Course Development Process Primer

Course Development Deliverables

While the Course Development team will be developing a new quality framework and course development process in 2022-2023, currently the development of new courses consists of the following deliverables:

- Course Outline
- CSI
- Assessments (with grading tools and applicable answer keys)
- Weekly content for theory classes (and hybrid, labs, if applicable)
- Lesson Plans/Instructor Notes
- Fully-populated Brightspace shell

Note: LTS also supports non-funded development of courses, which is not tracked outside of the course development team. However, the level of support provided is expected to be the same as funded development.

Course Development Schedule

The following is a recommendation for how the deadline of each course development deliverable could be scheduled, based on LTS's curriculum planning process and in alignment with the approved course development rates and hours.

Deliverables – 15 week development	Submission Date	Notes
1) **Complete Course Outline** submitted online to the Course Outline Mapping and Management System (COMMS)	Due by end of Week 2 Send to Instructional Designer for review/feedback Posted in COMMS	Abide by policy directive AA26. Use template provided by instructional designer to draft outline prior to submission in COMMS.
2) **Course Section Information (CSI)** that aligns to the course outline and that contains a detailed schedule of topics and assessment due date	Due by end of Week 3 Send to Instructional Designer for review/feedback	Abide by policy directive AA26. Use template provided by instructional designer. Final submission in Brightspace
3) **Assessments:** Complete set of tests, quizzes, learning activities, assignments, exams and/or project instructions with answer keys, sample submissions, and/or grading rubrics	Due by end of Week 5 Send to Instructional Designer for review/feedback	Final submission in Brightspace. Abide by policy directive AA13 and AA14

4)	**14 weeks of content** that is ready for an instructor to deploy. Content may be in PowerPoint slides, Word files, links to external sites/videos/content or combination of different items	Due by end of Week 12 Send to Instructional Designer for review/feedback	Final submission in Brightspace
5)	Complete set of **instructor notes or lesson plans** – provide enough guidance that any instructor could teach the course	Due by end of Week 12 Send to Instructional Designer for review/feedback	Final submission in Brightspace
6)	A complete **Brightspace site** that is well-organized, with navigation assistance provided for students, and all relevant material posted (including Grades, Welcome announcement, Overview, weekly content folders, instructors' notes section, and Course Information Section)	Due by end of Week 14 Send to Instructional Designer for review/feedback	Abide by policy directive AA42
7)	Instructional Designer conducts **final review** of course deliverables. Developer makes any final revisions and adjustments, if needed	Due by end of Week 15	Instructional Designer signs off on course as complete and meeting course development standards. LTS notifies department of completion.

Overview of Roles that Contribute to Course Development Process

Chair (Support varies by program/area)

- Meets with Course Development Coordinator upon program approval to discuss course development process and provide relevant program context
- Responsible for assigning/hiring developers
- Approves course development plan
- Attends program kickoff session
- Can provide support to LTS and developers: program knowledge, encouragement and "nudging" on developer progress
- After completion of courses accepts ownership of course and can provide a final review of deliverables

Program Coordinator (Support varies by program/area)

Works with Chair to assign/hire developers

- Can provide support to LTS and developers: subject matter expertise, program knowledge, encouragement and "nudging" on developer progress
- Participates in program kickoff sessions
- Can keep Chair in loop on development progress

- Can develop courses as well

Course Dev Coordinator

- Transitions new approved program from Program Development to Course Development team
- Creates course development plan for chairs and coordinators to follow
- Liaises with Chairs and Coordinators each semester to ensure developers hired. Provides contracts, rates, and creates development schedule
- Prepares and delivers kickoff meeting for each level of program
- Assigns ID's to developers
- Maintains budget spreadsheet and course development progress tracking spreadsheet (for funded and non-funded courses)
- Facilitates weekly huddles with ID team
- Provides support to all parties throughout development; Liaises with Chairs and Coordinators each semester to report on developer progress
- Provides course development support to own assigned developers: Supports, cheers, reviews, aligns development with college standards and policies, and teaching best practices
- Verifies completion of each course and initiates JE reimbursements.
- Manages budget to ensure wrap-up of fiscal budget and prepares budget for next fiscal.

Instructional Designer

- Participates in program kickoff sessions
- Expertise in curriculum and course design; Supports, cheers, reviews, aligns development with college standards and policies, and teaching best practices
- Participates in weekly huddle
- Monitors and reports on dev progress to: Course Dev Coordinator, LTS Chair, Program Chair, Program Coordinator (if necessary)
- Performs final review of courses and notifies Course Dev Coordinator of completion

Developer

- Expertise in content/industry; Develops course content, typically over 15 weeks
- Works with ID to create course deliverables

Educational Technologist

- In addition to providing ID support, may be asked to give advanced ed-tech support to devs: Brightspace, H5p, accessibility