



The Instructional Design Team is made up of Columbia State faculty who are **experienced in web course development, pedagogy and have taught an Internet course.**

The Vice-President of Academic Services appoints team members, and the Director of Academic Support Services and Distance Education provides oversight for the Instructional Design Team.

### **Responsibilities of an Instructional Design Team Member**

<b>Member Term</b>	One Academic Year
<b>Volunteer Release Time</b>	One hour volunteer release time per hour of assistance, up to 37.5 hours per year
<b>Requirements</b>	<ul style="list-style-type: none"> <li>• Proficient in using WebCT to create courses.</li> <li>• Assist faculty in the design and development of Internet and Web Enhanced courses.</li> <li>• The Instructional Design Team member will remain involved throughout the course development project to continue providing guidance.</li> <li>• Evaluate completed courses.             <ul style="list-style-type: none"> <li>○ Submit final “Quality Assurance Course Assessment” to the instructor and Director of Distance Education.</li> </ul> </li> <li>• Evaluate the Web Enhanced, Hybrid and Internet course WebCT templates for updates, upgrades or improvements.</li> <li>• Provide a workshop on Internet course design.</li> <li>• Attend specialized training when provided.</li> <li>• Attend scheduled meetings.</li> </ul>