

Online / Hybrid Development Process

Developer's Checklist

- 1) Faculty will discuss online / hybrid course idea with academic dean to make sure the course can be done practically and successfully– **the academic dean will share new online / hybrid development with program faculty and Learning Central.**
- 2) New online / hybrid developers will complete the Technology Skills Assessment below.
- 3) New online / hybrid developers will contact the Learning Central with their Technology Skills Assessment completed to create a development plan and request a development section in IMS (D2L) – **a Training plan is mandatory for first time online / hybrid developers for South Central College. Documentation of plan should be kept on file for professional development.**
- 4) Developer will contact their academic dean and Learning Central to let them know they are at the peer review stage. *All newly developed online / hybrid courses must to go through Peer Review.* Peer review should be scheduled after completion of course outline and 3 course modules with associated activities (quizzes, discussions, dropbox, etc.) so it is student ready.
- 5) A review period should be defined (typically this would be 2 weeks) – Learning Central will setup the reviewer accounts and enroll them in the appropriate IMS (D2L) development section and send the login instruction and rubric to the reviewers. Three anonymous peer reviewers will be assigned by the corresponding academic dean.
- 6) Peer reviewers will return feedback rubric to Learning Central. Results of the peer review will be reviewed by course developer and Learning Central. Results will be sent to the academic dean.
- 7) The peer review must meet minimum score guidelines published on the **South Central Online Technology and Delivery** page posted on **online.southcentral.edu/faculty/onlineTechDelivery.html**. The course may be cancelled by the academic dean if the peer review process is incomplete.
- 8) Developer continues to develop the remainder of their course.
- 9) Developer works with Learning Central and experienced online faculty for delivery mentoring.

ONLINE / HYBRID DEVELOPER INFORMATION

Name of Instructor / Developer

Program / Division

Course Title

Course Code (SUBJ NMBR)

Number of credits

Development will begin: (term and year)

Course will be offered: (term and year)

RATE YOUR TEACHING & TECHNOLOGY SKILLS

Use a 1-5 rating for each area (1 being little experience or none-5 being expert)

The following list allows us to help plan the amount of support your project will require.

Instructional Design for Online Courses		Online teaching techniques and strategies		Experience with Browser Plug-Ins such as Media Player	
Communication: Ability to Write Conversationally & with Accuracy		File Management for Digital Document Organization		Prior use of Instructional Management System (D2L)	
Preparation of Syllabus & Course Outlines (using WIDS)		Usability & Accessibility Elements [Statute 508 Compliance]		<i>Respondus</i> for Creating Online Exams & Surveys	
Plan Learning Activities to address various Learning Styles		Web Browsers, Search Engines & use of other Internet Tools		<i>StudyMate</i> for Creating Learning Objects & Review Games	
Develop Competency-based Learning Plans		Basic HTML Tags for Web Page Modifications		Chat or web conferencing facilitation	
Develop Performance Assessment Criteria & Tasks		Acquisition of Digital Images, Scanning, & Image Editing		Managing E-mail, Discussion & Online Groups	
Develop Project Rubrics & Scoring Guidelines		Creating Media Files (audio, video, SWF/Flash)		Assignments, Assessment, & Electronic Feedback (inc. grades) Management	
<i>Word & PowerPoint</i> Document Formatting		<i>Softchalk</i> - for Generating Content Pages		Completed the <i>SmarterMeasure</i> self-assessment	