

Online Course Development Process

Expectations:

- Faculty members, regardless of distinction, are required to gain approval prior to course development
- Faculty members are required to earn a certification in online instruction before they may teach any online course. Faculty who currently teach online can continue to teach but must still earn the certification within a predetermined time.
- Online courses are required to meet or exceed quality online standards adopted by the University
- A periodic evaluation process will be conducted on every online course once every three years by a DE subcommittee
- Online faculty will be required to attend one professional development session specific to the online or blended teaching environment
- Previously developed online courses may be used as base courses for new online faculty to use in their development
- All new course content is provided by the faculty member. New learning instruments such as videos and scenarios will be developed by the CETL in coordination with faculty members. All materials developed will be placed in a repository to be used by other instructors as needed
- Advising, text books, on-campus orientations, and on-campus exams are coordinated through previously established channels
- Additional online-specific student services will need to be established such as advising, online tutorial services, and an online writing lab

Goals:

- To effectively train faculty in online instructional methodologies
- To ensure that the quality of instruction is on par with more traditional methods of instruction
- To ensure that every online course meets or exceeds standards for an effective online course.

Process: Newly-Developed Online Course, Non-certified Faculty Member

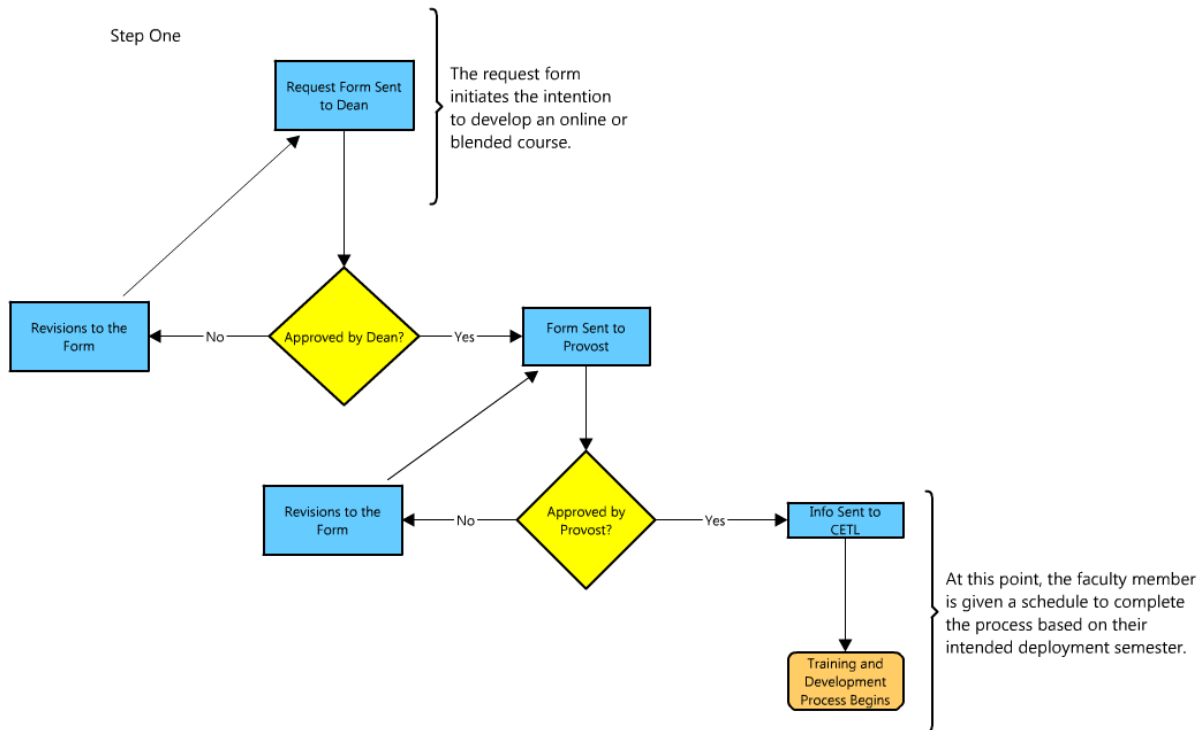
Step One

An online course request form is submitted by the department (or faculty member). The form is approved by the following in order:

- Department or Faculty Member
- Dean
- Provost

Once the course development is approved, the information is sent to the CETL who will then place the course and the instructor on a training and development timeline based on the intended deployment date of the course. We may want to ask that faculty members sign an agreement form providing consent to use their developed material in the future.

Step One Flowchart



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Step Two

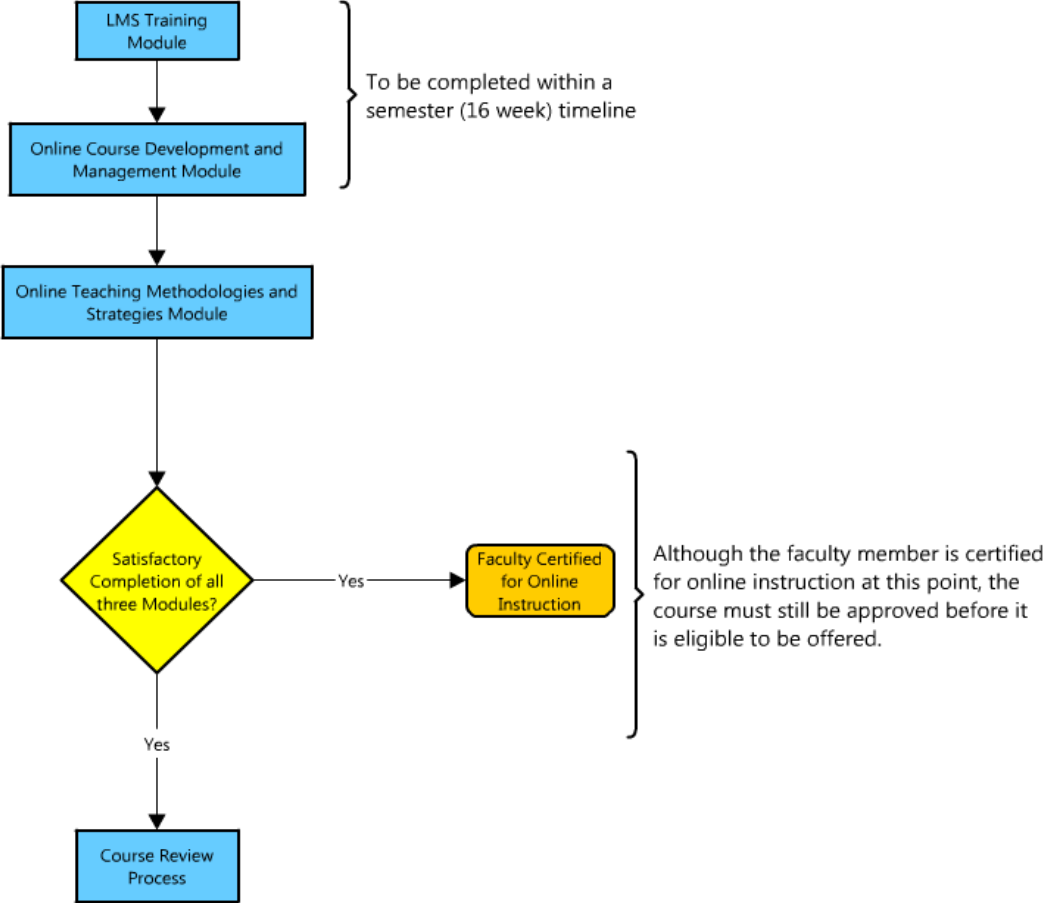
The non-certified online instructor must complete a training program to become certified for online instruction. The program will help train the faculty in three main areas:

1. The Learning Management System – training module on the Blackboard LMS and its various instructional tools. Practical examples will be given for the various tools and faculty can begin to brainstorm how they will use them in their instruction.
2. Online Course Development and Course Management – training module where faculty members learn how to develop an online course by creating a full course lesson plan and develop their course based on that plan. Strategies for developing online-specific course management material are also included in this training module. These include developing course related policies, a course calendar, and online orientation information.
3. Online Specific Teaching Methodologies and Strategies – training module designed to help faculty members be effective facilitators in the online environment. It will include strategies on instructor presence and effective communication, providing feedback, effective grading methods, and informal assessment of the course.

The first two modules are to be completed within a 16 week time period. Satisfactory completion of all three modules of training will signify that the faculty member is certified for online instruction and can teach their course online pending the course evaluation process.

Step Two Flow Chart

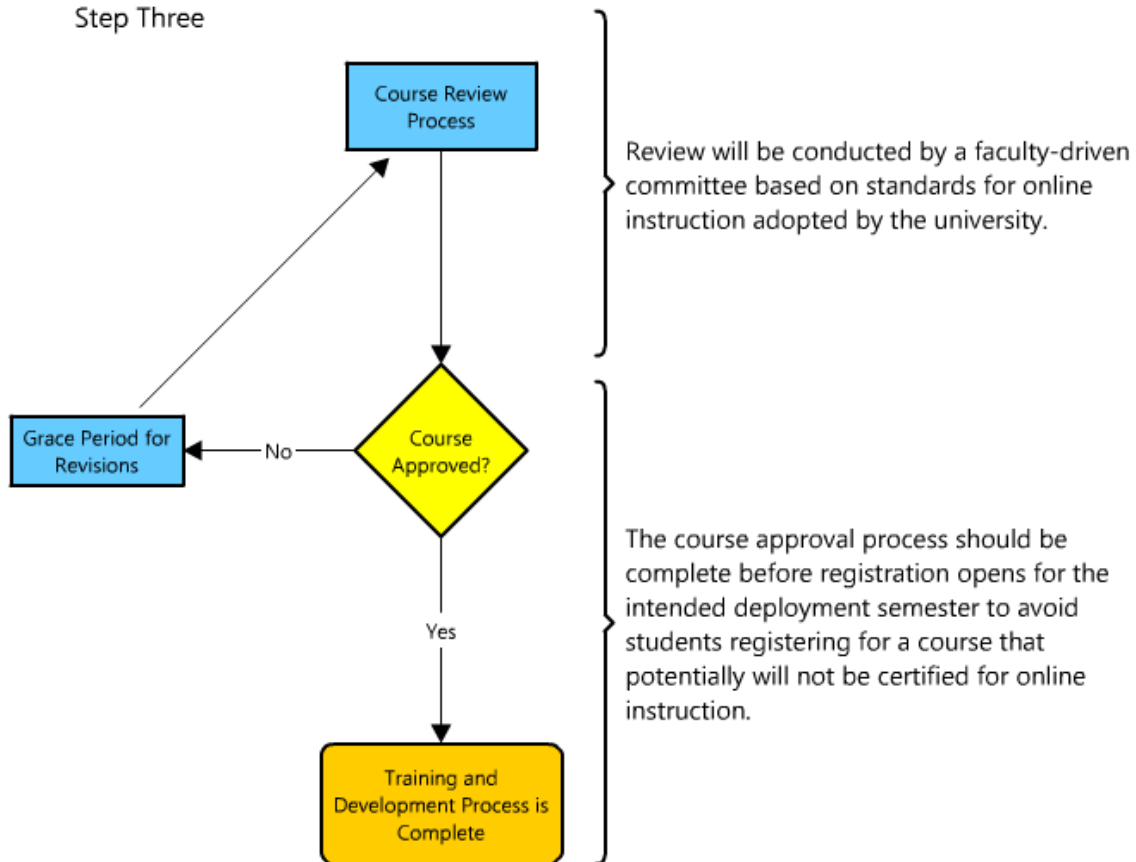
Step Two



Step Three

Once the instructor has completed the certification process and their course is complete, a review is conducted on the course based on quality online standards adopted by the University. The review is conducted by a faculty-driven committee made up of faculty members and one or two CETL staff well-versed in the online environment. If the course is approved by the committee, the process is complete. If not, the faculty member will have a grace period to complete the needed revisions before the course can be reviewed again. Courses must be certified before the registration date for the intended deployment semester.

Step Three Flowchart



Process: Existing Online Course, Non-certified Faculty Member

Step One – Same as above

Step Two

The non-certified online instructor must complete a training program to become certified for online instruction. The program will be almost identical to the three modular program stated above. However, these faculty members will have the option of receiving the lesson material from the pre-existing course. If they choose to develop from scratch, the process will be identical to the process above. If they choose to begin with existing course material, the second module will change to:

1. Online Course Development and Course Management – training module where faculty members learn how to develop and personalize an online course. A full course lesson plan is created based on the existing material. However, changes are worked into the plan as well. Strategies for developing online-specific course management material are also included in this training module. These include developing course related policies, a course calendar, and online orientation information.

Satisfactory completion of all three modules of training will signify that the faculty member is certified for online instruction and can teach their course online pending the course evaluation process.

Step Three – Same as above

Process: Newly-Developed Online Course, Certified Faculty Member

Step One – Same as above

Step Two

The faculty member is certified for online instruction; therefore faculty member will only need to complete the second module of the initial training program for new course development:

1. Online Course Development and Course Management – training module where faculty members learn how to develop an online course by creating a full course lesson plan and develop their course based on that plan. Strategies for developing online-specific course management material are also included in this training module. These include developing course related policies, a course calendar, and online orientation information.

Step Three – Same as above

Process: Existing Online Course, Certified Faculty Member

Step One – Same as above

Step Two

The faculty member is certified for online instruction; therefore faculty member will only need to complete the second module of the initial training program for existing course development:

1. Online Course Development and Course Management – training module where faculty members learn how to develop and personalize an online course. A full course lesson plan is created based on the existing material. However, changes are worked into the plan as well. Strategies for developing online-specific course management material are also included in this training module. These include developing course related policies, a course calendar, and online orientation information.

Step Three – Same as above

Full Training and Development Process Flowchart

