Roles and Responsibilities in Course Development

Instructional Design Roles

a. Delivery Breakdown
   i. First offering: Full instructional designer (ID) support and graphics and media (GM) work
      Second offering: ID assists with course revisions
      Third offering: Course instructor on their own (Unless applying for new funding to revise
         existing course)

b. Instructional Designer Main Responsibilities
   i. Keep abreast of best practices in teaching and learning
   ii. Assess and recommend pedagogical applicability of emerging instructional technologies
       after the technology has been vetted by a committee based on peer reviewed criteria
       (see Sloan C criteria)
   iii. Help instructors design and develop effective and meaningful instruction in a variety of
        media, including online courses and courseware
   iv. Recommend appropriate instructional strategies and advise on suitable pedagogical
       uses of various established technologies
   v. Provide advice on standards relating to distance delivery, accessibility and copyright
      issues
   vi. Provide professional development training to new online course instructors. i.e.
       Orientation to Online Learning (OOL) course
   vii. Project Management: Call meetings, prepare agenda, develop timeline, manage budget,
        delegate and manage tasks given to team members (COMMUNICATE, COMMUNICATE,
        COMMUNICATE)
   viii. Give advice/suggestions as to how best to make the course elements work in an online
        environment
   ix. Advise instructor as to the following aspects of the content: accessibility, readability,
       potential for learner engagement and fit with learning objectives
   x. Work with graphics/multimedia staff and/or SME to ensure that course content gets
      uploaded to URCourses
   xi. Ensure that course materials such as copyright permissions, course package, welcome
       letter, class fact sheet, etc. are completed
   xii. Work with the Library and the Learner Support Coordinator (Continuing Education) to
        address the student learning needs of geographic and transactional distance
   xiii. Clear copyright for any course materials requiring it
Subject matter expert roles

i. Participate in Orientation to Online Learning (OOL) and incorporate OOL principles in the development of your content modules

ii. Write content according to the project management schedule to ensure compliance with mutually agreed upon timeline and milestones

iii. Consider and incorporate feedback from the ID as to the following aspects of content development: alignment with learning objectives, learner engagement, interactive learning elements, assessment, accessibility and readability

iv. Provide bibliographic information for all learning resources to be used in course (videos, articles, images) that may require copyright permission

v. Work with course development team to build your own capacity to function independently within UR Courses (leading up to and during initial offering and one revision)