

TEACHING TRANSFORMATION AND DEVELOPMENT ACADEMY

The Teaching Transformation and Development Academy creates excellence in professional development by supporting effective teaching and lifelong learning.

Course Development Timeline

Course Kick-off Meeting, Backward Design Process

A group meeting will be scheduled between the faculty members and TTaDA Instructional Designer & Academic Technologies team. During the kick-off meeting we will:

- Review the Course Development Timeline
- Discuss the Backwards Course Design Process & Design Matrix
- Review the course structure/Blackboard Template
- Provide sessions on Blackboard, YuJa, Zoom and other Academic Technologies

Syllabus Creation & Course Design Matrix (2 weeks)

During these 2 weeks, faculty will:

- Work on Course Syllabus and submit to Instructional Designer for review.
- Complete the Course Design Matrix and submit to Instructional Designer for review
- Both documents should be submitted by the end of the first two weeks of development

Lesson 1 Content Development (3 weeks)

During these 3 weeks:

- Instructional Designers will review syllabi and course matrix and provide feedback via a zoom meeting and/or detailed email
- Faculty will finalize the course syllabus and post to Blackboard
- Faculty will complete Lesson 1 and post all materials (lesson objectives, to-do-list, assessments, videos, readings) to Blackboard by the end of this three week period
- Faculty will notify Instructional Designer that Lesson 1 is ready to review

Lesson 1 Review/Approval, Content Development (2 weeks)

- Instructional Designer will review Lesson 1 and not any changes/suggestions
- Faculty and Instructional Designer will discuss Lesson 1 and consult on any changes via Zoom and/or a detailed email



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- Faculty will begin working on content for remaining lessons

Content Development (4 weeks)

During these 4 weeks:

- Faculty will complete the remaining lessons and post all materials (lesson objectives, to-do-list, assessments, videos, readings) to Blackboard by the end of this three week period
- Faculty will notify instructional designer when the lessons are ready to be reviewed

A Course Review & Revision (2 weeks)

During these two weeks:

- Instructional Designer will review lessons and note any changes/suggestions
- Faculty and Instructional Designer will discuss lessons and consult on any changes

Course Finalized (1 week)

During this week:

- Final corrections made to the course
- Instructional Design and Faculty meet for a final review of the course
- Course officially ready for launch

