead Instructor Expectations and Responsibilities document for further information regarding Master Course sites (NOTE: this document is currently is being drafted.)

Separation from the University

Separating from the university includes such circumstances as finding a job elsewhere, retirement, and death. In these instances, unless prior arrangements have been made, the School will share course materials without contacting the instructor.

Instructor Shares All Course Materials

If an instructor agrees to share all course materials, the School will inform the instructor who will be using the shared materials and will copy those materials into the course site when creating the new section course site.

If the owner of the shared materials rescinds their permission to share their course materials (whether in part or in full), they must notify the School (usually the Online Education Coordinator) prior to the shared materials being added to the new course site. In this instance, refer to the scenarios on Instructor Shares Partial Course Materials and Instructor Elects Not to Share Any Course Materials.

Instructor Shares Partial Course Materials

If an instructor agrees to partially share course materials, they will need to note which materials they will and will not share, and the School will inform the instructor who will be using the shared materials and will only transfer the materials outlined to the course site of the new section.

If the owner of those materials decides to rescind their permission to share their course materials or would like to change which materials are shared, they must notify the School (usually the Online Education Coordinator) prior to the shared materials being added to the course site of the new section. In this instance, refer to the scenario Instructor Elects Not to Share Any Course Materials.

Instructor Elects Not to Share Any Course Materials

If an instructor elects not to share their course materials in full, the School will seek to find a viable alternative (usually a different version of the course taught by a different instructor within the last 2 years) to use for the new section of the course. However, if viable alternative course materials cannot be located, then the School will work with the instructor to reach an agreement concerning what, if any, materials they are willing to share and under what conditions.

If an agreement cannot be reached and all alternatives have been exhausted, then the School will require the instructor to share their materials. In this instance, the Associate Dean for Academic Programs, in consultation with the Dean, will notify the instructor of this fact. In that communication, the instructor will be notified that they are required to share all course materials and will be asked to either add to the course site or email the Online Education Coordinator any materials not already in the course site. Once all materials are in the course site or sent to the Online Education Coordinator, the Online Education Coordinator will then copy over those materials into the new section course site(s).

Requests to View Course Materials for a Course Not Being Taught

If an instructor wishes to view course materials unrelated to a course they will teach within the upcoming three semesters, they can request to do so. However, the instructor to whom the request is made is under no obligation to share those materials.

If an instructor who will be teaching a multi-section course or is considering which multi-section courses they will teach within the upcoming three semesters makes a request to view course materials, and the instructor the request is made to is unwilling to share their materials, the School will try and find a viable alternative course. However, if no alternative is available, and as a final option, and per The Senate Statement on Course Materials (GP.18.04), the School may require the instructor to share their course materials.