



Faculty Course Development Checklist

Course Information

Faculty _____ Email _____

College _____ Department _____ Course Number _____

Course Code _____ Section _____ Credit Hours _____

Type of Offering: ___ Fully Online ___ Hybrid ___ Web Enhanced

Course Development Checklist

- Met with department chair and received approval for creation of new, unique instance of an online / blended course.
Date: _____

- Filled out Online Course Development Application and received signature from
Date: _____ (department head)
Date: _____ (dean)
Date: _____ (CTL director)

- Met with CTL director / staff to create timeline for course development that includes any training needs.
Date: _____

- Received training in the use of **Course Navigation and Content Organization**.
Date: _____

- Received training in creating **Blackboard Assignments and the Grade Center**.
Date: _____

- Received training in the use of **Course Communication, Collaboration, Community Building**.
Date: _____



Faculty Course Development Checklist

- Received any needed training in Elluminate Live (optional)
Date: _____
- Met with Bush library liaison and explored possible web-based course materials.
Date: _____
- Started copyright clearance requests for any copyrighted protected course materials.
Date: _____
- Developed course materials according to Quality Standards for Online and Blended Courses.
Date: _____
- Reviewed course according to HU Quality Matters Standards with another faculty member (optional).
Name of peer reviewer: _____
Date: _____
- Reviewed course according to HU Quality Matters Standards with CTL Instructional Technology Developer.
Date: _____
- Revised course as needed.
Date: _____
- Performed final standards review with CTL director (received signature).
Date: _____
- Turned in completed paperwork with all required signatures.
Date: _____ Online Course Development Application (CTL)
Date: _____ Quality Standards for Online Courses (CTL)
Date: _____ Course Development Checklist (Dean)