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 eLearning Technologies.**

2) New online / hybrid developers will complete the Technology Skills Assessment.

3) New online / hybrid developers will contact the eLearning Technologies with their Technology Skills Assessment completed to create a development plan and request a development section in IMS (D2L) — **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 eLearning Technologies to let them know they are at the peer review stage. **All newly developed online / hybrid courses must 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.).

5) A review period should be defined (typically this would be 2 weeks) — eLearning Technologies 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 eLearning Technologies. Results of the peer review will be reviewed by course developer and eLearning Technologies. Results will be sent to the academic dean.

7) The peer review must meet minimum score guidelines published in the South Central **Online Information** document posted on Online.Southcentral.edu. **The course will 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 eLearning Technologies 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.

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