

Course Development Process Primer

Learning and Teaching Services (LTS)

Learning and Teaching Services (LTS) aims to cultivate a dynamic environment of creativity and excellence in education throughout Algonquin College. Our primary goal is to enhance student learning through collaborative efforts with faculty, academic departments, and Applied Research. We prioritize developing rich educational experiences by cultivating strategic partnerships that support innovative learning design, teaching excellence, and effective use of technology. Our team provides guidance, consultations, and collaborative leadership in creating courses, implementing teaching methods, and enhancing technological learning experiences to ensure student success.

Our areas of focus include:

- Enhancing the student learning experience
- Enhancing the process of course design through individualized and community-based faculty development
- Encouraging innovative teaching and learning methods
- Intentionally integrating educational technology for enhanced learning experiences.

Overview of Roles that Contribute to the Course Development Process

Chair (Support varies by program/area)

- Meets with *Course Development Coordinator* upon program approval to discuss course design and development process and provide relevant program context.
- Assigns/hires Course Developers.
- Submits the completed course development intake request to LTS.
- Approves course development plan in consultation with Academic Manager (LTS).
- May provide support to LTS and developers: program knowledge, encouragement, and follow-up on course development progress.
- May provide a final review of deliverables.

Program Coordinator (Support varies by program/area)

- May work with Chair to assign/hire Course Developers.
- Provides support to LTS and developers, including subject matter expertise, program knowledge, co-facilitation of communities of practice.
- Encouragement and follow-up on course development progress.
- Provides updates on course development progress.

Academic Manager (LTS)

- Transitions new approved program from Program Development to Course Development team.
- Liaises with Chairs and Coordinators each semester to ensure developers hired. Provides contracts, rates, and creates a development schedule.
- Prepares and delivers kickoff meeting for each level of program.
- Assigns Instructional Designers to Course Developers.
- Maintains budget spreadsheet and course development progress tracking spreadsheet (for funded and non-funded courses).
- Provides support to all parties throughout course development.
- Liaises with Chairs and Coordinators each semester to report on developer progress.
- Provides course development support to Instructional Designers.

Instructional Designer

- Coordinates and leads course development kick-off sessions.
- Provides expertise and advice in curriculum and course design.
- Reviews course development deliverables and ensures alignment with college standards and policies, and evidence-informed principles of teaching and learning.
- Monitors and reports on course development progress to Course Development Coordinator.
- Performs final review of courses and notifies Course Development Coordinator of completion.

Course Developer

- Provides expertise in content/industry to develop course (Course Outline, Weekly Schedule, assessment and grading tool design, weekly content and instructor notes, and populating the LMS), typically over 15 weeks.
- Works with Instructional Designer to create course deliverables.

Course Development Schedule

The following table outlines the recommended timeline for each course development deliverable. This schedule is based on LTS's curriculum planning process and aligns with the approved course development rates and hours.

Deliverables (15-week development)	Timeline	Notes
1) Course Outline - review <ul style="list-style-type: none"> Course details Course learning outcomes (or CLRs) and EKSs to familiarize yourself with the course. Learning Resources Learning Activities Predefined Evaluations and weighting (<i>list categories and targeted outcomes only.</i>) PLAR Submit to Chair for approval 	<ul style="list-style-type: none"> Due by end of Week 2 Send to Instructional Designer for review and feedback. 	<ul style="list-style-type: none"> Ensure alignment with Policy AA26- Course Outline and Weekly Schedule. Use template provided by instructional designer to draft outline.
2) Weekly Schedule that aligns to the course outline and contains <ul style="list-style-type: none"> Schedule of topics List of weekly activities List of weekly learning resources Assessment due dates Class policies 	<ul style="list-style-type: none"> Due by end of Week 3 Send to Instructional Designer for review and feedback. 	<ul style="list-style-type: none"> Ensure alignment with Policy AA26- Course Outline and Weekly Schedule. Use template provided by instructional designer.
3) Assessments <ul style="list-style-type: none"> Learning Activities Tests, quizzes, exams Instructions for Assignments, Project Include <ul style="list-style-type: none"> Answer keys Grading rubrics Sample submissions 	<ul style="list-style-type: none"> Due by end of Week 5 Send to Instructional Designer for review and feedback. 	<ul style="list-style-type: none"> Ensure alignment with policy AA13- Assessment and Evaluation of Learning Use template provided by instructional designer.
4) 14 weeks of content that is ready for an instructor to deploy. <i>Content may be links to external sites/videos/content, PowerPoint slides, Word files, or combination of different items.</i>	<ul style="list-style-type: none"> Due by end of Week 10 Send to Instructional Designer for review and feedback. 	Send week 1 to Instructional Designer for review
5) Instructor notes/lesson plans <i>Provide enough guidance so that any instructor could teach the course</i>	<ul style="list-style-type: none"> Due by end of Week 12 Send to Instructional Designer for review and feedback. 	
6) Upload to Brightspace course site: well-organized and includes: <ul style="list-style-type: none"> Welcome Announcement Navigation assistance for students Course overview Weekly Schedule Weekly Content folders Instructor notes section Assessments (linked to appropriate weekly content) Grades (linked to appropriate assessment activity) 	<ul style="list-style-type: none"> Due by end of Week 14 Inform Instructional Designer when content is on Brightspace for review and feedback. 	<ul style="list-style-type: none"> Ensure alignment with Policy AA42- Learning Management System Final submissions in Brightspace
7) Final review by instructional Designer. <i>Make final revisions and adjustments, if needed.</i>	<ul style="list-style-type: none"> Due by end of Week 15 	Instructional Designer signs off on course as complete and meeting course development standards.

Deliverables (15-week development)	Timeline	Notes
		· LTS notifies department of completion.