

College Operating Procedures (COP)



Procedure Title: Course Development and Course Redesign for Courses Requiring Online Content

Procedure Number: 03-0802

Originating Department: Provost

Specific Authority:

Board Policy n/a

Florida Statute n/a

Florida Administrative Code 6A-14.0411 (3); 6A-14.0304

Procedure Actions: Adopted: 06/01/2010; 02/05/2011; 03/01/2011; 10/16/2017; 02/23/2021

Purpose Statement: This COP defines the process for course development and course redesign for courses requiring online content.

Guidelines:

Online Course Development, Online Course Redesign

The course design and development process is crucial to the success of all asynchronous online courses. Course development projects fall into one of two categories: (a) a course that is being developed for the first time as an asynchronous online course; (b) an online course that is being redeveloped due to a quality review, a substantial change in course materials, or a substantial change in curriculum. The process for selecting courses for development is detailed in the Collective Negotiations Agreement (CNA).

Online master courses are created through a collaborative development process between Florida SouthWestern State College (FSW) instructional design team and qualified Subject Matter Experts (SMEs).

The successful completion of all course developments is contingent on the timely creation and submission of content by the SME.

and may result in the postponement of the course development. All new online courses must be evaluated using a Quality Matters (QM) rubric and must meet the Quality Matters Review Expectations to be placed on the schedule.

Procedures:

1. To initiate the course development process, the Academic Dean, in collaboration with the Department Chair/Program Director/Program Coordinator, will identify courses for online development in accordance with the CNA.
2. One or more SMEs will be selected for the redesign or development based on online certification, online teaching experience, course development experience and interest. The

SME(s) must be certified to teach online and complete DEV 101 in accordance with the CNA.

3. The SME will prepare a course map using the approved Course Map Template in the Online Course Development Request form. SMEs may consult with the instructional design team and faculty eLearning coordinators for support preparing the course map. The Academic Dean and Department Chair/Program Director/Program Coordinator will review and sign the course map indicating their support for the online course development. This completed form will be submitted to eLearning using the Online Course Development Request form.
4. An instructional designer will be assigned to all approved course developments for master course developments and is available by request for all other course developments. The instructional designer will assist the SME with developing a course that meets the expectations of the Quality Matters (QM) Higher Education Standards for Course Design. A project launch meeting will occur between the instructional designer(s) and the SME(s) to create a development timeline and to clearly define the responsibilities of each stakeholder.
5. In order to successfully complete a master online course development by the desired term start, the SME(s) agree to:
 - a. Meet the timelines for project development. Reasonable delays may be accommodated.
 - b. Work with the assigned instructional designer to design and develop a course that will meet QM Standards for Course Design.
6. All new or redesigned course developments will be internally reviewed using the QM Higher Ed Rubric and must meet QM standards to be placed on the schedule in accordance with the CNA. Faculty will earn a stipend for a course that earns QM Certification. An official QM review requires internal and external reviews.