COURSE DEVELOPMENT PROCESS
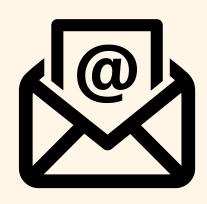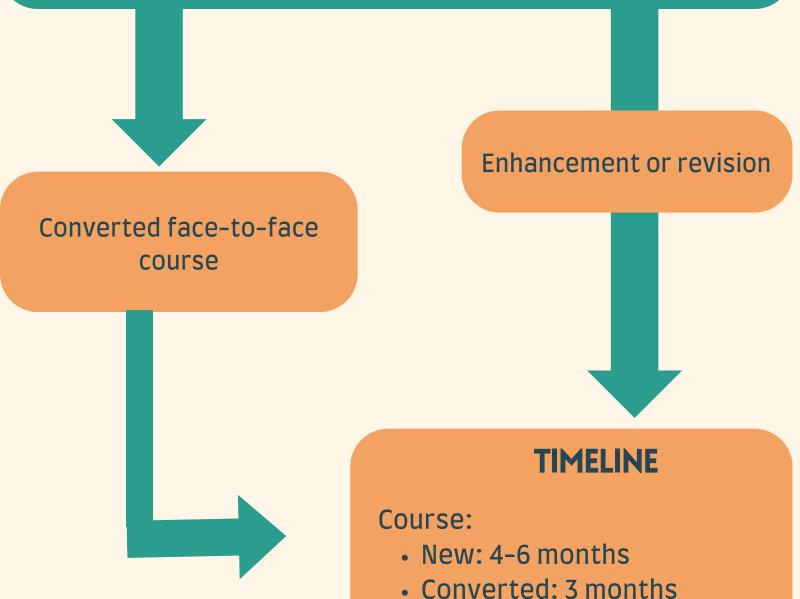
Request from faculty: usually through email followed up with a teleconference call.

NEW ONLINE COURSE

Converted face-to-face course

Enhancement or revision

TIMELINE

Course:
- New: 4-6 months
- Converted: 3 months
- Enhanced/revised: 2 months

MILESTONES

- Learning outcomes and syllabus drafted
- Module structure and content development
- Multimedia integration, assessments, accessibility check
- Course loaded in LMS and reviewed by ID team
- Revisions, testing, and faculty training

CHALLENGES

Unclear expectations

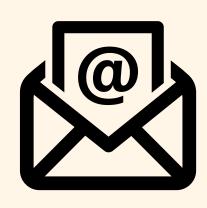Instructor availability

Insufficient content

POSSIBLE SOLUTIONS

- Offer flexible meeting times and asynchronous collaboration tools
- Provide short, focused micro-trainings

COURSE DEVELOPMENT PROCESS

REVISED

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