# **Dev/Redevelopment Meeting Agenda**

**Course:**

**Level of Development:** Silver/Gold

**Link to Dev Shells:**

**Developer:**

**Instructional Designer:**

**Program Coordinator:**

1. Introductions

* Names, titles, and brief role descriptions
* Preferred communication method – Basecamp (although it is recommended to get their e-mail and phone number)
* Communication or meeting frequency

1. Instructional Design

* Review Master Syllabus
* Textbook Issues and Concerns

1. Developer Ideas, Questions, Concerns
2. Process

* **Review Deliverables**: Weekly Planners
* **Review Timeline** (emphasizing milestones such as course map approval, textbook deadline, etc.)

A screen shot of a course

Description automatically generated with low confidence

|  |  |
| --- | --- |
| Task | Due Date |
| Kickoff |  |
| Textbook Decision |  |
| Weekly Planner Front Matter Document  Weekly Planner 1 |  |
| Weekly Planner 2 |  |
| Weekly Planner 3 |  |
| Weekly Planner 4 |  |
| Weekly Planner 5 |  |
| Weekly Planner 6 |  |
| Weekly Planner 7 |  |
| Weekly Planner 8 |  |
| Finalized Weekly Planners for all 8 weeks |  |
| Course Map Draft |  |
| Course Map Finalized |  |
| Course Map Internal Review |  |
| Course Map Internal Review Revisions |  |
| Department Review (14 days) |  |
| Phase 2 Kick Off |  |
| Instructional Material Organizers |  |
| Week 1 Instructional Module Organizer |  |
| Week 2 Instructional Module Organizer |  |
| Week 3 Instructional Module Organizer |  |
| Week 4 Instructional Module Organizer |  |
| Week 5 Instructional Module Organizer |  |
| Week 6 Instructional Module Organizer |  |
| Week 7 Instructional Module Organizer |  |
| Week 8 Instructional Module Organizer |  |
| Create Quizzes/Exams |  |
| Create Assignment Grading Rubrics |  |
| Course Shell Completed |  |
| Internal Reviews by IDT and OAP |  |
| Revisions Completed |  |
| Course Copied for Debut Session |  |