

## Course Creation/Revision Request (Page 2 describes how to fill out this request form)

Please complete a form for each course you are requesting.

**Your Name:**

**Today's Date:**

**Full Course Title (include number and section):**

**Program:**

**Modality:**  Online  Hybrid  On-Campus

**Faculty responsible for course design:**

Check one the following options:  This is a new course  This is an existing course I would like to revise

**Do you need a master course shell to start working on course?**  Yes  No

**Date and Term When Course Will Begin:**

Software Needs	Timeline	Templates	Faculty Resources
<input type="checkbox"/> YuJa <input type="checkbox"/> SoftChalk <input type="checkbox"/> Articulate <input type="checkbox"/> LockDown Browser <input type="checkbox"/> Turnitin <input type="checkbox"/> Other:	Initial Meeting Date with CTE:  Course Production Start Date:  Course Pre-Launch Date:  Course Launch and Delivery Date:	A course template is available from CTE to facilitate course creation. This template is pre populated with useful links and instructional design best practice. We will go over it during our initial meeting.	<ul style="list-style-type: none"> <li>• CTE 101 Course (Available in Canvas)</li> <li>• CTE Website Resources (<a href="http://cte.clarksoncollege.edu">cte.clarksoncollege.edu</a>)</li> </ul>

**Indicate other special requirements and observations for this course:**

**NOTE:** After completing this form, please email it to [cte@clarksoncollege.edu](mailto:cte@clarksoncollege.edu).

We will get back to you as soon as we are able.

## Course Creation/Revision Process

1. **Initial Meeting:** Program director and/or faculty meet with Instructional Designer at least 8 weeks prior to the course starting date to discuss the following:
  - a. Software and Other Course Design Needs (Respondus? LockDown Browser? YuJa? Groups? Lectures? etc.)
  - b. Timeline
  - c. Templates
  - d. Faculty Resources
2. **Course Production:** A master course shell may be created to begin developing course. Faculty and Instructional Designer collaborate closely during this stage to create and upload content. Instructional Designer will also provide support on course set up, such as prerequisites, groups, test banks, rubrics, and other technical requirements as needed.
3. **Pre-Launch:** Faculty and Instructional Designer go over completed course to ensure it complies with all design requirements derived from the Online Course Evaluation Rubric, as well as program specific needs. A one-on-one meeting may be necessary at this stage.
4. **Course Launch and Delivery:** Master course will be imported into the official course shell and faculty will publish it in a timely manner.
5. **Course Evaluation:** Course will be evaluated according to the Online Course Evaluation Rubric during the designated rotation cycle.
6. **Course Revisions:** Faculty may contact CTE when needed, especially when undergoing a major revision that requires the expertise of the Instructional Designer. Additionally, courses that obtain a score of 2.9 or lower on the OCER scales will undergo revisions before they are taught again. CTE will follow up with Program Director and Faculty to ensure revisions are performed in a timely manner.