

**Faculty of Education Guidelines and Workflow for Major Revisions to Online Courses with Provisos that Apply to All Existing and Development of New Online Courses, Programs and MOOCs  
(April, 2019)**

- Faculty Guidelines pertaining to the support provided for the authoring and delivery of all online content exist within and are governed by an ecology of existing UBC and Faculty policies, including but not limited to Senate policies regarding Curriculum Development and Approval, Academic Freedom etc...
- Sustainability of faculty and staff time and finance is a major consideration in the Faculty Guidelines that inform and undergird procedures that support development and major revisions of online courses and programs as well as MOOCs. Also relevant as regards how to support multi- and interdisciplinarity and Open Access principles and procedures in our curation of the production and maintenance of online courses.
- Where possible, programs will share online courses that may be in common, so as to avoid duplication. Minor revisions to existing courses will always be accommodated so that we can have a multi-use and open access approach to online course materials.
- Every existing online course must be significantly revised on a regular basis so as to update the academic content, assignments and overall architecture.
- Decision-making as regards proposals for major revision and/or authoring new online courses rests with the Head/Director and requires approval at key steps.
- The typical schedule for major revisions is once every 5 years and includes practises of peer review. Every online course that is submitted by a Head/Director for a major revision will be assigned to a subject matter expert peer review process external to the Department of the faculty member major author of the online course.
- When an online course has not undergone a cyclical major review it will be withdrawn from active usage in consultation with the Department Head/Director with plans made for a major revision. In the interim, where suitable and a revision plan secured, the online course can be used with approval of the Head/Director.
- A major revision will typically be authored by a tenure-track UBC faculty member. In particular cases, there can be variations, including a Lecturer course revision author or two TT faculty member course major revision authors.
- A new online course will typically be authored by a tenure-track UBC faculty member. In particular cases, there can be variations, including two TT or a Lecturer faculty member course author/s.
- In all cases of major revisions to online courses or authoring of new online courses, the major faculty author will commit to being the sole author of the revisions or the new online course. To assure appropriate IP attribution and quality any variations to authorship will require the Head/Director's prior approval.
- All online courses will include one author who is identified as the primary author for purposes of communication with the author concerning revisions and other matters.

- Content authorship pertinent to online content is recognized by means of a Creative Commons license that permits multiple uses, with attribution of authorship to the faculty course author/s.
- New online courses/programs can be (i) an existing course/program that is now being authored as an online course, or (ii) an entirely new course/program as yet not approved by Senate Curriculum Approval procedures. Proposals for a new online course/program that fit the ii type will not be considered for online development until such a time as approved by Senate.
- All proposals for a new online course/program will come to PDCE Advisory for information and/or review and dialogue about opportunities for collaborative and open access use of existing or new online courses.
- Following Senate guidelines, online courses are treated akin to f-t-f courses as regards common expectations and policies, wherein the Department Head or Program Director in the case of non-departmentalized courses is in a decision-making role.
- Remuneration for an online course author or major revision will take the form of 1 course release. In some circumstances, a faculty member can request of the Department Head/Director an extra-to-load payment rather than course release. That payment is identical to the remuneration for teaching a course extra-to-load.

### Course Revision Workflow Chart

Step	Action	Actor (s)
1.	Inform Heads/Directors of Online courses due for revision	Assistant Dean PDCE/ETS* * Mark Edwards
2.	Head/Director reviews course list (revise or retire?)	Head/Director
3.	Head/Director sends list of prioritized courses to initiate review process	Head/Director to Assistant Dean PDCE/ETS
4.	ETS assigns project manager for the course revision process	Director, ETS
5.	Head /Director identifies faculty member as academic course author/developer/creator/subject expert	Head/Director
6.	Faculty course author (FCA) completes course revision proposal form and submits form to Head/Director	Faculty Course Author
7.	Head /Director identifies academic reviewer from outside the Department of the major course author, in consultation with the major course author, and provides external reviewer with a	Head/Director (with ETS assistance)

	completed major revision proposal form and access to the online course	
8.	ETS identifies Learning Designer (LD) for learning design review of course	Director, ETS
9.	Academic Review submitted to Head/Director	Academic Reviewer
10.	Learning Design review submitted to Head/Director	Learning Designer
11.	Head /Director recommends course for revision to PDCE/ETS	Head/Director to Assistant Dean PDCE/ETS
12.	FCA and LD meet, take up the Academic review information and determine outcomes, learning experiences, pedagogical principles, assessment strategies, learning technologies, interactive approaches, designing the overall architecture of learning for the course.	FCA and LD
13.	Agreement for work and timeline by FCA, LD signed and submitted to Head/Director for information.	Project Manager, ETS
14.	ETS supports development of course architecture	Project Manager, ETS
15.	Timeline management	Project Manager, ETS
16.	Head/Director and Department Admin Manager informed of course readiness for scheduled offering	Project Manager, ETS
17.	Head informed of course revision completion	Project Manager, ETS
18.	Course updated and maintained (minor revisions) on an ongoing basis until next major revision in 5 years	