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| **Procedure Title:**  **Procedure Number:**  **Originating Department:** | Course Development and Course Redesign for Courses Requiring Online Content  03-0802  Provost |
| **Specific Authority:**  Board Policy  Florida Statute  Florida Administrative Code  **Procedure Actions:**  **Purpose Statement**: | n/a  n/a  n/a  Adopted: 06/01/10; 02/05/11; 03/01/11; 10/16/17  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 online courses. Courses developed fall into one of two categories: (a) a course that is being developed for the first time as an 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 Article 8.1.C.i (CNA Article 8.1.C.i)

Online courses are created through a collaborative development process between the eLearning instructional design team and qualified Subject Matter Experts (SMEs). A full course development process includes the course design planning, creation of accessible course content and a thorough peer-review stage. The full process generally takes 20 or more weeks to complete. Course development requests should be submitted to eLearning with adequate time to complete the project by the desired term start for full instructional design support. The successful completion of all course developments is contingent on the timely creation and submission of content by the SME. Project requests submitted less than 20 weeks from the desired term start are not guaranteed to be completed and may result in the postponement of the course development.

**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 development in accordance with CNA Article 8.1.C.i.
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 CNA Article 8.1.C.i.
3. The SME will prepare a course map using the approved Course Map Template in the Online Course Development Request form. The Academic Dean and Department Chair/Program Director/Program Coordinator will review and sign the course map indicating their approval for the online course development. This completed form will be submitted to eLearning using the Online Course Development Request form.
4. Upon review and approval, an instructional designer will be assigned to the development project to 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 design team and the SME(s) to create a development timeline and to clearly define the responsibilities of each stakeholder.
5. In order to successfully complete an online course development by the desired term start, the SME(s) agree to:
   1. Meet the timelines for project development. Reasonable delays may be accommodated.
   2. 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 CNA Article 8.1.C.ii.b. Faculty may earn a stipend for a course that earns QM Certification. An official QM review requires internal and external reviews.