Cohort Development Support Model

This team-based approach to online course development can support up to 5 course developments with up to 5 members of a College or Department who are tasked with developing online courses for an upcoming term. By grouping Subject Matter Experts (SMEs) together into cohorts, an Instructional Designer (ID) from DEU can facilitate regularly scheduled consultations for your development teams. The scheduled consultation sessions provide your SMEs an opportunity to connect directly with an ID to ask technical and pedagogical questions, discuss online teaching strategies and receive feedback and recommendations from an experienced online teaching and learning professional. Throughout the development process your Instructional Designer can curate and share training resources specific to your cohorts needs. They can review Course Design Plans (CDPs) and Prototype Modules (DEU templates are available) and provide feedback and recommendations based on best practices and trending pedagogical research. Instructional Designers will also provide individuals within the cohort a direct email contact for questions they may have throughout their developments. The team-based advantage for your college or department comes from your instructors collaborating on their course developments which results in common teaching strategies and familiar course elements across your program. The collaborative consultation sessions are facilitated in such a way as to benefit from everybody's experiences in teaching and encourage collegial cooperation among your instructors and faculty members.

CDSM Roles and Responsibilities

	INSTRUCTIONAL DESIGNER (ID)		SUBJECT MATTER EXPERT (SME)
	Facilitate Scheduled Consultation Sessions		
	Coordinate a standing weekly/biweekly meeting with development cohort members		Provide schedule availability for the project
	Provide access to Course Design and Module Design Templates to cohort		
	Develop meeting agendas based on areas of interested from SMEs		Provide ID with suggestions for consultation topics weekly/biweekly
	Curate shared resources and supports based on areas of interest from SMEs		Provide ID with suggestions for required resources weekly/biweekly
	Facilitate consultation sessions as required		Participate in consultation sessions
	Create action items list from session and distribute to cohort when appropriate		
	Provide any follow-up information to cohort not addressed in the session		

	Review and Recommend		
	Review Course Design Plan (CDP) for one course development per SME and provide feedback.		Develop CDP and share with ID and/or cohort (DEU template available)
	Review Prototype Module for one course development per SME and provide instructional design feedback to SME.		Develop a prototype module and share with the ID and/or cohort based on CDP (DEU module template available)
	Facilitate and share relevant information from reviews with cohort members with consent of the SMEs		Share CDP and Prototype Module with cohort (optional)
	Review assessment designs as requested and provide feedback to SME		Share assessment designs with ID and/or cohort for feedback
	Review Learning Activities as requested and provide feedback to SME		Share Learning Activity designs with ID and/or cohort for feedback
	Direct Contact		
	Provide a "help line" via email for questions that arise outside of consultation sessions		Email ID with any questions or concerns
	Provide curated resources for individual training needs of cohort members		Request resources for training needs either technical or pedagogical
	Copyright		
	Consultative support		Copyright clearances, permissions, statements, and records will be the sole responsibility of the SME
	Course Build		
	Consultative support		Build all pages, assignments, test banks, quizzes, and discussions within Canvas and any other multimedia or online course materials required
	Evaluation		
	Complete a [Course Design Checklist](#) review of completed course prior to delivery *Note* – Courses not completed well before the delivery date will defer this service.		Provide ID with access to the completed Canvas course with "Designer" role and implement any required changes after review is complete