# Curriculum Development Process Checklist (How a Course is created)

### Prepare

## Develop

## Review

#### **Pilot**

#### Scale

- Commit Team Members:
- Course Designer
- Students that work for the Course Designer
- Course Lead (campus faculty)
- Design & Build the Course
- Part 1:
- Online Review Team (under Christy Owens) reviews the Course for errors, legal and ADA compliance
- Part 2:
- Designers make any fixes necessary
- Part 3:
- Decision is made if the Course is ready to pilot

- Typically 1 section of the Course is ran with actual students
- The Course Designer works with the Course Lead and the Online Instructor to make any changes while the course is being piloted
- Decision is made toward the end of the semester if the Course is ready to be fully implemented

- Course is ready to run on its own
- Course Setup Team (under Julie Quilter) changes the due dates and other required setup for each following semester
- Course Designer no longer works on the course, 1 of the 6 Course Council Designers takes over based on which the department the course belongs to
- Course Council Designer, Course Lead, and Online Course Representative (an assigned Online Instructor) work with Course Improvement (under Ron Vallejo) to make minor changes as needed

3 semesters previous 2 semesters previous 1 semester previous Pilot Semester Semesters post pilot