



# COURSE DESIGN & DEVELOPMENT PROCESS

Spring 2023

## PHASE DESCRIPTION

## PHASE CHECKLIST

### PHASE 1

Instructors work with the D3 team to identify any course changes or updates. Together, they create a timeline with deadlines for the development of the course content. They will also review any outstanding course audit and alignment table action items.

- Review Course Audit
- Verify alignment table
- Meet with D3 team
- Determine phase 1 content

### PHASE 2

Following the agreed upon timeline, instructors provide course content to D3 Instructional Technologists and work together with them to build course within Brightspace.

- All phase 1 tasks complete
- phase 1 content developed
- Syllabus / topical outline complete
- Establish media needs and production timeline

### PHASE 3

After all the phase two of the course development is built and the syllabus is complete, the Brightspace course can be opened.

- All phase 2 tasks complete
- Course opens to students

### PHASE 4

Instructors and technologists continue to work on the development of the remaining content and the course moves from the development stage to the maintenance stage.

- Course content complete
- Begin day to day course maintenance

### PHASE 5

During the final phase, instructors, along with the D3 team reflect on the semester and prioritize what about the course should be changed for the next time it is offered.

- All phase tasks complete
- Reflect and make notes for next iteration of course