

PHSC's Online Course Development Process

- I. Identification of Course
 - a. Associate Dean of Academic Technology (ADAT) and Academic Dean (AD) identifies course(s) for online course development/revision
 - b. AD assigns subject matter expert (SME) to course(s)
 - c. ADAT assigns Instructional Designer (ID)
 - d. ADAT sends email to ID and HelpDesk Technician (HT)
- II. Course Creation
 - a. HT creates course in Academic Technology (AT) database and assigns course to ID for course support (Course Number=CJC2010 and Course Title=Criminology)
 - b. HT creates course shell in learning management system (LMS), assigns all related personnel, and uploads the model course template (Name=MC: CJC2010 Criminology Sept2013 and Course Code=MC: CJC2010)
 - c. ID adds course to the list in Faculty Resources group
- III. Kick-Off Meeting (ID coordinates all components)
 - a. Initial email is sent to the SME to inform them of their assignment and to provide instructions on completing the PHSC Subject Matter Expert course in myPHSC
 - b. SME is added to the course which will cover the following topics:
 - i. PHSC Information
 1. Official documents to be signed at kick-off
 - a. Memorandum of Understanding (MOU)
 - i. Give signed MOU to HT
 - ii. Send to AD
 - iii. Upload copy to AT Database
 - b. Statement of Services Performed at course finalization
 2. College board rules, IMMs, and Guidelines
 - a. Manual for E-Learning
 - b. E-Certification Guidelines
 - c. Intellectual Process Rule
 - d. Distance Learning Course Development Fee
 - e. IMM #2-7
 3. Roles and responsibilities
 - ii. Working with Your Instructional Designer
 1. Meet the Design Team
 2. Communication
 3. Meeting with Your Instructional Designer
 4. Timelines
 - iii. Model Course Process
 1. Overview
 2. Online Course Development Process
 3. Template and Spotlight Courses
 4. Ideas for Organizing Modules in Canvas
 5. Best Practices for Designing Online Courses
 6. Designing Courses with Accessibility in Mind
 7. ADA Checklist
 8. Model Course Rubric
 9. Course Finalization Form

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- iv. Multimedia Resources (MS)
 - 1. AT Portfolio
 - 2. Multimedia Request Form
 - 3. Multimedia Checklist
 - 4. Examples of Resources Available
 - 5. Video and Open Educational Resources
 - v. Course Materials
 - 1. Objectives
 - 2. Text book
 - 3. Existing materials
 - 4. Publisher content
 - 5. Timeline for course completion
 - c. Kick-off is scheduled
 - d. Kick-off is conducted to begin course development and discuss a timeline for course completion
- IV. Course Development (ID Coordinates all components)
- a. Gather materials
 - i. Objectives
 - ii. Textbook
 - iii. Publisher Content – add to database
 - iv. Activities
 - v. Interactions
 - b. Outline course modules/lessons/weeks
 - i. Assigned reading (textbook, presentations, articles, websites)
 - ii. Relevant activities
 - iii. Supplemental interactions
 - iv. Assessment of objectives
 - c. Build content in LMS
 - i. Introduction to Course
 - 1. Instructor bio
 - 2. Syllabus
 - 3. Orientation to LMS
 - 4. Schedule for course
 - 5. Welcome discussion
 - 6. Syllabus quiz
 - ii. Creating Engaging Content Meeting
 - 1. Open educational resources
 - 2. Multimedia content (Camtasia, Articulate, Captivate, Webucator, Prezi, Voki, Vimeo, Digital Media Studio, etc.)
 - 3. Copyright
 - 4. Accessibility
 - iii. Module
 - 1. Introduction to module
 - a. Avatars
 - b. Videos
 - 2. Assignment page
 - 3. Presentations
 - a. PowerPoint

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- b. Articulate
 - c. Captivate
 - d. Camtasia
 - 4. Activities
 - a. Readings/videos
 - b. Critical thinking assignments
 - c. Publisher digital content/e-pack
 - 5. Interactions
 - a. AT created
 - b. SME created
 - c. Publisher digital content/e-pack
 - 6. Projects
 - a. Competency-based
 - b. Apply knowledge
 - 7. Quizzes
 - a. Create
 - b. Publisher content
 - iv. Review material for modules
 - 1. Schedule weekly/bi-weekly/monthly meetings
 - 2. Make recommendations for changes/additions/deletions
 - 3. Review material before finalization
 - v. Secondary ID to review materials and provide suggestions before course completion
- V. Course Completion (ID coordinates all components)
 - a. Course Review Meeting
 - i. ID reviews course materials
 - ii. ID schedules meeting with SME to review final changes/additions/deletions
 - 1. Objectives
 - 2. Critical thinking
 - 3. Accessibility
 - 4. Adequate content for credit hours
 - 5. Payment level
 - b. Peer Review
 - i. Email to AD to identify Peer Reviewer
 - ii. Notify Peer Reviewer
 - 1. Timeline for review is two weeks
 - 2. Model Course Rubric to be used for review documentation
 - iii. Model Course Rubric is sent back to ID
 - 1. Follow-up meeting is schedule, if necessary
 - 2. Send Model Course Rubric to SME
 - 3. Changes are made based on feedback
 - 4. Rubric is uploaded to AT database
 - c. Course Finalization
 - i. Course finalization meeting is scheduled to finalize course (ID and SME)
 - 1. Review all changes from ID and Peer Reviewers
 - 2. Course Finalization Form is signed by the SME and ID
 - 3. State of Services Performed form is signed by SME
 - ii. Payment level is entered in AT database (ID)

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- iii. Course title in myPHSC is changed to reflect the current date (ID)
 - iv. Course status is updated in the Faculty Resources group (ID)
 - v. State of Services Performed and Payment Memo for final payment is submitted to Vice President of Instruction and uploaded to the database (HT)
 - vi. Course is exported from Canvas and uploaded into Bluehost (MS/HT)
 - vii. Add course to Canvas Commons (HT)
 - viii. Course status is changed in AT database (HT)
- VI. Course Review Process (ID coordinates all components)
- a. Review all courses developed 3 or more years ago
 - b. Contact College Store for textbook updates
 - i. If yes, contact SME/Academic Dean to determine if it needs to be revised
 - ii. If no, begin Course Review Checklist
 - c. Use the Course Review Checklist to review content, organization and file structure
 - d. Make recommendation on updates/revisions needed
 - e. Upload Course Review Checklist to database
 - f. Send Course Review Checklist to ADAT
 - g. Change course term to current term
 - h. Add status update
 - i. Recommendation status update: The course has been reviewed and these are our recommendations [add recommendations here]. Please reference the Course Review Checklist for additional information.
 - ii. Action status update: Course was updated by Instructional Designer or SME has been contacted to begin revision.

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