Offering a New Online Course

1. Proposal Approval Process
   a. The proposal for online course development is received at iLearn for consideration.
   b. iLearn approves the propose for resources and assigns an Instructional Designer to the course.
   c. The Instructional Designer contacts the faculty member to initiate the course development process.

2. Work with Instructional Designer
   a. All faculty members work with an Instructional Designer from iLearn to develop a quality course based on required standards for online instruction.

3. Course Review
   a. The Course Review Team reviews the course to ensure all required standards are met.
   b. TEAM: Faculty Member, Instructional Designer, Lead Instructional Designer, Subject Matter Expert (SME).

   If issues are identified, you will revise and submit for review again.

   If you are approved:

4. Approval Notification
   a. iLearn sends approval notifications to all stakeholders for stipend payment, and the course is handed off to the Division of Online and Distance Education for course delivery.

5. Course Delivery
   a. Online and Distance Education initiates contact with faculty member regarding course delivery.