**Course Development Matrix**

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| **ITEM** | **COURSEUPDATE** | **VENDOR/PUBLISHER****BASED**  | **PARTIAL COURSE DEVELOPMENT** | **FULL COURSEDEVELOPMENT**  |
| SME Primary Role | * Identifies changes from new/updated textbook and sends to Online Instruction Technologist (OIT)
 | * Determines where vendor content is used in a course
 | * Develops new content and finds/implements content from multiple sources
 | * Develops new content and finds/implements content from multiple sources
 |
| Instruction (readings, lecture, videos, tutorials, links to resources, etc.) | * New/updated textbook edition
* OIT updates links and references to assigned readings and resources
* OIT updates text information
* OIT corrects typos, grammar and other minor errors
 | * Instructional content provided by vendor
 | * Addition of new instruction in 20% to 50% of course
* Addition of new multimedia content in up to 50% of course
 | * Addition of new instruction in more than 50% of course
* Addition of new multimedia content in more than 50% of course
* Replacement of paid content with free/OER materials\*
 |
| Assignments/ Assessments(exams, discussions, drop boxes, grade books, etc.) | * OIT corrects settings
* OIT updates text information
* OIT corrects typos, grammar and other minor errors
 | * Assignments assessments provided by vendor
 | * Addition of new assignments/ assessments in 20% to 50% of course
 | * Addition of new assignments/assessments in more than 50% of course
* Replacement of paid content with free/OER materials\*
 |
| New Hybrid Course w/no online version | * N/A
 | * N/A
 | * Up to 50% of class sessions meet online
 | * More than 50% of class sessions meet online
 |
| SME Agreement | * NO
 | * NO
 | * YES
 | * YES
 |
| Who manages process | * Online Instructional Technologist
 | * Instructional Designer
 | * Instructional Designer
 | * Instructional Designer
 |
| Course load equivalent | * N/A
 | * N/A
 | * ½ of a course load
 | * 1 course load
 |
| Payment (overload) | * N/A ($100 stipend)
 | * N/A ($100 stipend)
 | * $312.50/credit hr.
* $1250/4 credit hr. course
 | * $625/credit hr.
* $2500/4 credit hr. course
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\* *It is considered a Full Course Development if the SME replaces the existing textbook and/or all 3rd party vendor/publisher content with free/open educational resources (OER) and/or SME-developed materials--so that there is no additional cost to students for course content/materials.*