Online Course Development Responsibilities
Shared by Faculty and ODE

		Faculty Responsibilities	Office of DE Responsibilities
Planning	**Course Syllabus Development**	• Bring/create original course syllabus • Re-conceptualize syllabus for online delivery	• Provide individual consultation, offer examples and suggestions, provide tool recommendations
	CAPC Course Approval Process	• Review DE Handbook • Complete CAPC Course Approval Form • Complete CAPC-required DE Training (see below)	• Provide individual consultation, offer examples and suggestions
	Instructional Strategies	• Re-design instructional strategies for online delivery	• Inform faculty of the latest development of online/blended teaching and learning trends • Model instructional strategies via online programs for faculty • Recommend research-based instructional and assessment options for online courses
	Technology Integration	• In consultation with ID, identify appropriate technology tools to use in the course	• Identify faculty technical abilities • Recommend appropriate technology tools based on course content and faculty technical abilities • Develop a plan to train faculty on recommended technology tools
	Training	• Fulfill distance education training required by CAPC • Follow the development plan to gain necessary technical skills	• Develop and deliver online Faculty Development Program

			• Offer workshops on recommended technology tools • Produce and share video tutorials on recommended training tools • Recommend appropriate supplementary and continued education trainings offered by DE and other campus offices for faculty
Development	**Course Content/Materials**	• Create video/audio-based lectures as needed • Collect course content including documents, audio, video, etc.	• Assist and support multimedia lecture development • Provide captioning and transcribing services as needed
	D2L Site	• Obtain training to be able to perform the following tasks as needed: upload/remove documents; modify existing homepages and course content module pages; create a gradebook; create a quiz; create a dropbox assignment; link assignments and assessments to the gradebook, etc.	• Set up course site organization & navigation • Set up course homepage layout • Work with faculty to select, apply, and modify D2L Content Module Page templates • Set up D2L features and functionality (e.g. quizzes, discussion board, etc.) • Enter special course data for faculty members as needed (e.g. customized quizzes, surveys, lecture capture data, etc.)[i]

Implementation	**Live Conferencing and Lecture Sessions**	• Obtain training on video conferencing tools • Distribute student training materials • Host live conferencing/lecture sessions independently[ii]	• Provide training on video conferencing tools • Provide documentation or video tutorials for student tool support • Hold practice sessions with faculty using video conferencing tools • Support live sessions as needed
	Course Site Testing	• Test D2L course site functionalities (e.g. hyperlinks) every semester to ensure functional online course content	Test D2L course site functionalities (e.g. hyperlinks) before its first launch • Trouble shoot technical / compatibility issues
	Student Support	• Direct students to the Orientation for DE Students to prepare them to be successful online • Request student support on special software program needs • Inform students of after-hour DE	• Maintain and update the Orientation for DE Students • Support students on special software program needs, as requested by faculty (e.g. Collaborate, Examity, etc.) with written and video tutorials and a Twitter support feed
	Course Assessment	• Refer to Quality Online Course System Checklist to assess the online/blended course • Review course experience with ID after course completion	• Assist faculty to perform self-assessment Assist faculty with mitigating issues revealed in checklist review