Course Design and Development Process

**Course Planning & Designing**
- Finalize learning outcomes (measurable course level outcomes 3-5)
- Chunk course content
- Develop specific learning objectives (specific learning outcomes)
- Develop assessment plans (alignment and Bloom’s taxonomy discussed)
- Discuss course structure and potential technologies to be employed (focusing upon peer-to-peer and learner-to-instructor interactions)
- Create video recording plan (and connections to PPTs or other visuals begin made accessible)
- Discuss how to meet accessibility requirements for video and print sources (including captions, reading order, alt tags)
- Identify materials to gather (textbook or OER resource, publisher content, activities, interactions, etc.)
- Design & build one module draft, including:
  - Required readings
  - Relevant learning activities
  - Supplemental interactions
  - Assessment of objectives

**Course Development**
- Design/build all units of instruction in LMS, including:
  - Integrate and publish instructor bio, syllabus, course schedule, etc.

**Course Finalization**
- Create introduction to course
- Create course navigation aid
- Complete course worksheet for review, share with review team

**Course Review & Revisions**
- Complete course review by CDD
- Respond to review, making course revisions as needed
- Nominate course parts (or whole) to share with faculty peers

**Maintenance Mode**
- Course reflection, revisit review after first semester taught
  - Identify areas for improvement
  - Instructor trained to complete course copy/updates
- Review every 3-5 times taught, redesign every 3 years, recommended