Course Development Roadmap for Online Teaching

01 Approval

Instructor seeks approval from **Department Chair** for course development

Department Chair contacts **Distance Education** to discuss course development

02 Funding

Department Chair and **Distance Education** discuss funding and contract with **Instructor**

Instructor signs course development contract

03 Course Development

Instructor plans, designs, and develops online course in Canvas in accordance to QM standards

Instructor attends project meetings

Instructor collaborates with an **Instructional Designer** for twelve weeks through 1-1 consultations

04 Course Delivery

Instructor teaches online for one semester

Instructor attends optional workshops and webinars

Instructor receives support from **Online Learning Specialist**

05 Review & Refine

Instructor conducts QM self-review

Instructor submits course for internal QM peer review and feedback

06 Certification

Instructor submits course for external QM review and certification

START