

# DSU Online Course Quality Assurance Review Policy/Procedures

## 1. Purpose

The purpose of the Quality Assurance review is to ensure the quality of online and blended/hybrid course design and development at DSU following SDBOR's Online Quality Assurance Rubric.

## 2. Definitions

- a. Online course: a course delivered over the Internet without requirement for onsite meetings.
- b. Blended/hybrid course: a course that involves both face-to-face class meeting and online learning activities. Face-to-face class meeting should take up 1/3 to 2/3 of the total course contact hours. For a 3-credit hour course with 45 total contact hours, face-to-face class meeting time should be 15 to 30 contact hours.

## 3. Policy

DSU Quality Assurance (QA) review is to assist online instructors in the design and development of their online and blended/hybrid courses in order to meet Quality Assurance Standards. The QA review process provides peer-to-peer feedback and suggestions for faculty in the continuous course quality improvement. The QA review process is NOT an evaluation of faculty teaching.

All newly developed or redesigned online courses are subject to the Quality Assurance peer review process. The established courses that have been reviewed before and taught by the same instructors will be reviewed every three years. The QA review process will be conducted by a QA team that is composed of the course instructor, peer reviewers selected by Deans, with support from instructional design specialist in Office of Online Education.

## 4. Procedures

- a. College Deans provide a detailed list of the course names and of instructor names, including adjuncts and GA students, assigned to teach the online and blended/hybrid courses, to the Director of the Office of Online Education (OOE).
- b. For instructors who have never taught online courses, Deans require them to participate in the orientation activities, including trainings in Quality Assurance and the D2L Learning Management System, provided by OOE and Information

Technology Services (ITS).

- c. OOE will contact the instructors and set up necessary trainings and provide guidance and support.
- d. Instructors of the courses to be reviewed must contact OOE to schedule the required course review 6 weeks prior to the start of the course.
- e. OOE will schedule the start of the process and set a timeline for completion of the review.
- f. For each course to be reviewed, a team of 2-3 faculty members will be selected by the respective Dean who notify OOE of the selected reviewers.
- g. OOE will assign the review team to access the reviewed course in D2L before the review.
- h. The review team will conduct the review within 4–6 weeks.
- i. The review must be completed no later than one week prior to the start date of the course.
- j. Online courses must be ready and accessible to students a week before the start date of the course.
- k. OOE will manage and monitor the course review process.
- l. Course review reports will be sent to the course instructors and Deans via email.
- m. If a course does not meet Quality Assurance Standards, the course instructor is expected to make revisions and updates. The instructional design specialist will provide support to the course instructor if needed.
- n. Follow-up reviews will be conducted to make sure that the courses meet the QA essential standards.

Respectively submitted by,  
Office of Online Education

## QA Course Peer Review Process

