

# Online Program - Deliverables Checklist

✓	Deliverables	Stakeholders					
		AUL	AU's Contact	AUSC	IBOC	UNMO	CTL
<input type="checkbox"/>	<b>Sign MOU</b>	X				X*	
<input type="checkbox"/>	<b>Finalize and Sign Course Addendum</b>		X	X	X	X*	
<input type="checkbox"/>	<b>Program Code</b> Request a new code or modify an existing program code.					X*	
<input type="checkbox"/>	<b>Orientation</b> As needed for those involved in the new online program including, administrators, faculty, scheduling coordinators, academic advisors and Admissions.	X	X	X	X	X*	X
<input type="checkbox"/>	<b>Marketing</b> Collaborate to publish program's landing page to UNMO's website, discuss outreach and (if eligible) prepare and launch advertising.		X			X*	
<input type="checkbox"/>	<b>Schedule Course(s) in Banner</b> To schedule the course, IBOC must meet with instructional designer for initial planning meeting OR schedule quality review months in advance of course's start date.			X*	X	X	
<input type="checkbox"/>	<b>Course Development Begins</b>				X	X	X*
<input type="checkbox"/>	<b>Student Registration Opens</b>						
<input type="checkbox"/>	<b>Courses Scheduled into Banner Become Available in Canvas</b>						
<input type="checkbox"/>	<b>Maintain Course Development Progress</b> IBOC is in regular communication with assigned instructional designer at CTL.				X*		X
<input type="checkbox"/>	<b>Temporary Course Shell(s) Requested</b>				X	X*	X
<input type="checkbox"/>	<b>Register for EBPTO: Evidence Based Practices for Teaching Online</b> Training is taken once and EBPTO completed since Fall 2019 is accepted. <a href="https://ctl.unm.edu/instructors/support/workshops/index.html">https://ctl.unm.edu/instructors/support/workshops/index.html</a>				X*		
<input type="checkbox"/>	<b>Schedule Quality Assurance Review</b> Contact Quality Assurance Reviewer Melissa Herrera at <a href="mailto:melh3@unm.edu">melh3@unm.edu</a> .				X*	X	
<input type="checkbox"/>	<b>Achieve EBPTO Certificate of Completion</b>				X*		X
<input type="checkbox"/>	<b>Course Map Draft</b> Submit initial draft to Quality Assurance Reviewer (Melissa Herrera).				X*	X	
<input type="checkbox"/>	<b>Section Group Request (optional)</b> Submit a request to group an Online Program section (such as an AOP section) with one or more Online Max sections. <a href="https://canvasinfo.unm.edu/instructors/section-groups.html">https://canvasinfo.unm.edu/instructors/section-groups.html</a>				X*		
<input type="checkbox"/>	<b>Course Development Completed to 'Accomplished' Standard</b> <a href="https://ctl.unm.edu/assets/docs/instructors/online-course-standards-rubric-pdf.pdf">https://ctl.unm.edu/assets/docs/instructors/online-course-standards-rubric-pdf.pdf</a>				X*		X
<input type="checkbox"/>	<b>Course Map Finalized &amp; Submitted</b> IBOC submits final course map and self-review to Quality Assurance Reviewer (Melissa Herrera, <a href="mailto:melh3@unm.edu">melh3@unm.edu</a> ).				X*	X	X

# Online Program - Deliverables Checklist

✓	Deliverables	Stakeholders					
		AUL	AU's Contact	AUSC	IBOC	UNMO	CTL
<input type="checkbox"/>	<b>Attend Initial Course Review</b>				X*	X	X
<input type="checkbox"/>	<b>Quality Assurance Review - Follow Up</b> IBOC completes items identified at initial course review and notifies Melissa Herrera of changes.				X*	X	X
<input type="checkbox"/>	<b>Course Passes Review and is Certified</b>		X		X	X*	X
<input type="checkbox"/>	<b>Course Content Go-Live</b> IBOC copies course content from a temporary course shell into the live course presence in Canvas.				X*		X
<input type="checkbox"/>	<b>Quality Check Dates</b> IBOC verifies dates & similar time sensitive details in the course content reflect the current semester.				X*		
<input type="checkbox"/>	<b>Publish Course</b>				X*		
<input type="checkbox"/>	<b>Semester Begins</b>						

# Online Program - Deliverables Timeline

✓	Deliverables	Year 1																				
		Start Anytime, Complete by November																				
<input type="checkbox"/>	<b>Sign MOU</b>																					
<input type="checkbox"/>	<b>Finalize and Sign Course Addendum</b>																					
<input type="checkbox"/>	<b>Program Code</b> Request a new code or modify an existing program code.																					
<input type="checkbox"/>	<b>Orientation</b> As needed for those involved in the new online program including, administrators, faculty, scheduling coordinators, academic advisors and Admissions.																					
<input type="checkbox"/>	<b>Marketing</b> Collaborate to publish program's landing page to UNMO's website, discuss outreach and (if eligible) prepare and launch advertising.																					
✓	Deliverables	Year 2 Launch in Fall																				
		Weeks Before Semester Begins																				
		> 20	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1
<input type="checkbox"/>	<b>Schedule Course(s) in Banner</b>																					
<input type="checkbox"/>	<b>Course Development Begins</b>																					
<input type="checkbox"/>	<b>Student Registration Opens</b>																					
<input type="checkbox"/>	<b>Courses Scheduled into Banner Become Available in Canvas</b>																					
<input type="checkbox"/>	<b>Maintain Course Development Progress</b> IBOC is in regular communication with assigned instructional designer at CTL.																					
<input type="checkbox"/>	<b>Temporary Course Shells Requested</b>																					
<input type="checkbox"/>	<b>Register for EBPTO: Evidence Based Practices for Teaching Online</b> Training is taken once and EBPTO completed since Fall 2019 is accepted. <a href="https://ctl.unm.edu/instructors/support/workshops/index.html">https://ctl.unm.edu/instructors/support/workshops/index.html</a>																					
<input type="checkbox"/>	<b>Schedule Quality Assurance Review</b> Contact Quality Assurance Reviewer Melissa Herrera at melh3@unm.edu.																					
<input type="checkbox"/>	<b>Achieve EBPTO Certificate of Completion</b>																					
<input type="checkbox"/>	<b>Course Map Draft</b> Submit initial draft to Quality Assurance Reviewer (Melissa Herrera)																					

# Online Program - Deliverables Timeline

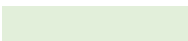
✓	Deliverables	Year 2 Launch in Fall (Continued)																			
		Weeks Before Semester Begins																			
		> 20	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2
<input type="checkbox"/>	<b>Section Group Request (optional)</b> Submit a request to group an Online Program section (such as an AOP section) with one or more Online Max sections. <a href="https://canvasinfo.unm.edu/instructors/section-groups.html">https://canvasinfo.unm.edu/instructors/section-groups.html</a>																				
<input type="checkbox"/>	<b>Course Development Completed to 'Accomplished' Standard</b> <a href="https://ctl.unm.edu/assets/docs/instructors/online-course-standards-rubric-pdf.pdf">https://ctl.unm.edu/assets/docs/instructors/online-course-standards-rubric-pdf.pdf</a>																				
<input type="checkbox"/>	<b>Course Map Finalized &amp; Submitted</b> IBOC submits final course map and self-review to Quality Assurance Reviewer (Melissa Herrera, melh3@unm.edu).																				
<input type="checkbox"/>	<b>Attend Initial Course Review</b>																				
<input type="checkbox"/>	<b>Quality Assurance Review - Follow Up</b>																				
	IBOC completes items identified at initial course review and notifies Melissa Herrera of changes.																				
<input type="checkbox"/>	<b>Course Passes Review and is Certified</b>																				
<input type="checkbox"/>	<b>Course Content Go-Live</b> IBOC copies course content from a temporary course shell into the live course presence in Canvas.																				
<input type="checkbox"/>	<b>Quality Check Dates</b> IBOC verifies dates & similar time sensitive details in the course content reflect the current semester.																				
<input type="checkbox"/>	<b>Publish Course</b>																				
<input type="checkbox"/>	<b>Semester Begins</b>																				


# Online Program - Notes About Deliverables

Stakeholder	Description		
Academic Unit Leadership (AUL)	Senior decision-makers within the program's academic unit. May include deans, associate deans, directors, chairs, and program coordinators.		
Academic Unit's Contact (AU)	Academic Unit's primary program contact. AU would seek departmental approvals for, and otherwise make decisions about, web content residing at UNMO, the program's course carousel (planned cycle courses are offered), and would update UNMO on degree changes and other program updates.		
Academic Unit's Scheduling Coordinator (AUSC)	Responsible each semester for ensuring the accuracy of each scheduled course and updating the schedule of classes.		
Instructor Building an Online Course (IBOC)	IBOCs are identified in the MOU's Course Addendum, (course carousel agreement). IBOCs ensure courses are built, reviewed and certified in a timely manner.		
Center for Teaching & Learning (CTL)	Provides instructional design support. Includes unit's leadership, instructional designers, operations and project managers.		
UNM Online (UNMO)	Unit's leadership, Online Program and AOP specialist, quality assurance reviewer, scheduling coordinator, analysts, and student support staff.		
	AOP Inquiries	UNM Online Schedule Coordination	Quality Assurance
	<a href="mailto:aop@unm.edu">aop@unm.edu</a>	<a href="mailto:onlinescheduling@unm.edu">onlinescheduling@unm.edu</a>	<a href="mailto:melh3@unm.edu">melh3@unm.edu</a>

## Using the Deliverables Checklist and Timeline

- Deliverables are listed in the order they occur
- X Identifies the stakeholders involved
- X\* Identifies the stakeholder to initiate the action
- Deliverables are color-coded:

 GREEN represents program administration activity

 BLUE represents course development activity