STEP 1
Application Process

STEP 2
Course Development

- *Regular development: 8-12 months.*
- *Express development: 4-6 months*

STEP 3
Course Delivery

Start here:

Applicant (Department Head, Associate Dean or equivalent) submits proposal to DDLC

If needed, Senior ID communicates with Applicant to clarify proposal info

Applicant discusses options with Head of FL

DDLC reviews proposal

IF NO

Approved?

IF YES

If CD is faculty member, FL sends LOA to DDLC Coordinator and CD to be signed

OR

If CD is non-faculty, CD opportunity is posted and chosen by Faculty. FL sends LOA to DDLC Coordinator and CD to be signed

Approved course assigned to ID Team (ID, AID & GM)

CBS creates DDLC FOAPAL

ID and CD discuss pedagogy, including assessment, roles and responsibilities, timelines, expectations, development process, and some sample courses

In consultation with ID, CD develops blueprint (course plan) to include topics, objectives, readings, and activities for all modules

CD completes one module from blueprint

ID develops a mock up of one module in UR Courses including content, activities, organization, visual design elements

CD approves UR Courses design

IF NO

Changes made

IF YES

CD writes and submits all remaining modules to ID

ID assigns deliverables to AID & GM

ID, AID, GM designs/edits all remaining modules in UR Courses

IF NO

IF YES

50% course completion

Senior ID emails DDLC Coordinator to indicate that 50% of the course is complete and to release DDL funds to CD (if applicable)

100% course completion

IF YES

IF NO

Course quality is assessed using Quality Assurance Checklist created by FL ID Team; required changes made before first delivery

Senior ID emails DDLC Coordinator to indicate that 100% of the course is complete and to release remaining DDLC funds to CD (if applicable)

ID notifies FL Program Manager that the course is complete

Course scheduled in collaboration between Faculty/Departments and FL

Key

CD/SME – Course Developer/Subject Matter Expert
ID – Instructional Designer
AID – Assistant Instructional Designer
GM – Graphics/Multimedia Developer
FL – Flexible Learning, CCE
CBS – CCE Central Business Services
DDLC – Distance & Distributed Learning Committee
LOA – Letter of Agreement

Legend:

Process | Decision | Sub-Process | End of Process

University of Regina