

Online Course Development Checklist and Log

This online course development checklist and log are for keeping track of where newly developed courses for online delivery are in the course development process, according to the [CCTL Guidelines for New Course Development and Evaluation](#). Any changes to the below can be made by contacting Clark Shah-Nelson.

The basic checklist includes:

1. After course is approved by Curriculum Committee, contact Coordinator of Online Education within 2 weeks.
2. Initial consultation with coordinator? (Speak with Coordinator about plans for course, templates, technology needs in the course, layout, activities, course development process, questions, etc.)
3. Training complete? (New fully online instructors should go through the Vancko Hall Online Instructor Preparation course (<https://vanckohall.delhi.edu/course/view.php?id=12079>) (login required).
4. Post-first draft design consultation? (minimum 1 month prior to term start) (What is this? The Coordinator looks over the course and makes recommendations on instructional design, layout, and/or other pedagogical and technological aspects of the course using the [DOE Checklist for Online Courses](#). (The checklist will be duplicated to a child course to this page for each new course development.
5. Initial Payment (In some rare cases, an instructor might receive an initial payment, prior to the full approval of the course.)
6. Revisions Complete (minimum 2 weeks prior to term start)(What is this? Instructor makes changes based on Coordinator input and then communicates with Coordinator.)
7. Peer evaluations (1-2) (using [this rubric](#)) - (Currently this is optional)
8. Approved

Below is the spreadsheet showing courses currently in development, and where they are in the process.

Instructor	Course to be Developed	Credits	Target Term	CC Approval	Letter to New Developers	Init. Consult with Coord.	Training complete?	Post-First Draft Design consult with checklist	(Initial Payment)	Revisions complete?	Peer Evaluation 1	Peer Evaluation 2	Approved + final payment
IN PROGRESS													
Mike Barnes	HOSP 135 Sanitation	1	201102										
David Brower	HOSP 470 - Hospitality Management Seminar			?									
Curriculum Committee Horizon													
Lynn Domina	LITR 218 Native American Literature												
Willis Brown	ECMT 180 Alternative and Renewable Energy												
David Brower	TRVL 475 Destination Development and Marketing			11/2/2010									
David Brower	TRVL 388 Convention Services Mgmt			11/2/2010									
David Brower	HOSP 310 Hospitality Human Resources II			11/2/2010									
STALLED OR ??													
Kathryn Dezur	ENGL-150 (2--) Research Writing		201105?	4/22/2010	?								
was Penny Pardoe	GOVT 250/350 - Middle Eastern Politics												
was Penny Pardoe	GOVT 110 American Government			6/30/2009									
Alan Smith	OSHA Course - new		?				? complete 10/15/07	? (6 hours)	?				
Shannon Shoemaker	CITA 150 Introduction to Information Technology			6/30/2009									

Once courses are approved, they will move to the [Online Developed Courses Log](#).