


ssChecklist 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 IDT MEMBER AND YOUR DEAN. 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 the Full-Training of Online Campus (Required)

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

Submit the Course Development Proposal form to your Dean

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 or Adobe Acrobat (.pdf) format.** (All Microsoft Word documents for the course must be archived in the course.)*

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 your Dean

The Dean will review the course and inform you if changes are needed or if it is ready to be added to the schedule. The Dean will submit the Quality Matters document to the FITT center and at that time can add the course to the schedule.