

|                | Consultation | Submission   | Review       |
|----------------|--------------|--------------|--------------|
| Summer 2022    | ONGOING      | ONGOING      | ONGOING      |
| Fall 2022      | ONGOING      | ONGOING      | Apr 22, 2022 |
| J-Term/SP 2023 | Sep 16, 2022 | Oct 14, 2022 | Oct 28, 2022 |
| Summer 2023    | Feb 3, 2023  | Feb 24, 2023 | Mar 17, 2023 |
| Fall 2023      | Mar 3, 2023  | Apr 7, 2023  | Apr 21, 2023 |

Any phase in the process can be initiated anytime before these deadlines. Courses will be reviewed on a rolling basis before the deadline for that term.

### Consultation with the Director of Instructional Design

If the proposed instructor has not previously taught an online or hybrid course at the University of Lynchburg, he/she will need to meet with the Director of Instructional Design and complete the online instruction consultation by this date. The consultation phase is only required for first-time instructors of online and hybrid courses but is available for any instructor wanting assistance.

### Submission to Teaching and Learning Resources Committee (TLRC)

Examples of course materials need to be posted to the Moodle course page and submitted for review to the members of the TLRC by this date. At this point, the course may not be complete, but the available framework should offer a faithful representation of the intended layout and content. Contact the chair of the TLRC when your course page is ready to be reviewed. The remaining members of the review team will then be added.

### Review/Suggested Improvements from TLRC

All courses received by the submission deadline will be reviewed and feedback will be returned to the instructor with possible suggestions for improvement by the review date. Instructors should then contact the Director of Instructional Design with any questions and to discuss suggested improvements to the course.

FOR MORE INFORMATION AND ASSISTANCE WITH DESIGNING ONLINE COURSES, VISIT

**[onlinedesign.lynchburgtlc.org](https://onlinedesign.lynchburgtlc.org)**