

COURSE DEVELOPMENT WORKFLOW



1 INITIATION

- A. Faculty Kick-Off Meeting**
 - Meeting includes: roles, responsibilities & services; overview of design process; timeline & milestones; Quality Matters; collaboration
- B. Initial Course Design Workshop**
 - Training includes: writing goals & objectives; aligning objectives + assessments + practice/feedback + content; F2F vs. online; best practices/guidelines for online course design

2 DISCOVER

- A. Info Gathering**
 - Prior syllabus + sample materials & assessment (if available)
 - Course Survey/Benchmarking
 - Student Narrative
 - Class Observation (optional)
- B. Faculty Interview**
 - Discussion focuses on: faculty vision for course; issues related to syllabus, group work, presentations, test-taking, etc.; possible impacts to development timeline; collaboration and frequency of meetings, etc.

3 DESIGN

- A. Course Design Document**
 - Needs Analysis (assumptions about prior knowledge; pre-requisites; course resources, etc.)
 - Course Goals, Module Outcomes, Course Description
 - Course Structure/Topic Structure
 - Pedagogical Description of Course Components
 - Assessment Strategy (description of assessment components + grade breakdown)
 - Student Experience Flowchart
- B. Select & Upload Course Image**

4 MEDIA PRODUCTION

- A. Course Promo & Overview Video**
 - Script
 - Shoot
 - Post-Production Notes
 - Rough Cut + Review
 - Fine Cut + Verify Changes
 - Final Cut + Caption + Link/Embed Code
- B. Headshot**

5 BUILD

- A. Create**
 - Prototype
 - Homepage
 - Syllabus
 - Module 0
 - Module 1...
- B. Upload**
 - Prototype
 - Homepage
 - Syllabus
 - Module 0
 - Module 1...

6 REVIEW / LAUNCH

- A. Internal Q&A**
 - Review
 - Fix
 - Verify
 - Fix
- B. Faculty Q&A**
 - Review
 - Fix (Finalize)
- C. Import content from dev. shell to active course**
- D. Publish course**

7 MANAGE

- A. Pre-launch Faculty Training**
 - Training includes: platform tutorial, best practices for online teaching
- B. Access to Faculty Resources on LMS**
- C. Launch Coaching: 1-on-1 meetings during 1st week**
- D. Add/Drop Check-In**
- E. Midterm Check-In**
- F. Pre-Final Check-In**

8 EVALUATE

- A. Course Evaluation Meeting**
 - Platform data
 - Quality Matters review
 - Student Evaluations / Course Comments
 - Faculty reflection
- B. Course Re-Design Proposal Notes**