

FAQs

Online Course Development Frequently Asked Questions

What does online course development entail?

Online course development entails working on a cross-functional team to collaboratively create the best possible learning experience for students. Subject Matter Experts (SMEs) provide their subject matter expertise using templates provided by the Learning Design Center (LDC) and by meeting and collaborating regularly with team members. Before you begin developing the course, you will complete an Online Course Planning Grid that needs to be approved by the academic director before moving on to course development.

What is an Online Course Planning Grid (OCPG)?

The Online Course Planning Grid is a document that outlines the major components of the online course. It includes basic course information such as the course description, Program Learning Outcomes, and Course Learning Outcomes as well as module-specific information. Here is the Online Course Planning Grid template [\[link\]](#), a completed example [\[link\]](#), and OCPG rubric [\[link\]](#).

Who will I be working with to develop the course?

When Subject Matter Experts (SMEs) get contracted to develop an online course, they work on a cross-functional team whose expertise all contribute to the creation of quality online courses. The team consists of the SME, an instructional designer (ID), and an instructional technologist (IT). SMEs provide the subject matter expertise, IDs provide the learning design expertise and project management, and ITs provide the digital media and technology expertise.

How long will I have to develop the course?

You will have 17-weeks to develop the course. This timeline is final and cannot be extended since the resources and staff move on to new projects after the 17-week development cycle. IDs and ITs work on multiple courses during the 17-week cycle as well. It's crucial that all team members manage their time effectively so courses are completed on time.

When does the course development process start?

You will begin the course development process when you have your kick-off meeting with your ID. You will come to the kick-off meeting with your completed Online Course Planning Grid which will need to be approved by the academic director before you begin developing the course.

What else happens during the kick-off meeting?

In addition to reviewing your completed Online Course Planning Grid, you and your ID will also make plans for recurring meetings, deliverable due dates, digital media development, and will be going over the other course development templates you will be using such as module map template, course project/cumulative assessment template, and script writing template.



What do I need to know about selecting a textbook?

Any textbooks for the course should be selected and approved by the Academic Director before SMEs begin working on the Online Course Planning Grid. Textbooks should be selected as soon as possible. Any materials or software license needs to get vetted by the Academic Director if it involves student fees.

When does the course development process end?

Course development is an interactive process and you will have the opportunity to approve each module as it is built. It is important to adhere to the development schedule so that all the modules and media can be reviewed and approved by the Final Review deadlines. The course must be completed by the end of the development cycle.

Will I receive training and support?

Yes, you will be enrolled in a two-week asynchronous training course called LDC101: LDC Course Design Fundamentals that takes place before your kick-off meeting. This course will orient you to the processes, templates, and design framework the LDC uses and will assist you with creating your Online Course Planning Grid so that you can come to your kick-off meeting ready to start course development.

If I am teaching the course, can I revise it after I teach it?

No, you will not be able to revise a course after you teach it because LDC resources cannot be re-allocated to the same course after it is developed. You will be developing a course with an 18-month shelf life. This means that once development is complete, the course will not be updated for 18 months. You are encouraged to document any suggested edits for when the time comes to refresh or revise the course.

If I'm a returning SME, do I still need to take LDC-101?

If you are a SME who has never taken LDC-101, we highly recommend taking the course to get feedback on your Online Course Planning Grid, learn about our latest processes and become familiarized with the educational and media technology options available to you. Additionally, you will have the opportunity to brainstorm with other SMEs in your discipline or program to get ideas for your course.

I've already taken LDC-101. Do I need to take it again each time I develop a course?

We still recommend that you use LD-C101 as an opportunity to engage with the instructional designers to get feedback on the OCPG, connect with colleagues in your program, familiar yourself with any updated processes and technologies, so that you can maximize your timeline when you begin development with your assigned ID.