Master Online Course Development Timeline Process Map - DRAFT

Stage 1

1a) ILTI Grant Writing & Course/Program Development Draft

Stage 2

2a) Post ILTI Award Acceptance & Kickoff

Stage 3

3) Course Development

Stage 4

4) Course Launch

Stage 5

5) Evaluation

Redesign

Overlap
Timeline Stages:
Stage 1a: ILTI Grant Writing & Course/Program Draft
Stage 1b: Non-ILTI Course/Program Draft

Stage 2a: Post ILTI Award Acceptance & Kickoff
*Link to Post ILTI Award Acceptance & Kickoff Timeline Process - DRAFT
Stage 2b: Kickoff for Non-ILTI Course/Program

Stage 3: Course Development

Stage 4: Course Launch

Stage 5: Evaluation

*Link to Course Development Consultation Request
Stage 1: Initial Course Discussion

Stage 1a: ILTI Grant Writing & Course/Program Development Draft
- Instructor attends ILTI Grant information session or meets one-on-one with Academic Engagement
  - ILTI Introduction Presentation [Draft]
- After information session, schedule first meeting with AE team to discuss:
  - Proposal narrative review
  - Budget development and review
  - Gather basic course information:
    - Has course completed necessary steps to be an official course?; If not where is it in the course approval process?
    - Confirm possible course start dates
      - If necessary confirm with registrar
    - Sort out points of contact and contact information
      - [Link to Course Development Consultation Request]
  - AE Team shares Google Drive folders to house course development documents
  - Lead Instructional Designer is assigned

Stage 1b: Non-ILTI Course/Program Development Draft
- Schedule first meeting with AE team to gather basic course information:
  - Has course completed necessary steps to be an official course?; If not where is it in the course approval process?
  - Confirm possible course start dates
    - If necessary confirm with registrar
  - Sort out points of contact and contact information
    - [Link to Course Development Consultation Request]
- AE Team shares Google Drive folders to house course development documents
- Lead Instructional Designer is assigned
Stage 2: Preparation and Kickoff

Stage 2a: Post ILTI Award Acceptance & Kickoff
Additional details in: Link to Post ILTI Award Acceptance & Kickoff Timeline Process - DRAFT

Consists of:
- Step 1: Discuss Course Scope
- Step 2: Department Financial Assessment, ITS accounting creates course and project codes
- Step 3: Kick-off Meeting
- Step 4: Memo of Understanding signed, Funding dispersal completed, Schedule sessions, Create course shell
- Step 5: Stage 3 Course Development Begins

Stage 2b: Kickoff for Non-ILTI Courses/Programs
Consists of:
- Step 1: Discuss Course Scope
- Step 2: Department Financial Assessment, ITS accounting creates course and project codes
- Step 3: Kick-off Meeting
- Step 4: Memo of Understanding signed, Funding dispersal completed, Schedule sessions, Create course shell
- Step 5: Stage 3 Course Development Begins
Stage 3: Course Development

*NOTE: Some features in this stage may overlap with Stage 4

- Establish regular meetings and check-ins with AE team
  - Have on-going notes
  - Schedule studio times
- Share relevant course Create Content management documents with AE team (Google Drive)
  - Media map - original or copy
  - Other relevant notes or content management documentation
- Course development timeline/major milestones and shared with instructor
  - Instructional Designer assigns instructor actionable tasks at each meeting to progress towards each milestone
- Design phase
  - Start with course and learning objectives
    - Are course objectives in alignment with WASC criteria?
    - Ensure all activities and assignments are in alignment with course learning objectives
  - Syllabus
  - Maintain consistency throughout the course project
  - Design course with compliance issues in mind
    - I.g.: Copyright, APA, FERPA
  - Final phase: identify issues and/or problem areas (i.e: technology, integration, compliance)
- Development phase
  - Review critical dates (course launch date)
  - Review shell
  - Review external tools
  - Review media
Stage 4: Course Launch

*NOTE: Some features in this stage may overlap with Stage 3

- Notify UCOP/ILTI of course launch date
  - Create a launch checklist
- Train TAs
- Course quality assurance
  - Check for typos and grammatical errors
  - Review all links
  - Confirm all relevant dates in course, including:
    - Course open and close dates
    - Assignment and activity due dates
  - Check course for compliance
    - I.g.: Copyright, APA, FERPA
- Plan for course launch
- Maintain regular check-ins with AE team during course run
Stage 5: Evaluation

*NOTE: The evaluations from this stage are used to redesign the course in Stage 3

- Stakeholders:
  - Students, instructors, TAs
- What should be evaluated?
- On-going in-course evaluation
- Mid-course evaluation
- End-of-course evaluation
- Reflections on the course
- Document lessons learned and updates for course revisions