


## Checklist for Columbia State Community College's Course Creation Process

 **COURSES CANNOT BE ADDED TO THE SCHEDULE UNTIL THIS PROCESS IS COMPLETED, ALL COURSE DOCUMENTS ARE SUBMITTED, AND THE COURSE IS APPROVED BY THE DIRECTOR OF DISTANCE EDUCATION. REQUEST FOR PAYMENT WILL BE MADE FOR THE COURSE CREATOR AND IDT MEMBER WHEN THE COURSE IS ADDED TO THE SCHEDULE.**

### REVIEW DATE

**Review the Course submission deadlines before you start this process:**

- If you want the course to be offered for the **Summer** semester: **Second Friday in March**
- If you want the course to be offered for the **Fall** semester: **Second Friday in March**
- If you want the course to be offered for the **Spring** semester: **Second Friday in October**

### TRAINING

**Complete Full-Training of Online Campus**

### OBTAIN APPROVAL (FORMS CAN BE FOUND ON THE FITT PAGE)

**Submit the Course Development Proposal form to your Division Chair**

*The following items must be submitted with the course proposal:*

- Course Objectives
- Each Unit Objective
- Type and Number of Assessments

### REQUEST COURSE TEMPLATE

**Contact Glenna Winters and Request a course template in Online Campus.**

*You will receive your Quality Matters course evaluation, contract, and be assigned an Instructional Design Team (IDT) member. **Note:** If this is the first time you are creating an Internet or Hybrid course you must contact Glenna Winters to setup an introduction to course creation meeting. This first meeting will cover instructional technology, course mapping, course design, and distance education course requirements. All course content **must be distributed in HTML format.** (MS Word and Adobe Acrobat can only be used under certain circumstances.)*

### APPOINTMENT WITH IDT MEMBER

**Make an appointment with your Instructional Design Team member.**

- Discuss Deadlines
- Discuss Timelines
- Discuss any course development assistance you may need

### FIRST SUBMISSION OF QUALITY MATTERS

**Submit Quality matters to IDT member for initial review**

*Your IDT member will return the Quality Matters document back to you with comments and needed revisions.*

### SECOND SUBMISSION OF QUALITY MATTERS

**Resubmit the Quality Matters document with course revisions completed to your IDT member**

*Your IDT member will return the Quality Matters document back to you with comments and needed revisions.*

### QUALITY MATTERS IS SENT TO DISTANCE EDUCATION DEPARTMENT

**The IDT member will send the Quality Matters form to the Director of Distance Education for review and approval**

*The Director of Distance Education will review the course and inform you if changes are needed or if it is ready to be added to the schedule. The Director of Distance Education will also inform your supervisor that it can be added to the schedule.*