Online Course Development
CHECKLIST

Faculty members interested in developing online course should contact Chris Gonnella to be added to the Online Course Development course in Blackboard. All forms mentioned below can be found in the course.

New course development, which is approved by the Division Chair, Director of Extended Learning and Vice President of Academic Affairs (VPAA), is eligible for a $500 per credit hour stipend.

Re-development of online courses must be approved by the same individuals. Courses must undergo significant changes, above and beyond normal updates, to be eligible for re-development stipends of $200 per credit hour. Example: integrating technology throughout the course in a way that did not previously exist.

# Getting Started

[ ]  Discuss the course with your Division Chair

[ ]  Review the Online Course Ownership Policy

# Step 1: Get and Submit FORMs

**Before developing the course:**

[ ]  Complete the Planning Form

[ ]  Complete the Agreement Form

**While developing the course:**

[ ]  Complete the Location column of the Online Course Development Rubric

[ ]  Complete the Course Alignment Matrix

# Step 2: Develop the Course

[ ]  Make an appointment with Chris for help with online teaching strategies, creating accessible documents and use of best practices in online courses.

[ ]  Write the syllabus using the current Syllabus Template.

# Step 3: Submit Rubric, etc.

The course must be complete before you submit for review. All standards must be met for the course to pass.

[ ]  Submit the rubric in the drop box for the course

[ ]  Submit the alignment matrix in the same drop box

# STEP 4: Meet with the ID

[ ]  Meet with Chris to conduct a tour of the course.

Please be ready to discuss the syllabus, learning activities and assessments, etc.

# Step 5: READ & REspond to Feedback

[ ]  Read the feedback provided by the reviewer which is available in the Reviewer Feedback section of the course

[ ]  syllabus

[ ]  alignment matrix

[ ]  rubric

[ ]  Address any of the issues identified in the course

[ ]  Respond in the Developer Response section of the rubric

[ ]  Resubmit the rubric and other docs in the same drop box.

# STEP 6: Get Your Stipend

[ ]  In the Change Form drop box, click the Write Submission button and enter the following information (you may need to get some of this info from your chair):

[ ]  EMPLID, Last name and first name

[ ]  Position Number

[ ]  Department Name & Number