

## **Penn Nursing Online Course Creation Process**

• Faculty member identifies class to be taught online and brings proposal to Department Chair Department Chair meets with the Steering Committee to discuss course approval process Steering Committee meets with the Online Program Director to discuss course details Faculty member meets with Online Program Manager to determine course needs surrounding design, technology, and support • Faculty member works with the Online Program Manager & Center for Teaching and Learning representative to adapt rubric to online format • Faculty member works with Online Program Manager & Instructional Designer to develop Canvas course • Faculty member, TAs, and administrative staff are trained on technology to be used in the course. Pre-course readiness module administered. Pre-course readiness module administered to students Course delivery & support Course evaluation & analysis 10

Course debrief & discussion of revisions to be made for future courses