

# Center for eLearning Course Design and Development Process

## Milestones, Description, and Timeline

Milestone	Description	Timeline (by Week)
Initial Meeting	<p><b>Participants</b></p> <ul style="list-style-type: none"> <li>ID and SME</li> </ul> <p><b>Materials</b></p> <ul style="list-style-type: none"> <li>Course Outline</li> <li>Course Design Template</li> </ul> <p><b>Purpose</b></p> <ul style="list-style-type: none"> <li>Discuss project scope; review CeL design and development process, including collaboration among SME, ID, QA, and Multimedia.</li> <li>Discuss SME's vision of the course design.</li> <li>Review and discuss Course Outline (prerequisites, course description, textbook, topics and weight, program and course learning outcomes, suggested assessment methods, and weight).</li> <li>Discuss goal analysis, learner analysis, content analysis, and context analysis.</li> <li>Review course design template, pre-populated with information from Course Outline.</li> <li>Identify major milestones for Kickoff Meeting, Midpoint Review, and Final Course Review.</li> <li>Provide guidance for SME to develop a <i>proposed</i> course design.</li> </ul> <p><b>Post Initial Meeting</b></p> <ul style="list-style-type: none"> <li>SME develops <i>proposed</i> course design and submits to ID for review.</li> <li>ID and SME review and finalize <i>proposed</i> course design in preparation for Kickoff Meeting.</li> </ul>	1–2
Kickoff Meeting	<p><b>Participants</b></p> <ul style="list-style-type: none"> <li>ID, SME, FSCJ Online Dean, CeL Director, Academic Department Dean and/or Program Manager</li> </ul> <p><b>Materials</b></p> <ul style="list-style-type: none"> <li>Proposed Course Design</li> </ul> <p><b>Purpose</b></p> <ul style="list-style-type: none"> <li>SME presents the pedagogical approach to course design.</li> </ul>	3

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	<ul style="list-style-type: none"> <li>SME presents and discusses proposed course design, including module titles and topics, module learning objectives, assessment methods, and point allocations.</li> <li>Obtain stakeholder approval of proposed course design to proceed to course development.</li> <li>ID facilitates meeting and is responsible for preparing and distributing agenda and meeting documents to attendees 24-hours in advance of the meeting. ID serves as scribe, sending a meeting summary to attendees after the meeting.</li> </ul> <p><b>Post Kickoff Meeting</b></p> <ul style="list-style-type: none"> <li>Create a course development timeline to track weekly progress to ensure on-time completion.</li> </ul>	
<p>Course Development Timeline</p> <ul style="list-style-type: none"> <li>Due dates by deliverable per approved course design</li> </ul>		3–4
<p>Course Content Development (50% developed)</p>	<p><b>Participants</b></p> <ul style="list-style-type: none"> <li>SME, ID, QA, and Multimedia</li> </ul> <p><b>Materials</b></p> <ul style="list-style-type: none"> <li>Canvas templates for each deliverable</li> </ul> <p><b>Process</b></p> <ul style="list-style-type: none"> <li>SME begins developing content, adhering to the approved course design, and submitting content to ID for review on or before the due date, as mutually agreed per the course development timeline.</li> <li>ID reviews course content and provides SME feedback (iterative process)</li> <li>ID submits final drafts to QA.</li> <li>ID reviews QA notes and finalizes content with SME, as applicable.</li> <li>ID builds course components in Canvas.</li> <li>Multimedia designer creates custom multimedia components.</li> </ul>	4–6

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Midpoint Review	<p><b>Participants</b></p> <ul style="list-style-type: none"><li>ID, SME, FSCJ Online Dean, CeL Director, Academic Department Dean and/or Program Manager</li></ul> <p><b>Materials</b></p> <ul style="list-style-type: none"><li>Course Development Timeline – Status Report</li></ul> <p><b>Purpose</b></p> <ul style="list-style-type: none"><li>SME provides a brief recap of course design.</li><li>ID and SME showcase at least two developed modules in Canvas.</li><li>ID and SME present course development status.</li><li>SME and ID present any revisions or anticipated revisions from the original design for discussion and approval by stakeholders.</li><li>Obtain stakeholder approval of development or identify modifications.</li><li>ID facilitates meeting and is responsible for preparing and distributing agenda and meeting documents to attendees 24-hours in advance of the meeting. ID serves as scribe, sending a meeting summary to attendees after the meeting.</li></ul>	6
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# Center for eLearning Course Design and Development Process

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Course Content Development (100% developed)	<p><b>Participants</b></p> <ul style="list-style-type: none"> <li>SME, ID, QA, and Multimedia</li> </ul> <p><b>Materials</b></p> <ul style="list-style-type: none"> <li>Canvas templates for each deliverable</li> </ul> <p><b>Process</b></p> <ul style="list-style-type: none"> <li>SME continues developing content, adhering to the approved course design, and submitting content to ID for review on or before the due date, as mutually agreed per the course development timeline.</li> <li>ID reviews course content and provides SME feedback (iterative process)</li> <li>ID submits final drafts to QA.</li> <li>ID reviews QA notes and finalizes content with SME, as applicable.</li> <li>ID builds course components in Canvas.</li> <li>Multimedia designer creates custom multimedia components.</li> </ul>	7–10
Instructor and Student Course Documents: CeL Syllabus CeL Instructor Guide Outcomes Map	<p><b>Participants</b></p> <ul style="list-style-type: none"> <li>ID, SME, and QA</li> </ul> <p><b>Materials</b></p> <ul style="list-style-type: none"> <li>CeL Syllabus Template</li> <li>Instructor Guide Template</li> <li>Outcomes Map Template</li> </ul> <p><b>Process</b></p> <ul style="list-style-type: none"> <li>ID drafts CeL syllabus, instructor guide, and outcomes map for SME to review, edit, and finalize.</li> <li>ID reviews completed documents and submits them to QA for proofreading and consistency.</li> <li>ID prepares final course documents for presentation at the Final Course Review.</li> </ul>	10

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Canvas Course QA (Internal)	<b>Participants</b> <ul style="list-style-type: none"> <li>ID and QA</li> </ul> <b>Process</b> <ul style="list-style-type: none"> <li>Review completed Canvas course and instructor and student course documents before the Final Course Review.</li> </ul>	11
Final Course Review	<b>Participants</b> <ul style="list-style-type: none"> <li>ID, SME, FSCJ Online Dean, CeL Director, Academic Department Dean and/or Program Manager</li> </ul> <b>Materials</b> <ul style="list-style-type: none"> <li>CeL Syllabus</li> <li>Instructor Guide</li> <li>Outcomes Map</li> </ul> <b>Purpose</b> <ul style="list-style-type: none"> <li>SME provides a brief recap of the course design.</li> <li>SME and ID present course documents (syllabus, instructor guide, and outcomes map) for review, discussion, and approval from key stakeholders.</li> <li>SME and ID showcase the course in Canvas.</li> <li>ID facilitates meeting and is responsible for preparing and distributing agenda and meeting documents to attendees 24-hours in advance of the meeting. ID serves as scribe, sending a meeting summary to attendees after the meeting.</li> <li>The course is approved as developed, or action items are identified requiring follow-up by SME or ID.</li> </ul>	12
<p>A course approved by stakeholders signals the end of development.</p> <p>The Multimedia team conducts a course code check, archives the CeL course model, and the developed course is officially ready for implementation. In the first semester, the SME teaches the course. This period is considered a beta test or evaluation, collecting instructor and student feedback and data to evaluate if the design performed as expected.</p>		