

# Checklist for Mass Producing a Masterpiece

CREATING A LARGE SCALE COURSE WHERE THERE WAS NONE		
<input type="checkbox"/>	Why are you doing this?	Have this written out, and refer back to it--often!
<input type="checkbox"/>	Budget	
<input type="checkbox"/>	1. Salaries (Program staff & instructors)	Know true costs (who pays for fringe benefits, employment taxes, fees, etc)
<input type="checkbox"/>	2. Release Time	If librarians are the ones developing content, how are their other duties being covered?
<input type="checkbox"/>	3. Staff Time	Will this create ongoing added work for library staff (HR, administration, office assistants)?
<input type="checkbox"/>	Academic Unit	
<input type="checkbox"/>	1. Student Support Issues	Registering, disability issues, academic referrals,
<input type="checkbox"/>	2. Academic Compliance Issues	Does the course meet the university's: academic & course time requirements? functionality requirements? disability requirements?
<input type="checkbox"/>	3. Academic Judicial Issues	Know what the requirements and procedures are before you begin--you will have someone cheat, get caught, and want to contest it, and you need to know what the responsibilities are for everyone involved Does your Dean have to appear? Does the instructor? What information (policies, communications, the assignment, etc...) will have to be provided?
<input type="checkbox"/>	4. Instructor Development	Initial training, then follow ups for new or adjusted policies, modules, assignments, rubrics, expectations, etc...
<input type="checkbox"/>	5. Academic Whining	"If I don't get an A, I'll lose my scholarship!"
<input type="checkbox"/>	Technical	
<input type="checkbox"/>	1. Ability to quickly check performance in Browsers/OS	Have a set list of students/librarians willing to be responsible for doing this quickly
<input type="checkbox"/>	2. Cross training done for any technical need that would have to happen in 24 hours	2-3 people
<input type="checkbox"/>	3. Course Delivery Support	Probably a campus group
<input type="checkbox"/>	4. (Library) Systems Support	At the very least, someone to liaise with who knows when upgrades are scheduled
<input type="checkbox"/>	5. Software Support	