



Online Program Development Process

When a program is identified and approved to be delivered online, the curriculum and their initial delivery schedules (semester or term-based), along with the names of the course content developing faculty members, should be shared with ITDS via Dr. Yanling Sun.

ITDS will then create a course design project plan for the program. Each course developing faculty member will be partnered with an instructional designer who they will work with throughout the course design process. To ensure on-time delivery, courses should be designed two semesters prior to their first offering dates. For example, new online programs launching in the Fall semester would involve developing the courses the previous Spring semester.

The process generally follows the phases detailed below:

Phase 1: Identification

A program is identified and approved for online delivery. The program's course delivery schedule (including course titles, the names of the faculty members developing the courses, and terms offered) is then shared with ITDS.

Phase 2: Planning & Timeline

ITDS scheduled a program kick-off meeting to discuss the program's goals and the course design process. Upon conclusion, ITDS creates a course design project plan which includes the timeline and the instructional designer assigned to each course.

Phase 3: Course Design

Instructional designers initiate the course design process and provide support to the faculty members. Courses should be designed two semesters prior to their first offering dates.

Phase 4: Course Review & Quality Assurance

A representative from the academic program joins faculty members and ITDS to sign off on each course's completion. This includes a course review and quality assurance check.

Phase 5: Program Launch

Once signed off, courses are set up for the program's launch.