**Course Development Matrix**

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| **ITEM** | **COURSE UPDATE** | **VENDOR/ PUBLISHER**  **BASED** | **PARTIAL COURSE DEVELOPMENT** | **FULL COURSE DEVELOPMENT** |
| 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 |

\* *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.*