1. **Identify A New Or Existing Course for Distance Education Delivery**
   - Determine if changing to blended or fully online course

2. **Secure Initial Department Approval To Proceed**
   - Complete steps that occur prior to CAPC process with your subject area department
   - This may be an informal process to gain departmental buy-in

3. **Contact The Office of Distance Education**
   - To be assigned an instructional designer to assist you with course development

4. **Initial Consultation Meeting**
   - Develop a customized plan for your course development
   - Schedule to participate in an Online Faculty Development Program (if not already completed)

5. **Develop Course Syllabus**
   - Assistance can be provided by your instructional designer

6. **Submit CAPC Approval Form Through CIM**
   - Approval takes approximately a month
   - Use the Online CIM form
7. **Begin Course Development**
   - This may begin during the CAPC approval process depending on timing and workload

8. **Course Testing**
   - Course is tested across platforms and devices

9. **Course Implementation**
   - Course is taught for the first time

10. **Post Implementation Review Meeting**
    - Review what worked and what did not work
    - Redesign elements or add additional elements