

New Course Development Procedure for 100, 200, 300, 700, and 900* level courses only-January 2018

Procedure

- A. Faculty in collaboration with their associate dean will identify the need for new course development. Program/department faculty will discuss the need for a new course with their program advisory committee or School Curriculum, Learning, and Assessment Committee (SCLA), associate dean and/or dean. Should a course already exist that is similar to the new course, the decision if a new course is needed will be determined by the SCLA committee. If the new course impacts a program, additional paperwork is required and will be submitted to the Curriculum Department. **Note:** All faculty developing new courses are required to successfully complete ZERD-003 *Intro to Course Development* or ZERD-011, *Preparation for Online Teaching* (or ZCERT-050) and COMPSW-197, *Introduction to Blackboard* (Note: COMPSW-197 is a pre-requisite for ZERD-011).
- B. Upon approval of the program's/department's associate dean and/or dean, as well as the program faculty (and advisory committee-if needed); the assigned faculty will work with the associate dean to complete the Course Update Form. The Course Update Form along with required paperwork will be submitted to the Curriculum Department.
- C. The Curriculum Dept. (director or manager) will review the forms and supporting documents justifying new course development along with faculty professional development credentials. The required components will follow a standard review process. **Note:** The Curriculum Department reviews for format and required components only.
- D. The Manager of Curriculum will facilitate new course data entry into the COSMO system. A COS shell will be created in WIDS and assigned to the faculty developer. An email to the associate dean and faculty developer will be sent from the Curriculum Department indicating approval of the new course.
- E. The Manager of Online Support Services will have a Blackboard Master Shell created and assign a faculty liaison to support the faculty developer.
- F. In addition to the COS, other required components of new course development are indicated in the Required Components section.
- G. The Director of Curriculum will submit curriculum development requests to the Provost 's Office for review and approval prior to the assignments.

Required Components

The required components of new course development are listed below and should be completed in this order:

- A. **Course Update Form** (can be downloaded from: <http://http://www.123formbuilder.com/form-3490133/Course-Update-Form>, link under Related Links on the right).
- B. **Course Outcome Summary** (COS) entered in WIDS (requirements of a COS can be found at <http://tlc.matc.edu/index.php/curriculum/curriculum-process/course-outcome-summaries/>).
- C. **Syllabus**- The course-specific syllabus is to be posted in WIDS, as well as within the Blackboard master course shell. The textbook for the course must be indicated in the syllabus. Templates are available at: <http://tlc.matc.edu/index.php/for-faculty/new-faculty/>.

- D. **Departmental Master Shell** to be completed in Blackboard (directions can be found: <https://docs.google.com/presentation/d/15pwRwrQKJdB2IiU7ZWYrbTrpIqfVWVYqfTfd5jSWZfk/edit?usp=sharing>. **Note:** This shell is required regardless of default method of instructional delivery (traditional, blended, on-line). The course departmental master in Blackboard is to follow the requirements of high quality course design, as determined by the Director of Curriculum in conjunction with the Online Quality Council. A copy of the master shell is to be downloaded and shared with the Instructional or Departmental Chair.
- E. **Course learning plans** are to be developed in WIDS and added to the Blackboard master shell.
- F. Other specific sections to be created in Blackboard are:
 - 1. "Getting Started" instructions / general course introduction
 - 2. Gradebook (general assignments and assessments)
 - 3. Faculty Information-Office Hours and Faculty Contact Information
 - 4. Syllabus (see Required Components-letter C.)
 - 5. Selection of Career Essential(s) rubric(s).

Payment

- A. Courses that contain primarily outside publisher content or templated curriculum such as those available from Pearson or McGraw Hill, are **not** considered for load/payment.
- B. All paid course development components are owned by MATC and are to be shared with program faculty.
- C. Payment will be made in partial installments.
 - 1. Faculty retain the right to request FQAS renewal credit in lieu of payment.
 - 2. Upon completion and approval of all Required Components (A thru F above), the faculty will receive 50% of the payment outlined in Section E below. The first payment must be made within 60 days of approval.
 - 3. After the faculty have completed all required components, taught the course, and made faculty-identified revisions to the Required Components, the faculty will receive the remaining 50% of the payment within 60 days of course completion.
- D. The Curriculum Department will notify the Human Resources Dept. of approval for payment.
- E. All payments are based on load using the following guidelines:
 - 1. Class 3 / Step 3
 - 2. 3% per credit
 - 3. Load for curriculum development will be added to the semester/term that the work is assigned to.
 - 4. No faculty will exceed the approved load limits assigned regardless of term or period.
- F. For the purpose of curriculum development, Adult High School (700 level) 1-credit courses are calculated at 3 credits.

*Curriculum development for 400, 500, & 600 level courses will be considered on a case-by-case basis.