|  |
| --- |
| **DE-CDD Course Design and Development Process (v. 04-23-18)** |
| **Phase** | **Development Action Steps** | **Deliverables, Milestones, and Timeline** |
| 1 | **Pre-planning meeting (Kickoff)** | ● **Deliverable 1.1:** Previous syllabus to designer● **Deliverable 1.2:** Grant Access to previous digital resources/artifacts (if available) to designer● Current iteration of course analysis/review by designer (using DE-CDD rubric) Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 2 | **Initial Planning – Approx. 1-2 weeks**● Develop and agree upon communication plan and project timeline● Review online course development process● Roles and responsibilities● Initial discussion of: Current iteration of course design evaluation, learning outcomes, chunking of course materials, course interaction (student-instructor, student-content, student-student) as well as accessibility, alignment of assessments, technologies, common course elements (netiquette guide, accessibility statement, academic integrity, policies, etc.) | ● **Deliverable 2.1:** Timeline/calendar set, including phase completion, design completion, and course review dates.● **Deliverable 2.2:** Draft learning outcomes● Shared resource area developed● Review of development schedule● DE-CDD Course Design rubric shared with faculty Set Completion Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 3 | **Course Planning/Designing – Approx. 5 weeks**● Finalize learning outcomes (measurable course level outcomes 3-5);● Chunking of course content● Development of specific learning objectives (specific learning outcomes)● Development of assessment plans (alignment and Bloom’s taxonomy discussed)● Discussion of course structure and potential technologies to be employed (focusing upon peer-to-peer and learner-to-instructor interactions)● Video recording plan (and connections to PPTs or other visuals begin made accessible)● Discussion of 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, revise as needed○ required readings○ relevant learning activities○ supplemental interactions○ assessment of objectives | ● **Deliverable 3.1:** Course Map *draft* including Final learning outcomes; Learning objectives; Activities and Assessments mapped/connected to outcomes and objectives - Designer to add Course Map to Trello● **Deliverable 3.2:** Syllabus draft - Designer to add Course Map to Trello● **Deliverable 3.3:** Module 1 draft completed, revise as needed ● Initial plan for gathering & developing course content● Determination of utilization/integration of technology to be used● Accessibility plan for all print and video sources (captions, reading order, alt tags, etc.)● Video recording plan (Video Express and/or Camtasia)● Common Course elements chosen and integrated**Milestone 1- Triggers Funding Payment 1** *- Includes all deliverables through this phase.* Set Completion Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 4 | **Course Development – Approx. 6 weeks**● Design/build all units of instruction in LMS, including:● Integrate and publish instructor bio, syllabus, course schedule, etc.     | ● **Deliverable 4A:** Final Course map including Final learning outcomes; Learning objectives; Activities and Assessments mapped/connected to outcomes and objectives● **Deliverable 4B:** Final syllabus● **Deliverable 4C:** Assessments completed● **Deliverable 4D:** Content for course fully-accessible● Course development completed two (or more) weeks ahead of course start date Set Completion Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 5 | **Course Finalization – Approx. 1 week**● Create introduction to course● Create course navigation aid● Complete course worksheet for review, share with review team | ● Complete Course introduction● Complete Course navigation aid● **Deliverable 5.1:** Complete course worksheet for review, share with review team by placing in Trello● **Milestone 2 – Triggers Funding Payment 2:** Faculty Self-Review of course design - Designer to add review to Trello Set Completion Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 6 | **Course Review & Revisions – Approx. 2 weeks**● Completion of course review by ID● Make revisions● Nominate course parts or whole for CDD Exemplar Commons | ● **Deliverable 6A:** External Course Review (CDD team)● **Milestone 3 - Triggers Funding Payment 3:** Review Response/Revisions completed (based upon self-review and external review) Set Completion Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 7 | **Maintenance Mode – Approx. 1-2 weeks**● 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 | ● **Design Finalization Part A:** Course Reflection, Revisit Review after first semester taught● **Design Finalization Part B:** Instructor trained to complete course copy/updates Set Completion Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |