



### **Distance Learning Course Development Process**

**Step 1:** A Request to Develop form is completed online by the course developer and submitted to the Distributed Learning Office. (A copy of the request will be automatically forwarded to the appropriate Department Head and V.P. of Academic Affairs for initial approval.)

**Step 2:** If approved by the Department Head and V.P. of Academic Affairs, the Director of Distributed Learning submits the Request to Develop form to the Curriculum Council where it is reviewed.

**Step 3:** Upon approval by the Curriculum Council the course developer makes an appointment to meet with an Instructional Technologist.

**Step 4:** The course developer and Instructional Technologist work together to accomplish the following objectives during the course development process:

- ✓ Establish a timeline for course development
- ✓ Acquire technological and online pedagogical training needed
- ✓ Incorporate sound instructional design principles
- ✓ Evaluate and edit course content
- ✓ Complete the “PJC” Online Course Development Support Checklist”

**Step 5:** When the course is ready the assigned Instructional Technologist will invite interdisciplinary faculty with online teaching experience to serve on a Peer Review Team (PRT) to evaluate the course and its readiness to be offered.

#### **Peer Review Team Objectives**

- ✓ To examine course via student-level access
- ✓ Evaluate course orientation and navigation components
- ✓ Compare course elements to the “PJC Quality Assurance in Online Learning” rubric
- ✓ Make suggestions or recommendations for improvement

**Step 6:** Once approved by the PRT, the Instructional Technologist will submit an “Approved to Offer” recommendation to the Director of Distributed Learning.

**Step 7:** The Director of Distributed Learning informs the Curriculum Council (as an information item) that all requirements of the course development process have been met and a date to offer the course is set.

**Important Notes:**

Planning and developing a distance learning or hybrid course takes time and the following activities should be factored into the process:

- Generating course content
- Scheduling time with an Instructional Technologist
- The peer review process
- Curriculum Council meetings (once a month except June and August)
- The course must successfully complete the peer review process within 18 months after approval to develop by the Curriculum Council. Failure to complete the course in this time frame will require a new Request to Develop form.
- Working closely with an Instructional Technologist during the course development process is very important. Failure to do this can result in lengthy delays following the peer review process.

Questions? Please contact the Distributed Learning Office at (850) 484-1751 or [bwaters@pjc.edu](mailto:bwaters@pjc.edu). This initiative supports PJC Strategic Goals, 1, 4, 5, 6.

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