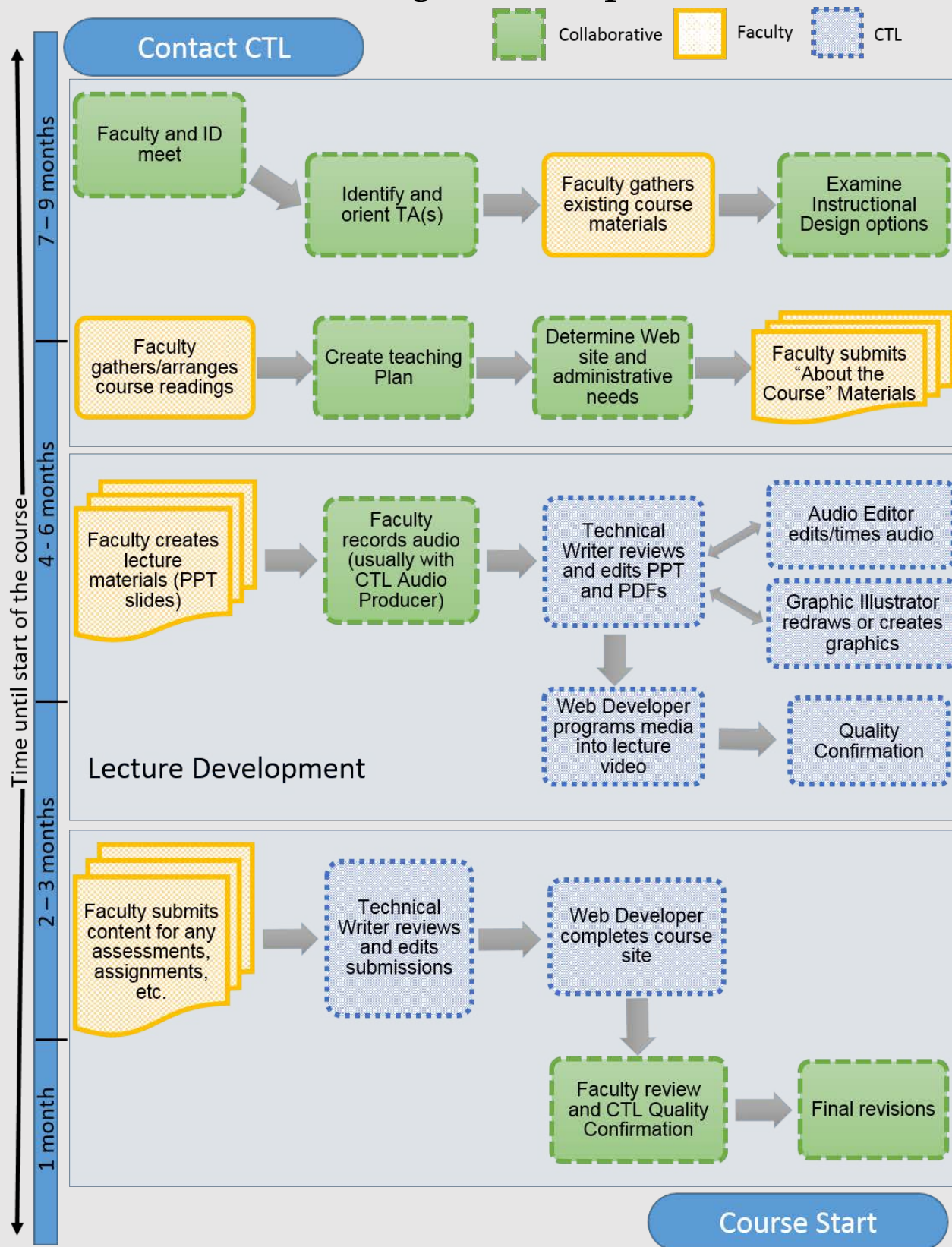


New Course Design/Development Process



The new course design and development process begins with “Contact CTL”.

The process continues, broken out by the time until the start of the course.

- 7 – 9 months away, the process is in this order:
 - Faculty and ID meet – *collaborative task*
 - Identify and orient TA(s) – *collaborative task*
 - Faculty gathers existing course materials – *faculty task*
 - Examine Instructional Design options – *collaborative task*
- 4 – 6 months away, the process is in this order:
 - Faculty gathers/arranges course readings – *faculty task*
 - Create teaching plan – *collaborative task*
 - Determine Web site and administrative needs – *collaborative task*
 - Faculty submits “About the Course” materials – *faculty task*
- Lecture Development begins 4 – 6 months away, also, when the process continues in this order:
 - Faculty creates lecture materials (PPT slides) – *faculty task*
 - Faculty records audio (usually with CTL) – *collaborative task*
 - Technical Writer reviews and edits PPT and PDFs – *CTL task*
 - Audio Editor edits/times audio – *CTL task*
 - Graphic Illustrator redraws or creates graphics – *CTL task*
- 2 – 3 months away, still in the Lecture Development phase, the process is in this order:
 - Web Developer programs media into lecture video – *CTL task*
 - Quality Confirmation – *CTL task*
- 2 – 3 months away, after Lecture Development, the process continues in this order:
 - Faculty submits content for any assessments, assignments, etc. – *Faculty task*
 - Technical Writer reviews and edits submissions – *CTL task*
 - Web Developer completes course site – *CTL task*
- 1 month away, the process is in this order:
 - Faculty review and CTL Quality Confirmation – *collaborative task*
 - Final revisions – *collaborative task*

The new course design and development process ends with “Course Start”.