

E-LEARNING COURSE DEVELOPMENT INTAKE

ONLINE COURSE DESIGN

ABOUT US

Instructional Design Services (IDS) at the University of the Pacific is committed to empowering students to achieve academic success by helping faculty foster student centered learning experiences. The instructional design team provides support on the design, development, improvement, implementation, and assessment of educational material for face to face, hybrid and fully online course modalities.

WHAT TO EXPECT

INITIAL MEETING

When a request for instructional design services is made through the Center for Teaching and Learning, an instructional designer will be assigned to work with the faculty and/or subject matter expert (SME). The instructional designer will set up an initial instructional design meeting which will include all stakeholders involved in the project. During the initial meeting, stakeholders will discuss the vision, goals, needs, and challenges of the project. Stakeholders will review any existing course materials, determine project level, and create a timeline for the project and the project goals. If there are multiple people involved in the project a point person will also be established at this time.

DESIGN AND DEVELOPMENT

When designing the course, IDS utilizes a curriculum design strategy named "The Backward Design Model". This model is proven to be one of the most effective strategies in developing quality courses. It is considered a backward approach to curriculum design because it starts at thinking about the specific learning outcomes/end goals, and the evidence of learning first, before thinking about what will be done and provided in teaching and learning activities. for the class. Backward design requires instructors to focus on the student outcomes of the course (end goals) first. After determining the outcomes and how the outcomes will be measured the instructor will then focus on planning the course content and activities.

During the design phase, SMEs will work with the instructional designer extensively. The instructional designer will consult and brainstorm with SMEs to create a course plan and the SMEs are responsible for: creating or revising course and weekly learning objectives; creating a list of weekly activities, materials, and assessments; creating a syllabus and the breakdown of grades into points or weighting for the students. During this phase, with the advice and assistance of the Instructional Designer, the SME will create course content.

The next step includes working with the instructional designer to build the course. Together the content will be built into the learning management system. In some cases, we will utilize a "sandbox" course to build content. This sandbox course is a course dedicated to course design and will not include students. Once the course has been developed the content of the

“sandbox” course will be moved into the Banner generated course giving students access to this course.

QUALITY AND REVISION

Once the course has been completed the instructional designer will complete a Quality Assurance checklist. Once the checklist is complete the course will either be marked completed and ready to be delivered to the target audience or it will go into revision stage. In revision stage, SMEs and instructional designers will complete necessary revisions and review the course again for accuracy until it is ready to be delivered to the target audience.

THINGS TO KEEP IN MIND

Individuals who work with instructional design services are considered the experts in their specific fields, SMEs are expected to develop all the course content. IDS members will consult and help brainstorm appropriate interactions and activities as well as formatting the content to fit the modality of the course and also assist with the creation of multimedia content. Since faculty are the subject matter experts they retain all control of the course and its content.

Instructional designers have multiple projects they are working on simultaneously. It is extremely important to meet established deadlines for project milestones. The instructional design team cannot guarantee completion of a project if these deadlines are not met. Request for instructional design services should be made at least 10 working days before the start of a semester for Level 1 request and at least 4 months before the due date of a Level 3 request (Please see descriptions in course design level section).

Instructional designers are Quality Matters certified. This means course creation follows the standard for best practices in online course design.

PROPOSED ELEARNING COURSE INFORMATION

Subject Matter Expert Name:

Title:

Email:

Phone:

Department:

Program:

Course Title:

Course Number:

Student Credit Hours:

Course Launch Date:

***COURSE DESIGN LEVEL**

[] **Level 1**-A minor fix or change to a course, includes 1 to 5 minor revisions. Timeline for completing a level 1 design is 2 working days. A level 1 change applies to quality courses that only need simple edits such as assistance creating weighted grading in the gradebook, creating a homepage or changing a setting in the course.

[] **Level 2**- More specific and complex support that requires revisions that are extensive in length consisting of 6 to 10 major changes. Completion deadlines for level 2 changes are between 2 to 8 weeks. Examples of a level 2 design would be creating an interactive learning object, designing one to two modules or assignments for a course or researching and implementing an appropriate tool or course OER resource.

[] **Level 3**-A full course design and development. Timeline for completing a level 3 full course design is 4 months. Examples of a level 3 design include creating a course from scratch and/or redesigning a course from face to face to fully online.

*Projects may need to be revised to a higher or lower level after the initial meeting.

DEVELOPMENT TIMELINE

Project start date: (Month/Day/Year)

Project review date: (Month/Day/Year)

Project completion date: (Month/Day/Year)

DESIGN AND DEVELOPMENT DOCUMENTS DELIVERED (PLEASE INITIAL INDICATING RECEIPT OF THESE DOCUMENTS)

__Course Development Intake Sheet

__Roles and Responsibilities

__Notified of content delivery timelines

__Fair Use Guidelines