

ROLES AND ACCOUNTABILITIES IN THE SUBJECT DEVELOPMENT PROCESS

Role	Planning and Design Phase	Stages 1-3 (developing online Modules)	Review & Test Phase
Subject Matter Expert -SME (Academic or writer)	<p>Locate/ review relevant background information (e.g. subject review report).</p> <p>Contribute subject expertise to design workshop to define assessment and modules to achieve subject learning outcomes.</p> <p>Review feasibility of timelines. Meet timelines for the various academic deliverables</p> <p>Overall accountability for the resulting Subject Map and Subject Outline.</p>	<p>Write content to Subject Map/ Outline plans, including identification of relevant additional resources.</p> <p>Write detailed assessment instructions and any required criteria e.g. rubrics.</p> <p>Make any changes required from review/ editing processes (if there is ambiguity whether to make the change, the Reviewer will decide).</p> <p>Manage the timelines and due dates for the various academic deliverables</p>	<p>Review the full Subject site for any remaining minor edits.</p>
External Reviewer	<p>Review and make any required changes to Subject Map and Subject Outline and sign off.</p>	<p>Review (from an academic standpoint) the topic content and assessment for each stage and sign off. Sign off the build in Moodle at each stage.</p>	<p>Signoff the completed Subject site.</p>
Ed Designer	<p>Source and share/ save relevant background information (past SELTs etc).</p> <p>Educational design of the Subject, e.g. input into suggested assessments, possible teaching approaches, student workload.</p> <p>Set up & facilitate design workshop; define timelines, review feasibility of design strategy & components.</p> <p>Manage the timelines and due dates for the various deliverables.</p>	<p>Proofread and make any required minor edits to assist with the readability of the textual content for the subject.</p> <p>Build the topics into week by week structure in Moodle, including learning activities and identifying/ helping script the media to be developed.</p> <p>Build the assessment in Moodle, including any quiz question banks.</p> <p>Manage the timelines and due dates for the various deliverables.</p>	<p>Schedule and facilitate review meeting to signoff the site ready for release to students.</p> <p>Along with other OL Team members, test subjects allocated during testing phase and document issues/ fix issues.</p>
Librarian	<p>(prior to Blueprint stage: feasibility of readings)</p> <p>Recommendations for readings/ additional resources that might be useful.</p> <p>Participation in relevant sections of design workshop and recommendation of resources.</p> <p>Feasibility of any changes to readings generated by workshop.</p>	<p>Locate/ source any remaining required and suggested readings and build them into the Resources > Readings area of the Subject site.</p>	<p>Along with other OL Team members, test subjects allocated during testing phase and document issues/ fix issues.</p>

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Learning Materials Developers	<p>Participation in relevant sections of design workshop and recommendation of resources.</p> <p>Identify opportunities for media to be incorporated into Subject (with/or ED) feasibility within timelines.</p>	<p>Together with the Ed Designer, proofread and make any required minor edits to assist with the readability of the textual content for the subject, write script, storyboard, schedule and shoot/edit media for insertion in the relevant portion of the subject website.</p> <p>Build the subject into the Moodle site.</p>	<p>Along with other OL Team members, test subjects allocated during testing phase and document issues/fix issues.</p>
Student representative(s)	<p>(prior to workshop so that outcomes can be progressed at workshop)</p> <p>Student specific questions in terms of what skills/ outcomes they are looking for when taking the subject.</p>	<p>Test out activities generated from the design workshop to provide student perspective into the structure, planned activities, assessment etc.</p> <p>Represent some of the SELT feedback in light of their own experience.</p> <p>(where possible 2 people and past alumni)</p>	n/a

