

Full Development Support Model (FDSM)

A one-on-one collaborative approach to online course development. An Instructional Designer (ID) from DEU and your assigned Subject Matter Expert (SME) work closely together through regularly scheduled meetings to design and develop innovative course materials, learning activities, and assessments appropriate for online delivery, which leverage a variety of recommended instructional technologies and strategies. Your ID is directly available for individual consultation and support throughout the design and development process and manages the project timelines and workflows, coordinates additional support services and provides pedagogical and technical feedback and recommendations throughout the course development process. Beyond the individualized support of the ID position, the Full Development Support Model provides access to additional DEU staff including our Copyright Coordinator and our Coordinator of Instructional Technologies. These positions manage and maintain copyright clearances within your course and support the technical aspects of the course build within the Canvas LMS. Additional availability throughout the pilot delivery of your new course is included with this model and an opportunity for supporting a course evaluation and debrief, post first delivery, is also available. This complete development model ensures the highest level of one-on-one support from our online teaching and learning professionals throughout the project.

FDSM Roles and Responsibilities

INSTRUCTIONAL DESIGNER (ID)	SUBJECT MATTER EXPERT (SME)
Project Management	
Develop and manage project timelines	Collaborate with ID to develop project timelines, noting any holidays, sabbaticals, etc.
Schedule regular project meetings w/SME	Provide schedule availability for the project
Manage workflows between SME, ID, DEU Copyright, DEU ITC	
Communicate at checkpoints with Dept. Head and DEU Program Manager	
Request Development Course in Canvas	
Coordinate project with IT Support	
Confirm project completion and SME Payment where applicable	Provide all project deliverables according to project timelines
Analysis	

	Review existing course content/resources	Provide the ID with existing course content/resources
	Discuss current teaching strategies and activities	Discuss current teaching strategies and activities
	Submit new materials for copyright clearance	Provide full bibliographic information for all material that will need copyright clearing
	Design	
	Co-develop, with the SME, a Course Design Plan (DEU template provided)	Co-develop, with the ID, a Course Design Plan (CDP)
	Redesign F2F learning activities for online delivery	Provide current F2F teaching strategies and activities
	Co-design and make recommendations for assessment strategies appropriate for discipline in an online delivery	Co-design assessment strategies appropriate for discipline in an online delivery
	Encourage open source resources if possible	Select open source resources if possible
	Ensure alignment of learning objectives, instructional strategies, and assessment	Align learning objectives, instructional strategies, and assessment in collaboration with ID
	Consider multimedia to be used	Identify multimedia suitable for the content
	Development	
	Review the prototype module and provide instructional design feedback to SME. Note: This may take several versions and back-and-forth emails.	Develop a prototype module in consultation with the ID based on CDP (DEU template provided)
	Review subsequent modules and provide instructional design feedback to SME	Develop subsequent modules and submit them module by module to the ID based on established timelines
	Coordinate development of multimedia as needed	Collaborate with ID on multimedia
	Review evaluation tools and answer keys and provide ID feedback to the SME	Develop evaluation tools and answer keys
	Review the Course Syllabus and provide ID feedback to the SME.	Develop a Course Syllabus and submit to the ID (DEU template available)
	Copyright	

	Submit all copyrighted and open-source course materials to DEU Copyright Coordinator to ensure copyright compliance	Provide full bibliographic information for all material that will need copyright clearing
	Maintain copyright records for any upcoming USask copyright audits	
	Course Build in Canvas	
	Submit all final drafts of Modules, Assignments, Test banks, Quizzes, Discussions and media to DEU IT Coordinator for Canvas build	Provide final drafts of course documents back to ID post-review
	Review all course content and check functionality in Canvas	Review all course content and check functionality in Canvas
	File master MSWord files on the DEU server	
	Implementation (pilot delivery)	
	Refer SME to DEU IT Coordinator and for Canvas orientation and support as needed	Contact the DEU IT Coordinator for Canvas orientation and support training
	Monitor course delivery and help problem solve any issues	Contact the DEU IT Coordinator throughout the pilot delivery period for support
	Evaluation (optional)	
	Conduct a student survey near the end of pilot delivery; send results to the SME	Collaborate with the ID to develop a student survey
	Revise course as necessary after first delivery based on student survey results and instructor feedback	Debrief the survey results and your instructor feedback with the ID and complete any minor revisions and timelines
	Support ongoing course maintenance	Contact DEU about any proposed revisions on an ongoing basis