

Online Course Development Timeline

Approval-to-Develop

WEEK 0

The course director will submit this form **20 weeks** before the intended course start date. Once the Distance Education Committee (DEC) approves the course, DAI will assign an instructional designer (ID).

Course Mapping

WEEK 2-3

Instructors and ID work together to write measurable learning objectives and ensure all course components are aligned to the objectives.

Approval-to-Deliver

WEEK 16

The course director will submit this form **30 days*** before the intended course start date; DAI will review this form and assign a different ID as the QM reviewer.

*Note: This deadline excludes any holidays; If your course starts in January, please submit the form by Nov 15 due to the winter holidays.

Course Revision

WEEK 19-20

If all the essential standards are MET, DAI will send the course to DEC for approval*. If any essential standards are NOT MET, instructors need to work with ID for revisions.

*Note: All instructors listed in the Approval-to-Deliver form need to complete PTO before sending the course to DEC.

Initial Meeting

WEEK 1

ID reaches out to the course director to set up an initial meeting to get to know each other, walk through the development process, and draft a tentative timeline.

Course Development

WEEK 4-15

Instructors create and collect assessments, lectures, activities, and resources according to the agreed timeline. ID provides assistance and training on Canvas and other educational technologies.

Quality Review

WEEK 17-18

The QM reviewer will evaluate the quality of the online course design based on the QM Higher Ed Rubric and provide feedback for continuous improvement.

Ready to Launch

Once the course is approved by DEC, ID will help instructors prepare the course for the new offering and make final changes if needed.