

The background of the slide is a light gray gradient with several realistic water droplets of various sizes scattered across it. The droplets have highlights and shadows, giving them a three-dimensional appearance. The text is centered horizontally and vertically on the page.

ID CONSULTATION PLAN

OBJECTIVE

Consultation	The ID consultation process will help develop a system of collaborative course design between the faculty and the ID. It will:
Help	Help faculty create a course design structure with updated templates and content.
Empower	Empower faculty to create engaging content and innovative activities for the students.
Help	Help faculty evaluate their course design for quality, consistency, accessibility and engagement.
Provide	Provide end-to-end continuous and structured support in the course design and delivery process.

MEETING 1: INITIAL CONSULTATION

Timeline: 3 weeks before course starts based on the session schedule

Format: Face-to-face

AGENDA

- Review most updated syllabus template
- Review course schedule
- Recommend Course mapping and review course mapping checklist
- Explain 'Get your course semester ready' checklist
- Discuss recorded lecture video creation using Panopto and/or updating existing recorded video lectures

DELIVERABLES

- Update syllabus and course schedule.
- Initial draft of the Course Map to be shared with ID for feedback
- Review existing recorded lectures and share plan of recording if required

MEETING 2: ASSESSMENT STRATEGIES

Timeline: 2 weeks before course starts based on the session schedule

Format: Face-to-face/Online

AGENDA

- Review course content structure and identify areas of improvement
- Brainstorm possible course activities to engage and assess students

DELIVERABLES

- Identify various ways to assess students
- Share initial assessment strategy with the ID
- ID schedules training for faculty if any e-learning tools are to be used.
- ID curates and prepares resources such as tutorials, handouts and rubrics for the selected learning activities.

MEETING 3: QUALITY REVIEW

Timeline: 1 week before course starts based on the session schedule

Format: Face-to-face/Online

AGENDA

- Review the course structure, content and assessments.
- Get course ready to go live.

DELIVERABLES FOR FACULTY

- Faculty submits the course to ID for review.
- Make revisions based on feedback.
- Make the course available after final set of revisions and approval.

DELIVERABLES FOR ID

- Perform quality and technical review of all major components of the course and gradebook.

MEETING 4: GO LIVE & ONGOING REVIEW

Timeline: First week when course starts, midterm and end of the course

Format: Face-to-face/Online

AGENDA

- Course goes live.
- Troubleshoot issues that may arise middle of the term.

DELIVERABLES FOR FACULTY

- Communicate with ID on how the first week of course
- Redesign or restructure course elements based on midterm feedback

DELIVERABLES FOR ID

- Keep track of any questions/issues that may arise in the first week and in the middle of the course term.
- Discuss issues, challenges and accomplishments with the faculty at the end of the course.