



# Online Course Development Process

## Instructor

## Distance Learning Director

## Review Team \*

Completes Course Development Application Form

Submits to Chair & Dean for Approval

Receives Chair & Dean Signature Approval

Submits Development Application Form to DL Director

Receives Application

Meets with CAO to Approve & Sign Application

Contacts Instructor

Negotiates Completion Date

Issues Contract for Signatures from President, DL Director & Instructor

Files Original Contract

Sends Contract Copy to Instructor

Monitors Course Development Progress

Complete?

Reviews Course Using E-Learning Quality Checklist

\*Review Team: Instructor, DL Director & Department Chair or Dean

Signs Final Quality Checklist with Dean

Notifies Business Office to Process Contract & Pay Instructor

Requests email Confirmation of Payment from Business Office

Receives Confirmation of Payment from Business Office

Process Complete

Accepted?

Modifies Course per Review Team Recommendations

