

## MANAGING CURRICULUM

The Curriculum & Innovation Development and Production Timeline provides a high-level view of the course development processes for a full development which includes new courses and major revisions. Our approach, the Curriculum Principles 2.0, ensures that our courses contextualize the course content, are motivational for adults, prepare our students for success, provide appropriate practice, and align the students' performance with the course outcomes. Our curriculum design and development process focuses on outcome- and data-driven continuous improvement and shared expertise. We implement our instructional design in a five-phase sequence based on the principles of instructional design. These five phases, Analysis, Design, Development, Implementation, and Evaluation (ADDIE) form the basis for most instructional design models (Gustafson & Branch, 2002). Our instructional design uses the systematic approach of ADDIE combined with our theoretical foundations and instructional implementation. When applied systematically and strategically this process results in better courseware and learning.

### Abbreviations Definitions

<b>Roles</b>		<b>Other</b>	
ADoC:	Assistant Dean of Curriculum	ADA:	ADA compliance (for all media)
CMS:	Content Management Specialist Developer	CLA:	Course-Level Assessment
COC:	Curriculum Operations Coordinator	CRD:	Curriculum Request Document (for textbooks)
CS:	Curriculum Specialist	GEL:	General Education Literacy
DAM:	Administrator for database management systems	FCC:	Faculty Curriculum Committee
DC:	Department Chair	LOM:	Learning Object Management system
Editor:	Curriculum Content Editor	MDT:	Master Development Term— master course
LMS:	Learning Management System Technologist	MPS:	Master Project Schedule
MD:	Multimedia Developer	PC:	Professional Competency
SME/CL:	Faculty subject matter expert/Course Lead		

← Ongoing Evaluation →									
	Analysis		Design					Implementation	
			Development						
	3 weeks prior Prepare and Review Course Data	Week 1 Planning	Week 2 Kickoff Meeting	Week 3-7 Design/Develop Review/Revise	Week 8 Final Development Week	Week 9	Week 10 Editorial	Week 11 Production	Week 12-14 Audit & Migration
Participants	DAM, COC, CS	CS, SME/CL, ADoC, DC	CS, SME/CL, Adoc, DC, MD	CS, SME/CL, DC, ADoC MD	CCS, SME/CL, DC, ADoC MD	CS, SME/CL, DC, ADOC, COC,MD	CS, Editor SME/CL	CMS, CS	CMS, CS (Audit only), SME/CL
Action Items	<p><b>Create</b></p> <ul style="list-style-type: none"> <li>• COC pulls metrics, places metrics into Design Guide, and uploads to revision folder</li> <li>• DAM Administrator provides DevGuide Export to CS</li> <li>• CS has 7 days to download DevGuide</li> </ul> <p><b>Review</b></p> <ul style="list-style-type: none"> <li>• CS reviews documents in preparation for Planning meeting</li> <li>• CS confirms CRD has been submitted and approved</li> <li>• CS consults with ADoC as needed</li> </ul>	<p><b>Review/Confirm:</b></p> <ul style="list-style-type: none"> <li>• GEL/PC</li> <li>• FCC info</li> <li>• Credit Hour Allocation</li> <li>• Metrics**</li> <li>• Textbook**</li> </ul> <p><b>Discuss:</b></p> <ul style="list-style-type: none"> <li>• Mapping - Confirm alignment</li> <li>• Project Schedule</li> <li>• Multimedia</li> </ul> <p><b>Submit:</b></p> <ul style="list-style-type: none"> <li>• FCC Proposal**</li> <li>• CRD**</li> </ul> <p><b>Deliverables:</b></p> <ul style="list-style-type: none"> <li>• Design Guide*</li> <li>• Project Schedule</li> <li>• Media Plan**</li> <li>• Meeting Notes</li> </ul>	<p><b>Review/Confirm:</b></p> <ul style="list-style-type: none"> <li>• Mapping</li> <li>• FCC Request**</li> </ul> <p><b>Discuss:</b></p> <ul style="list-style-type: none"> <li>• DevGuide</li> <li>• CLA Rubrics and Syllabus</li> <li>• Credit Hour Allocation</li> <li>• ADA Compliance</li> <li>• Project Schedule</li> <li>• Hardware Software Requirements</li> <li>• Media Plan</li> </ul> <p><b>Submit:</b></p> <ul style="list-style-type: none"> <li>• GEL/PC Request**</li> <li>• CRD**</li> </ul> <p><b>Deliverables:</b></p> <ul style="list-style-type: none"> <li>• Design Guide*</li> <li>• Media Plan</li> <li>• Meeting Notes</li> </ul>	<p><b>Review/Confirm:</b></p> <ul style="list-style-type: none"> <li>• Mapping</li> <li>• DevGuide</li> <li>• CLA Rubrics and Syllabus</li> <li>• Credit Hour Allocation</li> <li>• GEL/PC Request</li> <li>• Media **</li> </ul> <p><b>Update/Create:</b></p> <ul style="list-style-type: none"> <li>• DevGuide</li> <li>• Syllabus and CLA Rubrics</li> <li>• Early Editorial**</li> <li>• Media Plan</li> </ul> <p><b>Submit:</b></p> <ul style="list-style-type: none"> <li>• CS submits new hardware/software requirements**</li> </ul> <p><b>Deliverables:</b></p> <ul style="list-style-type: none"> <li>• Design Guide*</li> <li>• Credit Hour Allocation</li> <li>• DevGuide</li> <li>• Syllabus and CLA Rubrics</li> <li>• Media</li> <li>• Meeting Notes</li> </ul>	<p><b>Review:</b></p> <ul style="list-style-type: none"> <li>• Mapping</li> <li>• DevGuide</li> <li>• Syllabus</li> <li>• Media</li> <li>• Credit Hour Allocation</li> </ul> <p><b>Update/Create:</b></p> <ul style="list-style-type: none"> <li>• DevGuide</li> <li>• Syllabus</li> <li>• Early Editorial**</li> <li>• Media Plan</li> </ul> <p><b>Submit:</b></p> <ul style="list-style-type: none"> <li>• CS submits CLA rubrics to Early Editorial by <i>Wednesday COB</i> &amp; CS ensures Outcome Rubric Changes field is complete</li> <li>• Editorial returns CLA rubrics to CS for approval by <i>Friday COB</i></li> <li>• CS approves edits</li> <li>• CS finalizes CLA rubrics to COC by <i>Friday COB</i></li> </ul> <p><b>Deliverables:</b></p> <ul style="list-style-type: none"> <li>• Design Guide*</li> <li>• Credit Hour Allocation</li> <li>• DevGuide</li> <li>• Syllabus</li> <li>• Media</li> <li>• Meeting Notes</li> <li>• CS loads edited Course content*** and media loaded to servers</li> </ul>	<p><b>Review:</b></p> <ul style="list-style-type: none"> <li>• DevGuide</li> <li>• Syllabus</li> <li>• Media</li> <li>• Credit Hour Allocation</li> </ul> <p><b>Submit:</b></p> <ul style="list-style-type: none"> <li>• CS submits all revision documentation to Editorial Team by <i>Thursday COB</i></li> </ul> <p><b>Upload:</b></p> <ul style="list-style-type: none"> <li>• COC uploads CLA rubrics into OR by <i>Wednesday COB</i></li> <li>• COC uploads LOM by <i>Friday COB</i></li> </ul>	<p><b>Edit:</b></p> <ul style="list-style-type: none"> <li>• Editorial Team edits all revision documentation Monday-Wednesday</li> </ul> <p><b>Upload/Handoff:</b></p> <ul style="list-style-type: none"> <li>• Editor uploads edited documents to the MCL by <i>Wednesday COB</i></li> <li>• CS reviews edited documents and uploads to the MCL by <i>Friday COB</i></li> <li>• Editor hands off to CMS Development Team <i>Friday COB</i>.</li> <li>• CS loads edited Course content*** and media to servers</li> </ul>	<p><b>Complete:</b></p> <ul style="list-style-type: none"> <li>• CMS Developers makes changes to course in ECMS</li> <li>• CMS maps LOM</li> </ul> <p><b>Update:</b></p> <ul style="list-style-type: none"> <li>• CS updates CHD</li> <li>• CS confirms ADA compliance on MPS</li> <li>• CS updates Revision Description on MPS</li> <li>• ADOC updates curriculum innovation types on MPS (if applicable)</li> </ul>	<p><b>Audit:</b></p> <ul style="list-style-type: none"> <li>• Team reviews MDT</li> <li>• Audit comments submitted</li> <li>• Course corrected</li> <li>• Migration Prep (week 13, drop 1 only)</li> <li>• Migration</li> <li>• Files loaded to MCL by CS</li> </ul>

\*The Design Guide includes various tabs for completion during the revision process. Consult the appropriate SOP for specific information.

\*\*If applicable.

\*\*\* Edited content would be templates, checklist, scripts, and media.