



ONLINE COURSE DEVELOPMENT PROCESS



<u>PHASE I: INITIAL EXPERIENCE</u>		
Course Development Step	Description	Date Due
Initial Meeting Meeting Agenda	<ul style="list-style-type: none">Initial Meeting with Distance Education representative (see agenda)Complete QM Applying the Rubric training (see schedule)Verify that you have access to course templateFamiliarize yourself with course template <div>Questions to consider:<ul style="list-style-type: none">How do you define the purpose and real-world relevance of the course and how will you communicate this to students?What practices have been effective for you in the past?What would you like to change/update/implement moving forward?What challenges/barriers do you and/or your students face in an online setting?</div>	11-20-20
Develop Course Outline Sample Course Outline	<p>Instructor develops course outline to include the following:</p> <ul style="list-style-type: none">Course level objectives*Module level objectives *Evidence of masteryAssessment strategiesInstructional strategies/activitiesCourse format (units/modules/etc)Sequencing of content <div>You don't necessarily need to include every item on this list. The purpose of the outline is to provide an overview of the essential components of the course.</div> <p>* You must have course and module level objectives.</p>	12-18-20

PHASE II: COURSE DEVELOPMENT

Course Resources	<p>Working with your assigned representative from the distance education department, you will:</p> <ul style="list-style-type: none"> • Create/currate instructional resources <ul style="list-style-type: none"> ◦ e.g. voice over PPT, YouTube clips, Publisher resources • Record screen captures and/or live lectures • Create/currate supplemental material <ul style="list-style-type: none"> ◦ e.g. Guided notes, graphic organizers, study guides • Create/currate assessment resources <ul style="list-style-type: none"> ◦ e.g. quizzes, discussions, exams, project guidelines • Develop guidelines/rubrics for discussion forums • Update and revise course syllabus 	2-26-21
Finalize Course	<p>Working with your assigned representative from the distance education department, you will:</p> <ul style="list-style-type: none"> • Upload and organize all content into Moodle course template • Record course welcome video • Record course tour video • Develop mechanism to communicate course alignment <div style="border: 1px solid #00AEEF; padding: 5px; width: fit-content; margin-top: 10px;"> <p>Templates are available to assist in creating a visual representation of course alignment</p> </div>	4-2-21

PHASE III: REVIEW AND SUBMIT

Self-Evaluation	Instructor and distance education representative review course using QM rubric and spreadsheet to pinpoint areas of concern and make necessary revisions.	4-16-21
Submit Course	Instructor completes QM pre-review worksheet and submits for peer-review process. If the course is not certified upon initial review, the instructor and distance education representative will collaborate to make necessary revisions and re-submit within a 14-week time frame.	4-30-21
Continued Support	After your course is certified, the distance education department is always available to assist with updates, revisions, and re-formatting of courses.	