Course Delivery Schedule

Event	Date	Owner
Introductory Consultation (1)	Week 1	CIT, MT, Fac
Follow-up Consultation (2)	Week 3	CIT,MT,Fac
Course Build	Week 3 – 12	CIT
Delivery of Course Content (3)	Weeks 3 & 4	Faculty
Delivery of Transcripts for Recording	Week 4	Faculty
Check-in Meeting	Week 5	Faculty
Recording of Video Content	Weeks 4 – 6	MT, Faculty
Editing of Video Content	Week 6 – 8	MT
Check-in Meeting (4)	Week 8	CIT, Fac
Quality Assurance Review	Weeks 13 & 14	CIT
Faculty Review of Course	Weeks 14 & 15	Faculty
Check-in Meeting: Complete Revisions/Course Sign-Off	Weeks 16 & 17	CIT, Faculty
Course Copy to Live Section	Week 18	CIT
Course Launch Course	Week 19	CIT, Faculty
Check-in	Weekly Basis (Weeks 1-3)	CIT, Faculty
Course Follow-up	Semester Conclusion	CIT, Faculty

(1) Discuss curriculum, learning goals, faculty concerns, development timeline, video requirements.
For new courses: Faculty brings syllabus of course. For edits to existing course: Faculty brings working list of edits.

(2) Finalize course outline which will allow start of course builds. Determine instructional multimedia required for course and discuss production/recording process (scheduling, PowerPoint slides, scripts).

(3) Course content delivery allows instructional designer to begin building course shell. Course content = readings, links, assignments, assessments, etc...

(4) Progress check. Schedule training for instructor on learning technologies for upcoming semester (Blackboard, Blackboard Collaborate Ultra/Zoom)

Faculty Responsibilities

Week 1

- Initial meeting between CIT, MT, and faculty to discuss curriculum, learning goals, faculty concerns, development timeline, video requirements. For new courses: Faculty brings syllabus of course. For edits to existing course: Faculty brings working list of edits

Week 2-5

- Week 2: Follow-Up Consultation
- Faculty delivers course content (readings, links, assignments, and assessments, etc…)
- Faculty develops video lectures and transcripts in preparation for recording.
- Week 5: Check-in meeting

Week 4-8

- Faculty records video content in one of the UNIT video studios
- Deliver any updated or remaining content to CIT
- Week 8: Check-in meeting

Week 14-15

- Quality Assurance check by faculty to ensure the workflow of the course
- Week 13: Check-in meeting

Week 16-17

- Final review and approval of the course before release

CIT and MT Responsibilities

Week 1

- Initial meeting between CIT, MT, and faculty to discuss curriculum, learning goals, faculty concerns, development timeline, video requirements.

Week 2-5

- Week 2: Follow-Up Consultation
- CIT starts builds the framework of the course
- Week 4: MT starts recording of video lectures
- Week 5: Check-in meeting

Week 5-8

- CIT will continue to load and create content into the course
- MT will edit all the recorded videos for the course
- Week 8: Check-in meeting

Week 9-13

- CIT will continue to load and create any content into the course
- Week 13-14: Quality Assurance by CIT to ensure all tools are functioning properly

Week 16-17

- Final review and copy of the course before release