COURSE PROPOSAL PROCESS WORKFLOW

START HERE

Create proposed course outline

Approved by Dept.

Fill out yellow cover sheet with

Approval from Department - Signed by Dept. Chair and Deans

GOVERNANCE

Submit paperwork to Curriculum Committee

Faculty Assembly

Approved

F2F Course Development

Develop Course

Online/Hybrid Course

No Lease

3 Year Lease

ECORE - Perpetuity

Discuss with Dept. Chair and complete the Stipend Request Form

Fill out a request form for a new Development Shell in Blackboard

Teaching the course during?

Fall/winter

Spring/summer

Scorecard will be sent to developer via email

Not Passed

Passed

Send back for revisions

Revisions go back to OLRC

Course is reviewed by Online Course Review Committee

Development Process complete

ONLINE LEARNING

DUE November 1st

DUE April 1st

All online courses will be re-reviewed on a three year cycle. Faculty will discuss the need for lease with the Dept. Chair/Dean.