ah: Mo. ing An En ir Co, r & Online

Chair or designated person completes **Towson University** Intent to Develop an Online Course Form, including signature indicating approval of Dean.

Intent to Develop an **Online Course Form**

Chair specifies, on the form, one faculty course developer for each course who will be assigned to complete the online course process and build the course.

FACET Instructional Designer reviews and provides feedback on Course Design workshop submitted quided practice activities and three completed online course modules.

When course is

link to FACET

start of term.

completed, faculty

submits Ultra course

instructional designer

for course review. A

is requested prior to

30-day review period

FACET Instructional Designer provides Course Review Checklist feedback to faculty with areas highlighted for course improvement, as needed.

Faculty member consults with FACET Instructional Designer on suggested revisions, as indicated, and reports to FACET that the revised course is ready for final review.

FACET Instructional Designer conducts final course review and records completion of Path

meet with FACET Instructional Designer to discuss the online course development process and timeline.

Within a specified period of time, program faculty complete the four Course Design workshop modules. This process includes submitting guided practice activities and completing three online course modules.

FACET informs the Faculty, Chair and Dean of successful completion of the process.