Path 3: Moving An Entire Course Online

Chair obtains approval of Dean.

Chair or designated person completes Towson University Intent to Develop an Online Course Form, including signature indicating approval of Dean.

Intent to Develop an Online Course Form

Chair specifies, on the form, one faculty course developer for each course who will be assigned to complete the online course process and build the course.

WORKING WITH FACET

Department Chair and Program Coordinator meet with FACET as a group to determine an online program development plan and timeline.

Specified online program faculty meet with FACET Instructional Designer to discuss the online course development process and timeline.

Within a specified period of time, program faculty complete the four Course Design workshop modules. This process includes submitting guided practice activities and completing three online course modules.

FACET Instructional Designer reviews and provides feedback on Course Design workshop submitted guided practice activities and three completed online course modules.

Faculty continues to build the full course in Blackboard Ultra, consulting with the FACET Instructional Designer as needed.

When course is completed, faculty submits Ultra course link to FACET instructional designer for course review. A 30-day review period is requested prior to start of term.

FACET Instructional Designer provides Course Review Checklist feedback to faculty with areas highlighted for course improvement, as needed.

Faculty member consults with FACET Instructional Designer on suggested revisions, as indicated, and reports to FACET that the revised course is ready for final review.

FACET Instructional Designer conducts final course review and records completion of Path 3 Online Course Development process.

FACET informs the Faculty, Chair and Dean of successful completion of the process.

Path 4: Moving an Entire Program Online

Chair obtains approval of Dean and Provost.

Chair or designated person completes completes Towson University Intent to Develop an Online Program Form, including signatures of Dean and Provost indicating approval.

Intent to Develop an Online Program Form

Chair or designated person specifies, on the form, one or more faculty course developers assigned to build each course.

WORKING WITH FACET

Department Chair and Program Coordinator meet with FACET as a group to determine an online program development plan and timeline.

Online program faculty meet with FACET Instructional Designer to discuss the online course development process and timeline.

Within a specified period of time, program faculty complete the four Course Design workshop modules. This process includes timely submission of guided practice activities and completing three online course modules.

FACET Instructional Designer reviews and provides feedback on Course Design workshop requirements.

Faculty continues to build the full course in Blackboard Ultra, consulting with the FACET Instructional Designer as needed.

When course is completed, faculty submits Ultra course link to FACET Instructional Designer for course review. A 30-day review period is requested prior to start of term.

FACET instructional designer provides Course Review Checklist feedback to faculty with areas highlighted for course improvement, as needed.

Faculty consults with FACET Instructional Designer on suggested revisions, as indicated, and reports to FACET that the revised course is ready for final review.

FACET Instructional Designer conducts final review and records completion of the Path 4 process.

FACET informs Chair, Dean, and Provost of successful completion of the Online Course Development process.