

# New Course Development Checklist

**Proposed Course Title:**  
**Proposed Course Number:**  
**Faculty Developer:**  
**Proposed Implementation:**

Status	Date	Action	Comment
<input type="checkbox"/>		New Course Development form submitted	
<input type="checkbox"/>		Course update form submitted	
<input type="checkbox"/>		Course is approved for development & payment by Pathway Dean	
<input type="checkbox"/>		Review proposed new course for: * Need * Duplication/similarities to existing courses Review done by Michelle Gunderson (Internal) Review by Luci Rodriguez (WIDS/COS)	
<input type="checkbox"/>		<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center; background-color: #c8e6c9; margin: 0;"><b>New Course Development</b></p> <p style="text-align: center; margin: 0;"><b>All Faculty</b></p> <hr/> <p>ZERD-197                      Intro to Blackboard* (COMPSW-197)</p> <p style="text-align: center; margin: 5px 0;"><b>AND</b></p> <p>ZERD-103 or                      Intro to Course Development or ZERD-011                      Preparation for Online Teaching (or ZCERT-050)</p> </div> Ensure all Professional Development Courses have been completed: ZERD-103 or ZERD-011 AND Preparation for Online Teaching or ZCERT-050 AND ZERD-197	
<input type="checkbox"/>		Submitted course to WTCS for approval	
<input type="checkbox"/>		Submitted and approved by Provost	
<input type="checkbox"/>		COS Shell Created-Curriculum- <a href="#">Luci Rodriguez</a>	
<input type="checkbox"/>		Bb Shell - <a href="#">Share Form with Approved Faculty</a> , requests completed by Online Learning Dept.	
<input type="checkbox"/>		Faculty develops course and notifies Curriculum when completed for review	

Status	Date	Action	Comment
<input type="checkbox"/>		Curriculum/COS Pathway Faculty Reviewer COS reviewed and ensure Career Essentials & TSA are linked to competencies	
<input type="checkbox"/>		Notify Online Learning Dept to review the Bb master shell. If approved, proceed to the next phase.	
<input type="checkbox"/>		Course Approved for delivery	
<input type="checkbox"/>		Notification sent to VP Learning 50% payment. Send payment document to Scott Olsen and Melissa ___ in Payroll.	
<input type="checkbox"/>		Course end date removed, notification sent to faculty & Dean to schedule-Michelle Gunderson	
<input type="checkbox"/>		Faculty notifies Class Scheduling of ability to schedule	
<input type="checkbox"/>		Instructor teaches course	
<input type="checkbox"/>		Instructor notifies Dean, Curriculum Dept, Online Learning Team of revisions that may have been needed and makes revisions/updates	
<input type="checkbox"/>		Curriculum sends approval to Payroll for final payment after the course has run, grades are posted and any updates have been made.	