

**STATEMENT 5.0.13 – Supplemental Online Curriculum Resource Development, Maintenance & Enrollment Administration
Undergraduate Medical Education**

Approved by:	Curriculum Committee
Date of original approval:	June 2014
Date of last review:	NA
Date of next scheduled review:	June 2016

I. PURPOSE

OWL, which stands for "Online Western Learning", is Western University's learning management system for courses and uses Sakai software. Students are enrolled by Western in OWL and access course materials, learning tools (syllabi, lesson pages, discussion boards, quizzes, polls etc.) and their grades in OWL. OWL is the official learning management system of Western University and as such, the Schulich School of Medicine & Dentistry Undergraduate Medical Education program. Each course may enroll students into one official course OWL site.

Sakai is a the web based Learning Management System (LMS) driving OWL that facilitates course online learning by creating private communities for the exchange of all necessary information to deliver a course

This statement will outline the terms that each course must follow in using OWL and Sakai for course delivery.

II. STATEMENT

- a. All UME Courses may operate one (1) OWL site **only**. This will be the official course OWL site and resource centre for each UME course. This OWL site will be created and maintained by the UME Office as the official course site.
 - i. **Supplementary OWL sites are prohibited for all UME courses.**
- b. UME Course OWL sites may link to outside sources (i.e.: websites, pdf files etc.) provided that these sources do not require:
 - i. Additional login criteria
 - ii. Do not link to a supplementary OWL site.
- c. Neither UME nor ETMS (IS) will support financially in resource or staffing the development in or maintenance of:
 - i. External websites for UME Courses
 - ii. OWL sites for curriculum ribbon subject coordinators (including but not limited to: clinical sub-specialties, Anatomy, Biochemistry, Child Health, Inter-Professional Learning, Pathology, Palliative Care, Context, Integration & Application, Paediatrics, Pharmacology or Physiology)
- d. Neither UME nor ETMS (IS) will maintain enrolment of students on OWL sites developed by curriculum ribbon subject coordinators (Anatomy, Biochemistry, Child Health, Inter-Professional Learning, Pathology, Palliative Care, Context, Integration & Application, Paediatrics, Pharmacology or Physiology).
- e. Neither the Schulich School of Medicine & Dentistry nor the Undergraduate Medical Education branding can be used on course learning resources that have not been vetted by the Curriculum Oversight Coordinator and the Director, Communications.
- f. Internal funding opportunities such as Summer Studentships or University funded staff appointments may not be used to offset the cost of development, maintenance, or enrolment administration of secondary online resources (outside of the official course OWL site).