

Online Program - Deliverables Checklist

✓	Deliverables	Collaborators					
		CSL	PPC	CSSC	IBOC	UNMO	CTL
<input type="checkbox"/>	Finalize and Sign Program's Consent Form	X	X	X	X	X*	X
<input type="checkbox"/>	Program Code Request a new code or modify an existing program code. Required for AOPs.					X*	
<input type="checkbox"/>	Orientation Overview of a program launch. Orientation is requested by the unit and facilitated by UNMO. Appropriate for college's/school's administrators, faculty, scheduling coordinators, academic advisors and UNM Admissions.	X	X	X	X	X*	X
<input type="checkbox"/>	Marketing College/school collaborates to publish program's landing page on UNMO's website, discuss outreach and (if eligible) prepare and launch advertising.		X			X*	
<input type="checkbox"/>	Schedule Course(s) in Banner A course is eligible to be scheduled once the IBOC meets with a CTL instructional designer for initial planning OR arranges a course review with a UNMO quality assurance reviewer.			X*	X	X	
<input type="checkbox"/>	Temporary Course Shell(s) Requested				X	X*	X
<input type="checkbox"/>	Register for EBPTO: Evidence Based Practices for Teaching Online Training is recommended once every five (5) years. https://ctl.unm.edu/instructors/support/workshops/index.html				X*		
<input type="checkbox"/>	Course Development Begins				X	X	X*
<input type="checkbox"/>	Schedule Course Review Contact Quality Assurance Reviewer Melissa Herrera at melh3@unm.edu.				X*	X	
<input type="checkbox"/>	Achieve EBPTO Certificate of Completion				X*		X
<input type="checkbox"/>	Course Map Draft Submit the initial draft to CTL instructional designer				X*	X	
<input type="checkbox"/>	Maintain Course Development Progress IBOC is in regular communication with assigned instructional designer at CTL.				X*		X
<input type="checkbox"/>	Course Information Form The IBOC ensures a CIF is completed by the course's instructor of record. Disclosures must be made before registration opens. https://online.unm.edu/admin-resources/course-information-form.html				X*	X	
<input type="checkbox"/>	Student Registration Opens						
<input type="checkbox"/>	Courses Scheduled into Banner are Available in Canvas						
<input type="checkbox"/>	Course Development Completed to Meet Foundational Course Design Elements https://ctl.unm.edu/onlineframework/				X*		X
<input type="checkbox"/>	Course Map Finalized & Submitted IBOC submits course map and self-review to Quality Assurance Reviewer (Melissa Herrera, melh3@unm.edu).				X*	X	X

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<input type="checkbox"/>	Section Group Request (optional) Submit a request to group one or more online course sections. AOP sections are often grouped with non-AOP online sections. Per the MOU, the practice is permitted for a program's first three (3) years. https://canvasinfo.unm.edu/instructors/section-groups.html				X*		
<input type="checkbox"/>	Initial Course Review				X*	X	X
<input type="checkbox"/>	Quality Assurance Review - Follow Up IBOC completes items identified at initial course review and notifies Melissa Herrera of changes by emailing melh3@unm.edu.				X*	X	X
<input type="checkbox"/>	Final Review and Course Certification		X		X	X*	X
<input type="checkbox"/>	Course Content Go-Live IBOC copies the course's content from a temporary course shell into the live course presence in Canvas.				X*		X
<input type="checkbox"/>	Quality Check Dates IBOC verifies course content's time sensitive details such as dates reflect the current semester.				X*		
<input type="checkbox"/>	Publish Course				X*		
<input type="checkbox"/>	Semester Begins						

Online Program - Deliverables Timeline

✓	Deliverables	Year 1																			
		Start Anytime, Complete by November																			
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✓	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
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Online Program - Deliverables Timeline

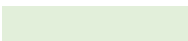
✓	Deliverables	Year 2 Launch in Fall (Continued)																			
		Weeks Before Semester Begins																			
		> 20	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2
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Online Program - Notes About Deliverables

Collaborators	Description		
College/School Leadership (CSL)	Program's senior decision-makers in the college/school. May include deans, associate deans, directors, chairs, and program coordinators.		
Program's Primary Contact (PPC)	Program's primary program contact in the college/school. PPC seeks departmental approvals for, and otherwise make decisions about, web content residing at UNMO, the program's planned cycle course offerings, and communicates program changes and updates to UNMO.		
College/School Scheduling Coordinator (CSSC)	Responsible each semester for ensuring the accuracy of online course appearing in Banner and and the LoboWeb registration system.		
Instructor Building an Online Course (IBOC)	IBOCs are identified in the program's Consent Form. They complete required trainings and 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)	AOP specialists, quality assurance reviewer, scheduling coordinator, analysts, and student support staff.		
	AOP Inquiries	UNM Online Schedule Coordination	Quality Assurance
	aop@unm.edu	onlinescheduling@unm.edu	melh3@unm.edu

Using the Deliverables Checklist and Timeline

- Deliverables are listed in the order they occur
- X Identifies the parties involved
- X* Identifies the party to initiate the action
- Deliverables are color-coded:

 GREEN represents program administration activity

 BLUE represents course development activity