Got it — this is a **very dense institutional roadmap**, so let me translate it into plain English and focus on what it *actually means* for someone reading it (especially faculty).

Big Picture (the one-sentence version)

ODU is converting most online courses into standardized 8-week, asynchronous formats, using a highly structured, centrally managed process so hundreds of courses can be redesigned at once—without sacrificing academic control or quality.

Everything in this document explains **how that massive conversion is organized, tracked, and governed**.

What's Really Going On

1. Why this exists

ODU wants to:

- Modernize online programs
- Match national enrollment trends
- Scale online offerings quickly
- Stay compliant with accessibility laws coming in 2026
- Do all of this **without dumping extra administrative burden on faculty**

So they created a **factory-style but faculty-controlled pipeline** for course redesign.

Key Concepts, Decoded

"8-week, asynchronous standardization"

- Most online courses are being converted from 16 weeks → **8 weeks**
- No live meeting requirement
- Same quality expectations, just compressed and redesigned

This is **not** just cutting the course in half — it requires redesign.

Instructional Designer (ID) = Your project manager

Every course gets:

- One **Instructional Designer**
- That person:
    - Manages timelines
    - Handles accessibility
    - Coordinates Canvas setup
    - Interfaces with vendors (if used)
- Faculty **retain academic authority**

Think: *you decide what is taught; they decide how it's built online.*

Monday.com = "Source of Truth"

This is the master tracking system:

- Every online course
- Its status
- Its priority
- Its development window
- Who owns it
- When faculty are contacted

If it's not in Monday.com, **it doesn't officially exist** for this project.

Course Inventory + Spreadsheet Loop

Departments:

- Review spreadsheets of their courses
- Fix errors (titles, prereqs, sequencing)
- Flag special cases

ODU:

- Merges corrections into Monday.com
- Escalates complex issues (accreditation, sequencing conflicts)

This ensures **ODU isn't redesigning the wrong course at the wrong time**.

How Courses Are Chosen First (Prioritization)

E.S.F.A.S. = a scoring guide, not a command

Courses are ranked based on:

- **E**nrollment impact
- **S**equencing (prereqs/gateways)
- **F**requency of offering
- **A**sset gap (how much work it needs)
- **S**trategic importance (accreditation, licensure, etc.)

Important:
👉 The score **informs decisions**, but humans can override it.

Overrides & Exemptions

- **Override**: "This course must move earlier/later because of accreditation, licensure, cohorts, etc."
- **Exemption**: "This course should *not* be 8-week asynchronous."

These are formally reviewed, not ignored.

Development Blocks (Why You Might Not Be Contacted Yet)

Courses move in **blocks**, not all at once:

- Blocks start **twice a month**
- Each block ≈ 90 courses
- Faculty are contacted **4–6 weeks before their block starts**

So:

- Not being contacted ≠ problem
- It just means your course's block hasn't opened yet

What Faculty Actually Do (Lifecycle)

Phase-by-Phase, Simplified

1. **Kickoff**
   o Meet ID
   o Talk goals
   o Submit materials
2. **Tier Agreement**
   o Decide scope
   o Clarify workload
   o Triggers compensation (if applicable)
3. **Accelerated Course Design Plan (ACDP)**
   o Blueprint of the 8-week course
   o Learning outcomes → assessments → modules
   o Nothing is built yet
4. **Build**
   o Course built in Canvas
   o Accessibility handled
   o Rolling reviews
5. **Final Academic Confirmation**
   o Faculty sign off
   o Course is cleared for students

Six Red Marbles (SRM) = Extra hands, not decision-makers

- SRM helps **build** courses at scale
- They follow ODU standards
- Faculty still work through **ODU IDs**
- Academic control stays with faculty

Quality & Accessibility (Why This Is So Strict)

Before any course goes live:

- Learning objectives align
- Gradebook works correctly
- Links are valid
- Accessibility is verified (captions, alt text, contrast)
- Course is coherent on Day 1

This is partly about **student success**, partly about **federal compliance in 2026**.

Governance & Escalation (a.k.a. "Who fixes problems?")

- Weekly: ID ↔ Faculty
- Monthly: Chairs & Deans
- Clear escalation path if something breaks

Translation:
👉 Faculty shouldn't have to fight the system alone.

What This Means *For You* (Most Important Part)

If you're a faculty member, this document is saying:

- You **will** be contacted when your course is ready
- You **will not** be expected to manage logistics
- You **do** control academic decisions
- You **must** confirm final academic readiness
- Accessibility is now non-negotiable
- The timeline is tight but structured

If you're an administrator, it's saying:

- "We have a defensible, auditable, scalable process."

In Short

This is a **playbook for converting 1,000+ online courses without chaos** — balancing speed, quality, faculty autonomy, and regulatory risk.