

To: Members of the Senate

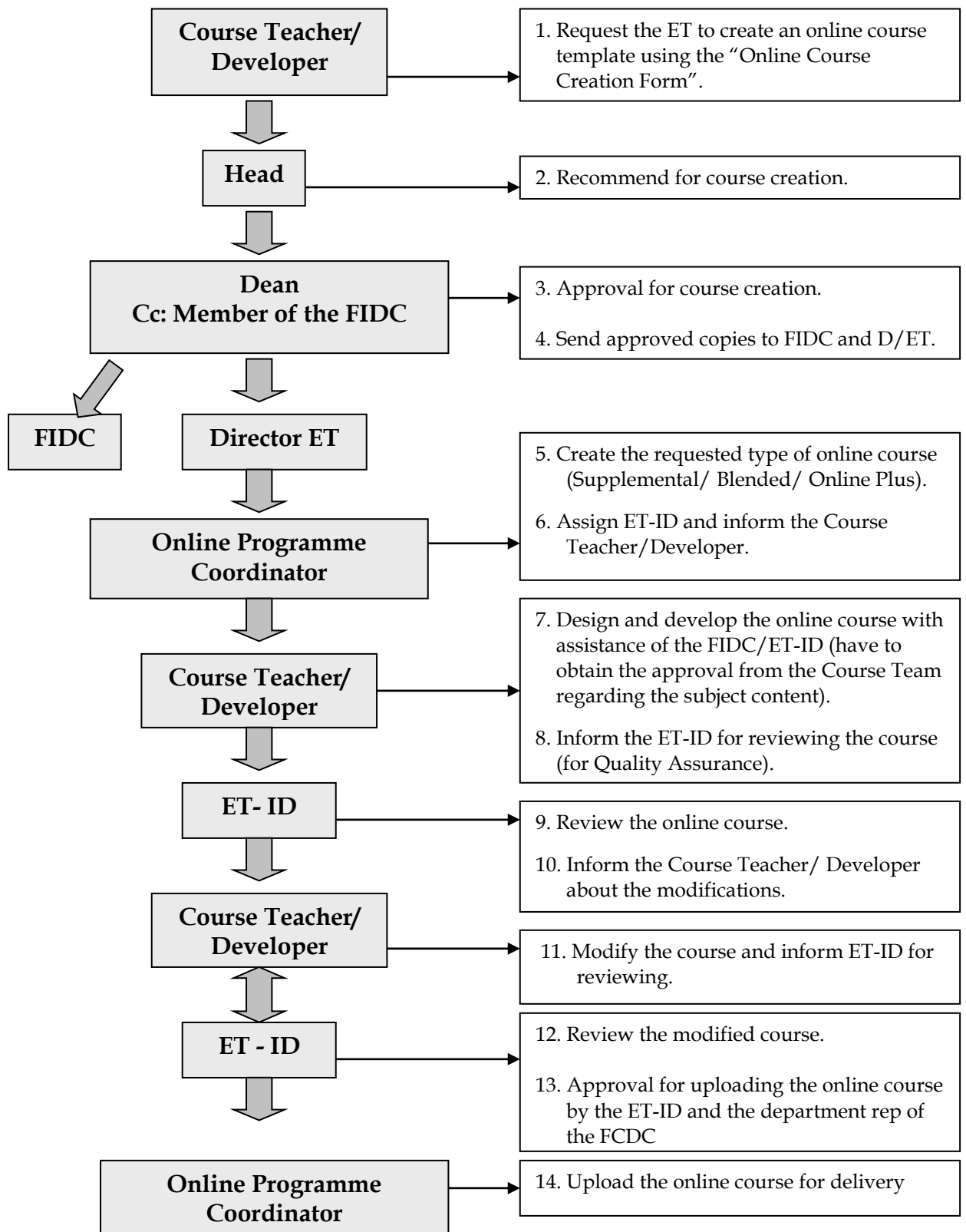
From: Chairperson/UCDC

Recommendations of the University Course Development Committee (UCDC) on setting up of a mechanism for designing and developing Online Programmes/Courses at the OUSL


The University Course Development Committee (UCDC) decided to forward the following recommendations for approval of the Board of Educational Technology Division.

1. The University Course Development Committee (UCDC) will be responsible for overseeing the design and development of online courses and to draw up mechanisms and guidelines for the design and development of online courses in addition to the printed course materials. The Instructional Design and Development Committee (IDD), the ADB counterpart team for developing online courses will merge with the UCDC till the mechanism is established and fully functioning.
2. The Educational Technology Division (ET) will be responsible for course template creation for online courses, assisting the instructional design of online courses, reviewing of online courses and uploading of online courses for delivery to relevant Learning Management System (LMS). The departments are responsible for the management and the delivery of online courses.
3. The ET Division identifies an **Educational Technology Instructional Designer (ET-ID)** for each course / programme identified by the faculties or any other division of the university.
4. The ET will be responsible for training the academic staff on designing and developing online courses. In addition, academic staff will be trained on online tutoring.
5. Faculties should identify a **Faculty Instructional Design Coordinator (FIDC)** who will be a member of the Faculty Course Development Committee (FCDC) and will coordinate with the ET Division on matters related to online programme/course development. The FIDC should be an academic staff member who has experience in online course design and development and should be appointed for 3 years.
6. The progress of online course development should be reported at the Faculty Boards by the FIDC. The summary progress should also be reported at the ET Board. Issues should be brought to the notice of the Chair of the UCDC for further action.
7. The necessary updates of the LMS, the maintenance of the server and the technical help when developing and delivering online courses will be carried out by the Information Technology Division (IT). The IT Division has to assign a permanent staff member to look into the technicalities of the OUSL LMS.

8. Heads of departments and Deans of Faculties are responsible for scheduling online course development plans and nominating and releasing academics (teachers, named **Course Instructional Designers**) for short periods for online course development. They have to work in the Instructional Design and Development Centre with other media developers and ET-ID within the specified time frame.
9. The university has to establish a mechanism for hiring and a method of payment for Multimedia Developers. The recommendations will be provided by the UCDC/IDDC.
10. The university has to establish a method of payment for online tutors / teachers and a monitoring mechanism. The recommendations will be provided by the UCDC/IDDC.
11. The university will establish a sustainable mechanism for providing Infrastructure facilities and services to maintain the OUSL LMS.
12. The university will be responsible for drawing up policies related to online learning. It should be made mandatory to offer at least one fully online course per faculty commencing from the year 2009.
13. The university will enter into contracts and agreements if courses are delivered via outside OUSL LMS.
14. Identification of a common mechanism for training OUSL students on how to use the LMS and promoting online learning lies with respective faculties. User Guide is already prepared by the ET and will be circulated to respective teachers and the Staff in the Elementary Computer Laboratories (ECL) in regional and study centres.
15. The following mechanism should be followed in creating, designing and developing online courses.



Recommended for approval.

Signature: 
Chairperson/UCDC

Date: 18/8/2008

**Educational Technology Division
Online Course Creation Request Form**

Course Information			
Name of the faculty			
Department offering			
Programme name			
Course code			
Course title			
Type of an online course (tick the most appropriate)	Supplemental	Blended	Online plus
Course description			
New online course?			
Amending an existing online course?			
Teacher information			
	Online Teacher/Editor – 1	Online Teacher/Editor – 2	
First Name			
Last name			
NIC number			
Email			
	Non editing Teacher (Tutor) -1	Non editing Teacher (Tutor) -2	
First Name			
Last name			
NIC number			
Email			
Request made by	Name	Signature	
		Date	
Recommendation			
Head			
Signature			
Date			
Recommendation			
Dean			
Signature			
Date			