Programme / Course Development Process Flowchart

Course Development Process

Gathering Materials / Links / External Resources
- Designing Activities
  - Writing Materials
  - Writing Video Briefs / Scopes
  - Writing Podcast Scripts
- Writing Detailed Instructions / Announcements
- Writing Detailed Learning Outcomes
- Export and Upload to VLE
- Quality Assurance
- Course Commences

Timeline

The purpose of the above flowchart is to map out the critical development path and to indicate the possible tasks that need to or are very likely to take place during the process and therefore should not be regarded as a definite and exhaustive list of tasks. The timeline shows only the sequence of meetings/events and their relative and likely density in time. Its purpose is only to illustrate the fact that the flowchart creates a different pattern of activity when projected onto a timeline.

Initial Meeting / Programme Review

An initial meeting of the programme development team. The goal of the meeting is to discuss other development of a new programme or conversion of an existing one into online provision. The typical agenda would include:
- A list of programme learning aims and outcomes
- A list of courses the programme will consist of
- A list of course coordinators

Programme Learning Aims & Outcomes

The key deliverables of the meeting are:
- A list of programme-level learning aims and outcomes
- A list of courses the programme will consist of
- A list of course coordinators

Course List

The course list should include all the courses of the programme, clearly state their credits, length and place within the programme, identify any mandatory and elective courses as well as their coordinators.

Learning Aims

Learning aims lie at the programme level and serve as good indicators of the overarching goal of the programme.

Learning aims outline what students will be able to do as a result of completing the whole programme. These outcomes should align with assessment as well as each course's learning aims so that the whole programme has a coherent structure.

Course Approval - Curriculum Management System

To allow for marketing and recruitment activities, business cases for new or existing programmes should be submitted for approval by the end of August two years prior to their intended start date (i.e. business cases for new programmes due to start from September 2019 onwards should be submitted by 31 August 2017).

Storyboarding

Each course will have a storyboarding session, which is the key to designing a well-structured course. It is a good tool for providing an overview of the course as a whole, organized over time. Prior to storyboarding, it is extremely helpful to prepare a list of essential topics, a list of learning outcomes and potential summative and formative assessment, all of which can then be prioritized and arranged with the help from learning technologies during the session.

Storyboarding allows to shape a course and to ensure a number of crucial things:
- The course has a logical structure and takes into account online course dynamics based upon 3 stages model by G. Salmon
- The students are not overloaded but the required effort is distributed across the course weekly
- Learning outcomes, assessment and activities are all aligned with one another

The roles involved in the meeting:
- Programme Coordinator
- Course Coordinator
- Course Contributors
- Learning Technologists

Course Approval - Curriculum Management System

The approval process for introducing new, or amending or withdrawing existing courses and programmes, operates via the Curriculum Management System (CMS), the University’s single source for all courses and programme-related data, including course requirements and threshold information.

The Curriculum Management process involves the completion and submission of the appropriate Curriculum Record (new courses, amended existing courses, new programme, programme modification, programme withdrawal). Once approved, the Curriculum Record will then be reviewed by the following bodies, as appropriate: the Business Case Approval Group, the Quality Assurance Committee, Academic Services, and Centre Timetabling.