College Operating Procedures (COP)	FLORIDA SOUTHWESTERN STATE COLLEGE

Procedure Title:	Division of Teaching Innovation, Faculty Development, and Online Learning (TIFDOL): Online Course Development
Procedure Number:	03-0802
Originating Department:	Provost/Vice President of Academic Affairs

Specific Authority:
Board Policy   n/a
Florida Statute   n/a
Florida Administrative Code   n/a

Procedure Actions: Adopted: 06/01/10; 02/15/11; 03/01/11; 09/08/14

Purpose Statement: Division of Teaching Innovation, Faculty Development, and Online Learning (TIFDOL) provides programs and services that empower instructors, students, and staff members to use technology to enhance teaching and learning at the College.

Guidelines:

Online Course Development, Online Course Redesign

The course development process is crucial to the success of all online courses. Course developed through TIFDOL fall into two categories: (a) a course that is being developed for the first time as an online course; (b) a course that is being redeveloped due to a quality review, a substantial change in course materials, or a substantial change in the curriculum. The process for requesting development is detailed in the Collective Negotiations Agreement Article 9.2 – Course Development.

The minimum development time is twelve weeks from the time the Course Development Agreement (CDA) is signed. When possible, there should be at least a 15 week development schedule. The Dean of TIFDOL reserves the right to postpone development for any course presented less than 12 weeks prior to the desired term start date.

 Procedures:

1. To initiate the course development process, the Academic Dean, in collaboration with the Department Chair/Program Director/Program Coordinator, will send an RFP (in accordance with CNA Article 9.2).

2. Ideally, two subject matter experts from the discipline will be identified (in accordance with CNA Article 9.2). However, in certain instances, a development team could only have one faculty member serve as a subject matter expert (SME). This process will be decided based upon the type of development, the timeframe for development, and the experience of the faculty member with online/blended development. The SME(s) must be certified to teach online.

3. Additionally, an external reviewer will be identified. This reviewer will not be involved in the development process, but will ensure all development benchmarks have been completed. An external reviewer should be knowledgeable of the program and the course content.

4. The Academic Dean and Department Chair/Program Director/Program Coordinator will complete and sign page 1 of the CDA. This completed form will be forwarded to the Director of Design and Development of TIFDOL.

5. The Director of Design and Development will assign an instructional designer to guide the development project. A meeting will occur between the instructional design team and the SME(s) to create a development timeline, to clearly define the responsibilities of each team member, and to complete the stipend development breakdown.

6. The SME(s) will sign page 2 of the CDA. By signing the form, the SME(s) agree to:
   a. Meet the timelines for project development. Reasonable delays may be accommodated.
   b. Work with the assigned instructional designer to develop the course.
   c. Ensure inclusion of all items listed in the CDA.
   d. Ensure the quality checks listed in the Course Design Guide have been met.
   e. Accept the compensation as listed in the CDA.

7. The Dean of TIFDOL will sign the CDA. Copies will be sent to all parties.

8. At the conclusion of course development, the external reviewer will complete the Course Evaluation Form. By completing this form, the external reviewer agrees to:
   a. Ensure the course objectives are met.
   b. Ensure the usability and functionality from a student perspective.
   c. Accept the compensation as listed in the CDA.

9. When the course receives at least an "Acceptable" rating on both the Quality Rubric (completed by the instructional designer) and the Course Evaluation Form (completed by the external reviewer), the course becomes a master course, and can be used by other certified faculty. Payment will then be made to the SME(s) and the external reviewer.