Online Course Development   
CHECKLIST

Faculty members interested in developing online course should contact Chris Gonnella to be added to the Online Course Development course in Blackboard. All forms mentioned below can be found in the course.

New course development, which is approved by the Division Chair, Director of Extended Learning and Vice President of Academic Affairs (VPAA), is eligible for a $500 per credit hour stipend.

Re-development of online courses must be approved by the same individuals. Courses must undergo significant changes, above and beyond normal updates, to be eligible for re-development stipends of $200 per credit hour. Example: integrating technology throughout the course in a way that did not previously exist.

# Getting Started

Discuss the course with your Division Chair

Review the Online Course Ownership Policy

# Step 1: Get and Submit FORMs

**Before developing the course:**

Complete the Planning Form

Complete the Agreement Form

**While developing the course:**

Complete the Location column of the Online Course Development Rubric

Complete the Course Alignment Matrix

# Step 2: Develop the Course

Make an appointment with Chris for help with online teaching strategies, creating accessible documents and use of best practices in online courses.

Write the syllabus using the current Syllabus Template.

# Step 3: Submit Rubric, etc.

The course must be complete before you submit for review. All standards must be met for the course to pass.

Submit the rubric in the drop box for the course

Submit the alignment matrix in the same drop box

# STEP 4: Meet with the ID

Meet with Chris to conduct a tour of the course.

Please be ready to discuss the syllabus, learning activities and assessments, etc.

# Step 5: READ & REspond to Feedback

Read the feedback provided by the reviewer which is available in the Reviewer Feedback section of the course

syllabus

alignment matrix

rubric

Address any of the issues identified in the course

Respond in the Developer Response section of the rubric

Resubmit the rubric and other docs in the same drop box.

# STEP 6: Get Your Stipend

In the Change Form drop box, click the Write Submission button and enter the following information (you may need to get some of this info from your chair):

EMPLID, Last name and first name

Position Number

Department Name & Number