

# 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: 10px 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 VP of Learning	
<input type="checkbox"/>		COS Shell Created-Curriculum- <a href="#">Luci Rodriguez</a> The approved course will have the COS shell created and you will receive an email from Luci informing you that you can access the course and begin development	

Status	Date	Action	Comment
<input type="checkbox"/>		Bb Shell - <a href="#">Share Form with Approved Faculty</a> , requests completed by Online Learning Dept. As a part of the COS shell information, Luci will also inform you to submit a request to the Online Learning team so your Blackboard master shell can be created.	
<input type="checkbox"/>		Faculty develops course and notifies Curriculum/COS Pathway Faculty Reviewer and <a href="#">Online Learning</a> when course shells are completed and ready for review	
<input type="checkbox"/>		Curriculum/COS Pathway Faculty Reviewer COS reviewed and ensure Career Essentials & TSA are linked to competencies	
<input type="checkbox"/>		If COS and Blackboard shell is 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 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.	

## **New Course Development Process and Review Deadlines**

Per the Curriculum Department's [New Course Development Procedure](#), faculty who are tasked with developing a new course must develop it in a department master shell according to the criteria defined in the [New Course Development Rubric](#). Once the faculty completes the master shell, the faculty member contacts the Online Learning Department to coordinate a quality review of the shell. The Online Learning Department accepts requests for New Course Development Reviews during the regular Fall and Spring semesters. Course review requests *will not* be accepted two weeks before the end of fall or spring semester, during college breaks, or summer semester. Accepted course review requests will be processed within two business weeks.