

# Online Course Development Agreement

## Faculty Information

First Name: \_\_\_\_\_ Course Title: \_\_\_\_\_  
Last Name: \_\_\_\_\_ Program Title: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Program Level (Graduate, Undergraduate,  
Certificate): \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Department: \_\_\_\_\_ Semester/Year Course to be Offered: \_\_\_\_\_

---

This is an agreement between the Center for Teaching, Learning, and Extended Studies (CTLES) and academic departments to develop online courses included in an online program (certificate or degree). Instructional Designers from CTLES will provide support for the development of courses and will partner with faculty to design quality online courses. Services include, but are not limited to, one-on-one consultations, Blackboard assistance, multimedia development, course build in Blackboard LMS, quality reviews and evaluations. Instructional designers will provide timely feedback to faculty and assist with all phases of the course development process.

The CTLES will manage the overall development of courses and ensure course quality, accessibility and usability. The Quality Matters (QM) program rubric will be provided to course developers during an initial meeting. All online courses must be developed by using the QM Program rubric standards. The course should be completed with all course content loaded into the Blackboard Learning Management system prior to the start of the course. Instructional designers will review the course using the QM standards.

## Faculty Responsibilities

1. Develop learning objectives, instructional content, assessments, syllabus, assignments, schedules and other course content.
2. Collaborate with assigned instructional designer throughout the course development process.
3. Reach benchmarks developed by the faculty and instructional designer.
4. Utilize a standard Blackboard course shell for all courses offered in program.
5. Have the entire course ready for a quality and accessibility review \_\_\_ weeks prior to the course being taught.
6. Inform instructional designer of delays that may impact successful completion of benchmarks.



## Instructional Designer Responsibilities

1. Provide instructional design support to course developer throughout the development, implementation, and evaluation phases of the course.
2. Provide assistance with Blackboard LMS to faculty.
3. Assist faculty with designing and developing course materials (i.e. syllabi, measurable learning outcomes, course expectations, assignments, assessments, course outlines and schedules, etc).
4. Provide multimedia development services (images, photos, graphics, infographics) for selected content
5. Assist faculty with setting benchmarks and milestones.
6. Conduct a quality review of course for quality (using the QM standards), accessibility and usability four weeks prior to the start of the course.
7. Other. Please describe:

---

## Authorizing Signatures

\_\_\_\_\_

Faculty Member

\_\_\_\_\_

Date

\_\_\_\_\_

Department Head/Chair

\_\_\_\_\_

Date

\_\_\_\_\_

Executive Director, Center for Teaching, Learning  
and Extended Studies (CTLES)

\_\_\_\_\_

Date

Return the completed form to Mrs. Barbara Williamson-Holley, Assistant Director via email at [bwilli59@scsu.edu](mailto:bwilli59@scsu.edu)



CENTER FOR TEACHING  
LEARNING AND EXTENDED STUDIES