

Work Responsibilities and Tasks Breakdown		
Activity	Faculty	CEIR
	<ul style="list-style-type: none"> Request new course development or revision of existing course. Suggest day and time for initial course development planning meeting 	<ul style="list-style-type: none"> Schedule initial course development planning meeting
<p>Analyze – Identify and analyze existing and potential course materials</p> <ul style="list-style-type: none"> Textbook Electronic textbook supplements Other multimedia sources 	<p>Supply existing content:</p> <ul style="list-style-type: none"> Syllabus, Schedule Course materials Textbook Information Textbook electronic supplements, if available Potential multimedia supplements from other vendor sources Vendor information for supplemental resources 	<ul style="list-style-type: none"> Assist faculty in evaluating syllabus, schedule and other course materials for online course delivery Assist faculty with identification and selection of electronic supplements to the textbook and/or other multimedia resources Provide “best use” guidelines for textbook electronic supplements and other multimedia resources Direct faculty to copyright information as needed
<p>Design - Determine course structure, organization and navigation</p>	<ul style="list-style-type: none"> Review, provide input on CEIR Blackboard course template use to structure course content organization, layout and navigation Supply potential day and time for course review and development meetings 	<ul style="list-style-type: none"> Create course shell using CEIR course template Customize CEIR template as needed Create course development review and meeting schedule
<p>Design – Course administrative policies, procedures, communication and assessment systems</p> <ul style="list-style-type: none"> Design online course policies and procedures Design communication, 	<p>Determine course policies and procedures (specific to online course delivery)</p> <ul style="list-style-type: none"> Supply or be available to discuss or create assignment submission procedures and late work policy Supply or be available to discuss or create assignment feedback schedule Supply or be willing to help create preferred method for communicating with students and 	<ul style="list-style-type: none"> Assist faculty with development or modification of course syllabus/schedule to incorporate policies and procedures Assist faculty with development or modification of documents in course overview section to incorporate policies and procedures Train faculty to use Safe Assignment tool, if needed

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feedback and assessment systems	assignment feedback <ul style="list-style-type: none"> • Supply or be willing to help create policy for using Safe Assignment, if applicable • Supply or be willing to help create online exam administration policy and procedures • Supply or be willing to help create alternate online exam strategy and schedule if needed 	
Design – Module and assignment instructional planning <ul style="list-style-type: none"> • Identify, specify and plan course topics, readings, activities and/or assignments • Write module objectives • Check for gaps and revise plan as needed 	<ul style="list-style-type: none"> • Supply or be available to discuss and create list of potential course topics with readings and assignments • Supply or be available to discuss and create objectives or clusters of objectives as available for each course topic or module • Review and approve course instructional plan 	<ul style="list-style-type: none"> • Assist faculty with instructional plan development using instructional planning form • Assist faculty with writing objectives, content descriptions and activity/assessment descriptions • Assist faculty in developing a facilitation strategy and style • Evaluate the instructional plan for alignment of topic coverage with objectives, activities and assessments <ul style="list-style-type: none"> ○ Identify content coverage gaps and determine need for additional content or multimedia resources ○ Identify need for additional objectives to address content coverage ○ Identify need for additional activities or assessments
Develop – Develop course materials from instructional plan <ul style="list-style-type: none"> • Create course outlines • Create assignment instructions 	<ul style="list-style-type: none"> • Supply or be willing to help create module overview content or outlines • Supply or be willing to help create lecture slides, multimedia resources, literature sources, resource links, etc. • Supply or be willing to help create assignment or 	<ul style="list-style-type: none"> • Course modules <ul style="list-style-type: none"> ○ Assist faculty with creating content for module outlines ○ Assist faculty with converting documents, slides or media for online use ○ Assist faculty with development of

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<ul style="list-style-type: none"> Write quiz/exam questions 	<ul style="list-style-type: none"> project handouts Supply or be willing to help create self test quiz questions Supply or be willing to help create exam questions with point values 	<ul style="list-style-type: none"> assignment instructions Assist faculty with development of assessment rubrics Assist faculty with selection of most appropriate self test or exam tool Assist faculty with developing self tests and exams Train faculty, as needed, to use Blackboard assignment manager, exam, and other tools
<p>Develop – Develop faculty welcome/orientation to course</p>	<ul style="list-style-type: none"> Create self introduction and course orientation script Record course orientation and introduction 	<ul style="list-style-type: none"> Assist faculty in developing course introduction and orientation script Provide faculty member with photo for course introduction and orientation Assist faculty with course introduction and orientation recording Assess course orientation recording quality
<p>Implement – Course level review, release</p> <ul style="list-style-type: none"> Review, revise and release course to students 	<ul style="list-style-type: none"> Electronically walk through the course, test links Review and provide feedback on draft course Approve course for release to students 	<ul style="list-style-type: none"> Review draft course, make corrections as necessary Assist faculty with releasing the course to students as needed
<p>Implement – Student level support</p> <ul style="list-style-type: none"> Assist students with technical support or student orientation 	<ul style="list-style-type: none"> Direct students to technical support or student orientation site 	<ul style="list-style-type: none"> Assist students with technical support as needed
<p>Evaluate – Continuous course evaluation</p>	<ul style="list-style-type: none"> Determine course content evaluation strategy (not instructor evaluation) 	<ul style="list-style-type: none"> Assist with development of formative and summative survey

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<ul style="list-style-type: none">• Develop formative, summative surveys• Administer surveys, analyze and interpret results	<ul style="list-style-type: none">• Supply survey questions• Supply schedule for survey administration• Continue to evaluate courses for necessary adjustments	<ul style="list-style-type: none">• Assist with survey administration and analysis of survey results