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| **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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |