

Appendix B

WSU Distance Education Online Participation on Content Development Team

(note: this is a template; any point can be revised if both parties agree)

BuFM will participate fully with WSU Distance Education Online Content Development team (consists of: BuFM, CTL staff and WSU Distance Education/MIS staff).

WSU Distance Education/MIS staff will:

1. Create online interactive content with subject matter expertise/guidance and approval from BuFM
2. Create animations as needed with subject matter expertise/guidance and approval from BuFM
3. Locate appropriate photos, digital images, graphics/video as needed with subject matter expertise/guidance and approval from BuFM
4. Edit and process video presentations
5. Deliver final video presentations to CTL staff for upload to Pilot

CTL staff will:

1. Direct online instructional design with subject matter expertise/guidance and approval from BuFM
2. Assist with course alignment of learning objectives, course content activities, and assessments as needed with subject matter expertise/guidance and approval from BuFM
3. Create course template for Pilot
4. Load all course content into Pilot
5. Set up groups, discussion areas, online quizzes/surveys, Pilot Live sessions, etc. as needed with subject matter expertise/guidance and approval from BuFM

Faculty member will

1. Complete an Online Course Development Checklist
2. Provide subject matter expertise/guidance and approval for content development activities
3. meet and work with CTL instructional designer(s) to design WSU Distance Education Online course
4. meet and work with WSU Distance Education/MIS staff to produce multimedia content.
5. record video presentations in WSU Distance Education Online Recording studio or via other agreed-to means.