**STEP 1**
Application Process

- Applicant (Department Head, Associate Dean or equivalent) submits proposal to DDLC
- Applicant discusses options with Head of FL
- If needed, Senior ID communicates with Applicant to clarify proposal info
- DDLC reviews proposal
- If no
  - Approved?
  - If yes
    - If CD is faculty member, FL sends LOA to DDLC Coordinator and CD to be signed
    - Approved course assigned to ID Team (ID, AID & GM)

- If no
  - If CD is non-faculty, CD opportunity is posted and chosen by Faculty.
  - FL sends LOA to DDLC Coordinator and CD to be signed

**STEP 2**
Course Development

- ID develops a mock up of one module in UR Courses including content, activities, organization, visual design elements
- In consultation with ID, CD develops blueprint (course plan) to include topics, objectives, readings, and activities for all modules
- ID and CD discuss pedagogy, including assessment, roles and responsibilities, timelines, expectations, development process, and some sample courses
- CD completes one module from blueprint
- CD approves UR Courses design
- ID develops a mock up of one module in UR Courses including content, activities, organization, visual design elements
- CD writes and submits all remaining modules to ID
- ID, AID, GM designs/edits all remaining modules in UR Courses
- Senior ID emails DDLC Coordinator to indicate that 50% of the course is complete and to release DDL funds to CD (if applicable)

**STEP 3**
Course Delivery

- Course scheduled in collaboration between Faculty/Departments and FL
- ID notifies FL Program Manager that the course is complete
- 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)

**Legend:**
- Process
- Decision
- Sub-Process
- End of Process

**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

**Notes:**
- Regular development: 8-12 months
- Express development: 4-6 months
- IF NO End of Process