Course Development Workflow

APC COORDINATOR

INSTRUCTOR

APC COORDINATOR

APC CO-CHAIRS

EL STAFF

The APC Coordinator initiates the CPF form by completing APC Coordinator information, instructor name and email address, and any other known information.

The APC Coordinator selects the "Contact Info Entered by APC Coordinator" box in the Workflow and clicks "Save & Continue."

The instructor automatically receives and email with a link to continue filling out the CPF with course details.

When completed, the instructor selects the "Approved by Instructor" box in the Workflow and clicks "Save & Continue."

The APC Coordinator automatically receives and email with a link to review and edit the CPF.

When completed, the APC Coordinator selects the "Approved by APC Coordinator" box in the Workflow and clicks "Save & Continue."

The APC Co-Chairs receive an email with a link to review the CPF.

Both Co-Chairs independently review the CPF.

To approve the CPF, each Co-Chair will select the appropriate "Approved by APC Co-Chair" checkbox in the Workflow and click "Save & Continue."

EL Staff will review the CPF and assign a course number.

Staff will generate a word document with the Course Description, Instructor Biography, and Supplemental materials to send to the PUBs Co-Chairs.

Course Development Workflow (continued)

PUBS CO-CHAIRS

PUBS COPY EDITOR

PUBS CO-CHAIRS

EL STAFF AND APC CO-CHAIRS

INSTRUCTOR CONFIRMATION

The PUBS Co-Chairs will assign the course to a Copy Editor and email the word document for copy editing. The Copy Editor and dates will be marked in the PUBs tracking spreadsheet.

The Copy Editor will make copy edits to the Course Description, Instructor biography(s) and Supplemental Materials using the style guide as a reference.

When the copy edits are completed the Copy Editor will send the updated word document back to both PUBs Co-Chairs.

Both PUBS Co-Chairs review the copy edits and make any additional changes.

The PUBs Co-Chairs will email the draft final copy of the Course Description, Instructor Biography, and Supplemental Materials to courses@encorelear ning.net.

EL Staff will create an initial course schedule using the considerations indicated by the instructors.

EL Staff and the APC Co-Chairs will meet to review the schedule.

EL Staff will send each instructor their proposed course schedule and request approval.

Course Development Workflow (continued)

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EL STAFF UPLOAD TO ASAP EL STAFF AND PUBS CO-CHAIRS: FINAL ASAP EDITS

EL Staff will upload the course schedule and course description to ASAP to create the online catalog. Staff will make formatting adjustments as necessary within ASAP.

Staff will share a draft of the online catalog to with the PUBs Co-Chairs for review.

The PUBs Co-Chairs will independently review the draft catalog and create a list of combined edits to the draft final copy.

The PUBs CO-Chairs will meet with EL Staff to review the edits and make updates in ASAP.

EL staff will generate a final draft of the catalog for review by the PUBs Co-Chairs. The PUBs Co-Chairs will email EL staff with any final corrections to the new copy.