

Blended/Online Course Development Model

Course selection and development options:

- Each school will select and approve the courses and instructors for blended/online offerings and decide on the timing of the initial offering.
- A new Blended/Online Request Form is completed and submitted to the Office of the Registrar.
- Options for new course development:
 - **Course development by the eLearning Team:** The eLearning team has the capacity to develop 20 courses each semester. The number of courses for each school will be allocated proportionally based upon the size of each school. Should a school have no course development needs, the slot/s can be reallocated to another school. Each school should send a request to the ETS-eLearning Team before the start of each new semester. An Instructional Designer will be assigned to the course and will work with the instructor throughout the development process. The timeline for the development spans over the two semesters prior to the initial offering.
 - **Course development by the instructor with consultation from the ETS-eLearning Team:** The Instructor will develop the course on their own. An Instructional Designer will provide consultation and support during the course development process. Instructors will also be able to access training, support and other resources from the eLearning Team. There is no limit on the number of courses supported in the consultative model.
 - **Course updates/maintenance for re-offering:** Instructors will update their course for each new semester offering on their own, whether those are developed through the eLearning Team or by themselves. The eLearning team will provide training, consultation and support on course updates.

Requirements and guidelines:

- Adhere to the same rigorous standards as traditional courses.
- Be taught by academically qualified faculty.
- Result in learning outcomes appropriate to the credit awarded.
- Comply with the Texas Higher Education Coordinating Board Distance Education Advisory Committee Guide for Incorporating “The Principles of Good Practice into Electronically-Based Courses.”
- Utilize the best available technology and pedagogy to create and provide a high-quality educational experience to students.
- Follow the Course Development Guidelines and Quality Check Rubrics to develop all elements of the course (syllabus, structure, content, assessments, communication and interaction, FERPA, copyright, and accessibility compliance etc.)
- Stay engaged with regular communication and feedback to students.
- Be regularly updated.
- Follow the specific requirements and procedures set by the school if any.

Course development processes:

1. Preparation stage

- Each school will select, approve and schedule the new distance learning courses for the targeted semester. The New Online/Hybrid Course Request Form is completed and submitted to the Registrar's Office by the school. The school administrator in charge of distance learning will identify courses to be developed by the eLearning Team and send a request to the team.
- It is recommended that the instructor take the "Online Teaching Certification Course" and the "Online Lecture Recording Training Course".
- The instructor will review all guidelines, resources and documents for course development and online teaching.
- The instructor should attend the training sessions on using eLearning and other technology tools.
- Open Lab sessions or trainings on selected topics can be scheduled with each school at the beginning of each new semester for their blended/online instructors.
- The eLearning Team will provide a generic online course template for all new courses to use. The eLearning Team can also work with schools, departments or programs to set up a customized template for their instructors to use if needed.
- Suggest that each school should hire a group of student workers to assist faculty with course building and updates. The eLearning Team will provide training to these student workers.

2. Development stage

- The instructor should meet with Instructional Designers for consultation on course design.
- The instructor will develop instructional strategies, course content and activities, and build the course with the training and support from the eLearning Team, and with the assistance from student worker team from their school.
- For courses developed by the eLearning Team, the instructor will work with their assigned Instructional Designer to go through the development process and will provide course materials to the Instructional Designer in accordance with the course development timeline.
- All course development will follow the set guidelines and requirements.
- Courses are completed and reviewed prior to being offered.

3. Review stage

- Instructional Designers will review the technical and design aspects on any new courses upon request.
- Department/Program Head or their delegate will review the course using a Quality Check Rubric Form and send the completed form with feedback to the instructor.
- For courses developed by the eLearning Team, the team will do an internal course review and then notify the department when they are ready for their review with the Quality Check Rubric.
- The department/school will approve the newly developed course for offering.

4. Offering, Evaluation and Update stage

- Instructor teaches and manages the first offering of the course.
- During the course offering, the eLearning Team will provide consultation and support to the instructor.
- The instructor will receive student feedback during the semester and review the course evaluations which will guide the implementation of adjustments and improvements.
- The instructor will update the course prior to the next offering.