

Process Steps	Responsibility
1. Identify need for course development/redevelopment <ol style="list-style-type: none"> a. Determine on ground, hybrid or both b. Syllabus is developed and approved by Syllabus Committee 	Dean, Associate Dean, Department Chair or Designee
2. Identify Subject Matter Expert (SME)/ Course Developer	Dean, Associate Dean, Department Chair or Designee
3. Completion of the Course Development Request form <small>*Contracts for monetary reimbursement of a course developer are created and overseen by each individual department</small>	Dean, Associate Dean, Department Chair or Designee
4. An Instructional Designer is designated to work with SME	Online Studies
5. Instructional Designer and SME meet to review and discuss course design	Instructional Designer and SME (optional: designee by Dean or Associate Dean)
6. Weekly Learning Plans are created and sent to Instructional Designer which contains all information needed for Instructional Designer to place content in the Learning Management System: <ol style="list-style-type: none"> i. Includes a brief overview, course outcomes, weekly outcomes and weekly activities to be done ii. Instructions for Multimedia including readings, presentations, lectures, video, websites and podcasts in APA format iii. Specific Instructions for Activities and Assessments, including Discussions, Journals/Wikis, Assignments, Activities and full tests and quizzes with answer key iv. For on ground courses, OnSite activities (optional) 	SME
7. Weekly Learning Plans are reviewed for content and clarity	Instructional Designer (optional: Program Director, Department Chair or Designee)
8. Course build in Learning Management System <ol style="list-style-type: none"> a. Implement Learning Plan details and activities b. Review content for ADA compliance (work in progress) 	Instructional Designer or Online Studies Designee
9. Course Completion Determination (Email sent to all interested parties that the course requirements have been completed)	Online Studies, Instructional Designer, Program Director, Department Chair or Designee, SME
10. Approval of course	Program Director or Department Chair
11. Course Evaluation <ol style="list-style-type: none"> a. Using Online Studies standards of Course Development 	Instructional Designer or Online Studies Designee