

## **Course Development Guidelines**

### **For all Distance Learning Online & Hybrid Courses**

- I. Application/Development Cycle
  - a. Fall – application and selection by committee
    - i. Spring/Summer - course development cycle (20% compensation upon approval/selection)
    - ii. Fall semester implementation or time of completion/approval (remaining 80% compensation)
  - b. Spring – application and selection by committee
    - i. Summer/Fall – course development cycle (20% compensation upon approval/selection)
    - ii. Spring semester implementation or time of completion/approval (remaining 80% compensation)
- II. Required Course Components
  - a. Courses will be hosted in an LCSC approved Course Management System or portal
  - b. Lecture materials and appropriate course activities
  - c. Asynchronous interaction (discussions, blogs, wikis, journals)
  - d. Evaluation tools
    - i. Assignments
    - ii. Tests
    - iii. Combination of assignments and tests
  - e. Syllabus (must meet division standards)
  - f. Link to Blackboard Learn “Read this First” document
  - g. Application of Quality Matters™ Rubric elements
- III. Recommended Course Components – Must be compliant with approved Course Management System
  - a. PDF handouts (optimized for web delivery)
  - b. Audio/Video components
  - c. Still Images
  - d. PowerPoint (optimized or converted to PDF)
  - e. Blackboard IM
  - f. Other (TBD)
- IV. Skills
  - a. Required (New Course Development)
    - i. Basic computer skills (knowledge of operating systems, applications, and how to make appropriate choices of applications for instructional tasks)
    - ii. Basic understanding of and a commitment to the instructional design > redesign process
    - iii. Basic understanding of the campus CMS (Blackboard Learn)
  - b. Required (Course Upgrade)
    - i. Intermediate to advanced computer skills (knowledge of operating systems, applications, and how to make appropriate choices of applications for instructional tasks)

- ii. Intermediate to advanced knowledge of and a firm commitment to the instructional design > redesign process
    - iii. Training in the campus CMS (Blackboard Learn) within the last two years
  - c. Optional
    - i. MS Office (current campus version)
    - ii. SoftChalk LessonBuilder
    - iii. Other supported technologies (Camtasia Relay, Collaborate, Wimba Voice)
- V. Compensation
  - a. Determined by Community Programs
  - b. 20% at approval/selection, 80% upon course completion/approval
  - c. Faculty developer will present completed course to division chair (or designate) and DL representative for final approval.
- VI. Course Ownership
  - a. Courses are a work product and therefore the product of Lewis-Clark State College
  - b. Academic Freedom for Instructors will be honored so long as they remain active with the respective courses they develop
  - c. Faculty retain the rights to preparatory and raw material
- VII. Compliance
  - a. Copyright - All laws pertaining to copyright for courses enclosed in a CMS will be strictly adhered to and a compliance statement included in all syllabi
  - b. ADA Compliance – The use of alt-tags will be strictly adhered to. Text-based equivalents must be provided for all audio only and audio/video elements used in the course.
  - c. Best Practices – All developers will be required to follow best practices as outlined in the Quality Matters™ Rubric for Online Instruction
  - d. Accreditation standards – Policy 2.6 – Policy on Distance Delivery of courses, Certificate, and Degree Programs.