

FOUNDATIONS OF COURSE DESIGN WORKFLOWS

No DEV WORKFLOW

Faculty submit request (Service Ticket)

ID requests initial meeting (Welcome email)

Update Monday status for the Initial Contact Subitem to Done.

| Subitem | Status |
|-----------------|--------|
| Initial Contact | Done |

Meetings occur as needed and must address all the following topics:

- Backward Design
- Summative/Formative Assessments
- Learning Objectives
- Sequencing and Alignment

Change the Monday status for each meeting subitem to Done after you have covered the topic with the faculty (1). Include meeting notes in the updates (2).

| Subitem | Status |
|---------------------|--------|
| Initial Contact | Done |
| Backward Design | Done |
| Sum/Form | |
| LOs | |
| Seq/Align | |
| Send CDP to Review | |
| Revise with Faculty | |
| Submit to Director | |

Support the faculty as they fill out the CDP.

Send the completed CDP for review using the Submit Course Design Plan Review form.

Update Monday status for the Send CDP to Review Subitem to Done.

| Subitem | Status |
|---------------------|--------|
| Send CDP to Review | Done |
| Revise with Faculty | |
| Submit to Director | |
| + Add subitem | |

When the review comes back, review the feedback with the faculty and adjust the CDP as needed.

Update Monday status for the Revise with Faculty Subitem as appropriate (e.g., “Working on it” or “Done”)

WITH DEV WORKFLOW

ID may choose to use the Dedicated Build Initial Email when making initial contact with faculty.

In the first meeting with faculty, IDs promote FCD to those who have not previously worked with OTL to design a course. If the faculty chooses to complete FCD, mark the FCD column on the Monday board to “In Process.” This automatically generates the FCD Subitems.

| Item | FCD |
|---|------------|
| > PHIL-1250 Intro. to Logic and Critic... 1 | In Process |

Meetings occur as needed and must address all the following topics:

- Backward Design
- Summative/Formative Assessments
- Learning Objectives
- Sequencing and Alignment

Within the FCD Subitem on the Dedicated Build Monday board, change the status for each meeting topic to Done after you have covered the topic with the faculty (1). Include meeting notes in the updates (2).

| Subitem | Backward Design | Sum/Form | LO | Seq/Align |
|---------|-----------------|----------|------|-----------|
| FCD | Done | Done | Done | Done |

Support the faculty as they fill out the CDP.

Send the completed CDP for review using the Submit Course Design Plan Review form.

Within the FCD Subitem on the Dedicated Build Monday board, change the status for “Submit CDP” to “Submitted via form.”

| Subitem | Seq/Align | Submit CDP |
|---------|-----------|--------------------|
| FCD | Done | Submitted via form |

Continue with course development, even if the CDP changes.

When the review comes back, go over the feedback with the faculty and adjust **the original version of the CDP** as needed. If you have made changes since submitting the CDP for review, Rachel can give you access to the copy used for review.

Within the FCD Subitem on the Dedicated Build Monday board, change the status for “Design Review” to “Revising.” **Do not update to any other status option listed. Those updates are reserved for Rachel or Seth.**

| Subitem | Status |
|---|---------------|
| <input type="checkbox"/> Initial Contact | Done |
| <input type="checkbox"/> Backward Design | Done |
| <input type="checkbox"/> Sum/Form | |
| <input type="checkbox"/> LOs | |
| <input type="checkbox"/> Seq/Align | |
| <input type="checkbox"/> Send CDP to Review | |
| <input checked="" type="checkbox"/> Revise with Faculty | Working on it |
| <input type="checkbox"/> Submit to Director | |

Send the edited CDP and the review report to Seth using the Foundations of Course Design – Approval form.

| Subitem | Seq/Align | Submit CDP | Design Review |
|------------------------------|-----------|--------------------|---------------|
| <input type="checkbox"/> FCD | Done | Submitted via form | Revising |

Send the edited CDP and the review report to Seth using the Foundations of Course Design – Approval form. **Rachel will update the “Design Review” status at this point and going forward.**

Update Monday status for the Submit to Director Subitem to “Done.”

Once Seth approves the final version of the CDP, he will change the FCD status on the Development Board to Done and add the experience to the faculty transcript.

| Subitem | Status |
|--|--------|
| <input type="checkbox"/> Initial Contact | Done |
| <input type="checkbox"/> Backward Design | Done |
| <input type="checkbox"/> Sum/Form | |
| <input type="checkbox"/> LOs | |
| <input type="checkbox"/> Seq/Align | |
| <input type="checkbox"/> Send CDP to Review | |
| <input type="checkbox"/> Revise with Faculty | |
| <input checked="" type="checkbox"/> Submit to Director | Done |

Once Seth approves the final version of the CDP, he will make a note indicating the faculty have completed FCD and add the experience to the faculty transcript.

NOTE: Do not put course development on hold while waiting for the CDP review results or approval. Payment is issued when Design Plan column is marked as “Done” by the ID and is independent of FCD approval processes.