College Online Course Development Procedures

The College of Arts and Sciences is interested in promoting the development of online courses. Priority will be given to developing courses that 1) fulfill GEC, CAR and Marker requirements, or 2) are part of the curriculum for authorized online degree completion programs, majors/minors, certificates and graduate degrees.

Faculty can develop online courses independently, or, they can request assistance and support from the College. This document outlines the steps faculty should follow who are seeking College support for the development of online courses.

1. Discuss idea with your department head. ***Note:*** Courses must be in the bulletin, or have been submitted for review and approval by the curriculum committee before they can be considered for online development. If the course has not been offered online then a Routine Change Form will need to be submitted to the UCC requesting a change in mode of delivery for the class.

2. Complete the Online Course Development Request Form.

3. Schedule a meeting with the Associate Dean (100 Foust) to discuss the proposal. If the decision is made to support the development of the course, the College will:
   - Schedule the course for development.
   - Assign a College Instructional Technology Consultant (ITC) to work with the faculty member on the construction of the course in Canvas.
   - Identify a certain date for the delivery of ***all*** course content.
   - Consider if the project can be supported with a course development stipend, or with the approval of the department head, a release from one teaching assignment to develop the online course*.*
   - Prepare a Letter of Agreement that stipulates 1) the ownership of the course, 2) expectations for offering the course, and 3) the payment of a stipend **contingent on the delivery of all the content,** or the granting of release time.

4. Meet with the assigned ITC to review course proposal, discuss design options, and develop a calendar for the delivery of course content.

5. Take Canvas workshop/s and explore best practices resources at College ITC and University websites (Library, TLC, DCL) as appropriate.

6. Observe and explore several online courses developed by the College ITC as appropriate.

7. Develop and edit the course content. Deliver ***all*** of the course content to the ITC.

8. Do a final proof/edit of the course ***at least three weeks prior to the course launch***.