Procedures for the Development of Online Courses
Department of Elementary Education

1. Course Creator (CC) submits Proposal for Course Development (PCD) to Chair.

2. Chair signs PCD and sends it to the Dean of Teachers College.

3. TC Dean signs PCD and sends it to the School of Extended Education (SEE).

4. SEE approves the PCD and sends it back to the Chair. CC is notified.

5. CC completes first three modules or lessons and syllabus, gives Chair access to Blackboard site, and notifies Chair for his review.

6. CC makes revisions requested by the Chair and completes course design.

7. CC notifies Chair that course development is complete.

8. Chair reviews course using the Quality Matters Rubric.

9. Chair notifies CC that course review is complete.

10. Chair’s secretary notifies CC to submit Authorization of Payment Form (APF) to Chair.

11. Chair signs APF and sends it to TC Dean.

12. TC Dean signs APF and sends it to the SEE.

13. SEE authorizes payment of course development stipend.