**Online Course Redevelopment Guidelines for Courses in the AP Partnership Programs**

**Rational:**

It is a best practice to redevelop online courses every few years to keep them current. At La Salle University, an online course is eligible for a redevelopment every three years. The redevelopment process gives the department, program, and developer, department the opportunity to:  look at the course; make sure the information is current; if the textbook and other content are still current and relevant; to remedy any consistent challenges with course delivery; adopt any new technologies; etc.

**Process:**

Step 1 – Tracking/Assigning

* The Director of Distributed Learning & Educational Technology will track the development and redevelopment dates of the online course.
* The Director will contact the Dean/Chair/Program six months before the redevelopment is due. The Director will ask the program stakeholder for the name of the faculty member who will redevelop the course.
* The program stakeholder will have the opportunity to review the current/latest version of the course to determine if it needs to be re-developed. If the course is not redeveloped, it will be reviewed annually.

Step 2 – Initial Review

* When a faculty member is assigned, the Director will add the course to the ID Team’s development timeline.
* The ID Team will create a development shell for the course and upload either the most recently offering of the course or the most recent offering of the course taught by the faculty member redeveloping the course.
* The course will go through a Quality Matters (QM) review by the QM review team at AP. This will provide some guidance for points of focus during the redevelopment process.

Step 3 – Development (16 week process)

* If the faculty member assigned to redevelop the course has not taken the *Teaching Online with La Salle* course, they can take it during the first four weeks of the 16 development period
* The ID from AP with contact the faculty member to review the QM report and create a development timeline.
* Items/Area to be reviewed during redevelopment:
	+ Syllabus: is it current and accessible
	+ Course Map: Alignment of Objectives, Content, Assessments
	+ Program Goals: Review if program goals have changed leading to a change in curriculum and course learning objectives.
	+ Content:
		- Evaluate textbook
		- Review if content of the course is current in the field of study
		- Review resources for appropriate citation.
		- Test all links to content to make sure they are all still valid
		- Update lectures/presentations using current university provided tools
	+ Student Success: Determine if there are any topics/concepts/skills that the student have consistently have problems mastering. Rethink delivery.
	+ Technology: Review the use of technology adopted in the course. Has the course incorporated the latest features offered in Canvas? Could the course benefit from using technologies adopted by the university since the last development:
		- Zoom
		- Panopto – Video management system: lectures, presentations, student assignments
		- Remote proctoring
		- The technology for the delivery of course content has changed and the previous version is no longer supported.
	+ State and federal regulations: Are there new regulations that require change in curriculum and program/course objectives?
	+ Accessibility: Does the course does meet universal design and accessibility guidelines.

Step 4: Review (4 weeks before start)

* The completed course will be sent to the QM review team at AP for a second review.
* The course will also be sent to the Chair to review course content

Step 5: Revisions (2 weeks before start)

* Update course with revisions suggested by QM/Chair review.

Step 6: Launch, Blueprint (1 week before start)

* Launch course in Canvas for student access
* ID Team will finalize the Blueprint of the course to be used as a starting point for future offering of the course.

Step 7: After Course Review/Update

* After the course is delivered, the instructor will meet with ID Team to determine if there are any updates that should be made to the Blueprint.