



Course Number: Course Name

Date

Introductions

1. Welcome
2. Experience with online courses
3. Course Background
4. Things you want me to know

Roles and Responsibilities

1. Subject Matter Expert
2. Instructional Designer
3. Meetings and Deadlines
4. Communication Methods

Course Design Discussion

1. Brief Overview of Design Process
 - a. Assessment Based Design (Backwards Design)
 - b. Instructor Presence
 - c. Active/Experiential Learning
 - d. Adult Learning Theory
2. Learning Objectives Discussion
 - a. Writing objectives

- b. Mapping objectives
- c. Course Alignment
- 3. ADA and Universal Design Considerations
- 4. Course Components
 - a. Syllabus
 - b. Units or Modules
 - c. Content
 - i. Textbook
 - ii. Other readings
 - iii. Lecture notes or reading notes
 - d. Learning Activities
 - e. Media
 - f. Assessments
 - i. Assignments
 - ii. Projects and Papers
 - iii. Discussions
 - iv. Quizzes and Exams
 - g. Use of New Technology, Software, and D2L Tools

Action Items

1. Discuss Design Toolkit
2. Create Meeting Schedule
3. Create Due Dates and Deadline

Course Components: Ten questions to get started

Please keep in mind that we will work out the details together on how to make all this happen (setting up online quizzes, using the tools in Canvas) as we go, so just write down what you would like to do! If there are any questions about what's possible, please contact me!

1. What textbooks, if any, will you be using for the course? Will there be online readings? (We will need the ISBNs for any textbooks, and you will need to order a desk copy for yourself).
2. Will there be lecture notes to complement the readings?
3. Will there be quizzes in the course? How many, and what type of quizzes?
4. Will there be exams in the course? What kind?
5. Will there be special projects in the course? Please explain.
6. Will there be group work in this course? (Group projects or discussions are commonly used).
7. What types of interactive activities do you have planned? (Discussion questions, for example, are the most widely used activity to provide student-to-student interaction).
8. Please describe any other assignments/homework below.
9. What kind of multimedia would you like to use? (Images, videos, audio, etc).
10. This course must incorporate ADA standards; do you foresee any problems with that?