

CVC-OEI Course Design Academy: 6 Simple Steps

STEP 1: Get Informed

Connect with your Campus POCR Lead and attend a Faculty Information Call.

STEP 2: Get Prepared

Align as much of your course as you can using the *Course Review Prep* form. Send the completed form to your Campus POCR Lead.

STEP 3: Get Submitted

Ask your Campus POCR Lead to submit your course through the online *Course Review Request* form.



STEP 6: Get Badged!

Your aligned course will receive a Quality Reviewed Badge that will allow it to rise to the top of the student search at CVC.edu!

STEP 5: Get Aligned

Follow your action plan with the help of your CVC-OEI Instructional Designer. Plan on 3-4 hours per week to align your course in 12-16 weeks.

STEP 4: Get Reviewed

Follow the steps on the *Reviewer Access Checklist* so the review team can begin reviewing your course.