

COURSE DESIGN STAGES



Gear Up Stage

Developer completes a Development Shell Request.	(2 minutes)
Developer and LxD meet for a course review process consultation.	(30 minutes)

Initial Build Stage

Developer builds Getting Started materials and two instructional modules.	(varies)
Developer emails LxD to request a review of completed items.	(2 minutes)
LxD reviews the course.	(48 hours - 1 week)
LxD meets with developer for a second consultation or sends a review video.	(30 minutes)
Developer updates the course based on feedback.	(varies)
Developer meets with chair for pre-review/intellectual property discussion.	(30 minutes)
Developer provides LxD with dates/times of availability (developer/chair).	(2 minutes)
LxD schedules initial course review meeting.	(~24 hours)
Initial review meeting is held.	(1 hour)

COURSE DESIGN STAGES



Bulk Build Stage

Developer updates course with feedback from review meeting.	(varies)
Developer continues building course.	(varies)
Developer emails LxD to request a review of completed items.	(2 minutes)
LxD reviews the course.	(48 hours - 1 week)
LxD meets with developer for a second consultation or sends a review video.	(30 minutes)
Developer updates the course based on feedback.	(varies)
Developer meets with chair for pre-review.	(30 minutes)
Developer provides LxD with dates/times of availability (developer/chair).	(2 minutes)
LxD schedules final course meeting.	(~ 24 hours)
Final course review meeting is held.	(varies)