1. Course Planning and Training

- A course is proposed: an instructor decides to teach a course
- Instructor meets with instructional designer for orientation
- Instructor enrolls into training for teaching online workshop & 3 electives
- Instructor will submit current course syllabus
- Instructor will review existing course materials with instructional designer
- Instructor completes course blueprint learning outcomes

2. Course Design & Building

- Instructor will collaborate on course topics, outcomes, objectives, etc with faculty peer mentor
- Instructor develops assessments for online delivery and align assessments to outcomes with faculty peer mentor
- Instructor completes training and electives
- Instructor will submit course shell for peer review using Quality Matters, ODEOL staff will coordinate
- Peer review subject matter experts, department head, dean and provost
- Instructor revises course based upon QM standards

3. Course Peer Review - ODEOL Staff will coordinate

- Quality Matters Peer Review Process
  Each course is reviewed by the instructional designer, a faculty peer, a subject matter expert, library staff, the department chair/head and the dean of the college all using the same rubric. Quality Matters Rubric, is comprised of a set of 8 general standards and 43 specific standards used to evaluate the design of online and blended courses. The purpose of the peer review is to provide the faculty with constructive and collegial feedback regarding their course design and effectiveness. A peer review can be a valuable opportunity for instructional improvement prior to teaching the online course.

4. Final Review ODEOL

- Instructor will submit course shell for final review to ODEOL
- ODEOL submits course list to Provost
- ODEOL submits course to Registrar

5. Launch, Implement & Evaluate Course

- Course launch & ready for delivery via Blackboard
- Student survey evaluation of course (Office of Institutional Effectiveness)

The Online Course Development Process at Tuskegee University

SUPPORT: Our process is designed to support faculty by providing clear time lines, faculty training, and an online course development rubric.
CONSISTENCY: Ensure quality across all our online courses in order to maintain and to create a consistent online experience for students.
ACTIVE LEARNING: Increase online interactivity in the online course environment.
Research has shown that there is a correlation between levels of interactivity in an online course and student retention.

Tuskegee University (TU) is committed to offering a high quality online education program that adheres to the standards set forth by SACSCOC, regarding electronically offered programs.