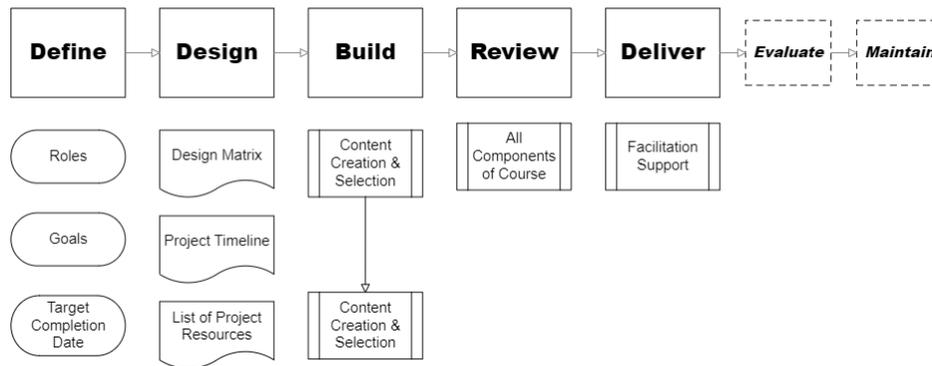# Global Campus Course Development Process

Define

In the Define phase, we come together in an initial meeting to establish clear expectations and objectives for the course project. This collaborative session sets the foundation for successful course development.

Sample Meeting Agenda

- Definition of roles and scope.
- Introduction to past course iterations.
- Timeline Considerations.
- Review quality standards.
- Discuss next steps.

Design

The Design phase focuses on strategically planning the course content to align with the defined goals and objectives using a backwards design approach. During this phase, it is essential to identify required resources. These steps ensure a well-structured and effective course design.

Deliverables

- Working project timeline
- Design Matrix
  - Aligns course Goals with Learning Objectives
  - Aligns Activities/assignments, assessments, and resources with Learning Objectives

Build

In the Build phase, the course content comes to life. Collaborative efforts involving instructional designers, course developers, and potentially the media team contribute to the creation of engaging course elements.

Deliverables

- Syllabus
- Course schedule
- Course Content (assignments, videos, readings, etc.)
- Virtual Course Space (structure)

Depending on the course, this phase may also include identifying and finalizing:

- Textbook
- Proctored Exams
- Support materials
- eReserve hard copies

Review

The Review phase plays a crucial role in ensuring the quality and accuracy of the course before its delivery. Course developers review various aspects while instructional designers assess others.

Course Developer

When reviewing, the Course Developer should consider the following.

- Is all the content included in the virtual course space?
- Do the individual components work cohesively?
- Do all the graded components appear in the gradebook correctly?
- Are all the settings (i.e., availability) correct?

Instructional Designer

When reviewing, the Instructional Designer will ensure certain compliance requirements are met (such as accessibility) as well as Global Campus course quality standards. The goal is to ensure it has the necessary elements to be offered.

Deliver

The Deliver phase marks the commencement of the online course, where the instructor (who may differ from the developer) takes the lead in facilitating an engaging learning experience for students. Support from the Global Campus team is readily available throughout the semester to assist instructors in meeting the unique needs of learners.

Evaluate

The Evaluate phase emphasizes the importance of reflecting on the course's results and making informed adjustments.

During the Evaluate phase, it may be useful to review:

- Student achievement of learning objectives/course goals
- Notes and edits made in the delivery phase
- Student evaluations/feedback

Maintain

The Maintain phase involves making necessary minor revisions to the course based on the evaluation outcomes before the next delivery term. If more drastic changes are warranted or requested, you can request another Global campus project to get started. Instructors are encouraged to reach out to the instructional design team for further discussions and guidance on refining the course for continued effectiveness.