

OFFICE OF RECORD: Office of Online Education
ISSUED BY: Provost/ VP for Academic Affairs
APPROVED BY: President’s Cabinet
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LAST REVISION: NEW

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I. REASON FOR THIS POLICY

The purpose of the Quality Assurance review is to ensure the quality of online and blended/hybrid course design and development following the South Dakota Board of Regent’s (SDBOR) Online Quality Assurance Rubric.

II. STATEMENT OF POLICY

The Quality Assurance (QA) review assists online instructors in the development and design of online and blended/hybrid courses to meet Quality Assurance Standards. The QA review process provides peer-to-peer feedback for first-time faculty. The Quality Assurance 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. Courses and faculty that have already been approved through the Quality Assurance process will be reviewed every three years. The review process will be conducted by a Quality Assurance team composed of the course instructor, 2-3 peer reviewers selected by Dean’s Council, and the Instructional Design Specialist from the Office of Online Education.

III. DEFINITIONS

- a. Online course: a course delivered via Internet without requirement for onsite meetings.
 - b. Blended/hybrid course: instruction blends online and face-to-face delivery. The course has reduced contact time and some, but less than 75% of the course is delivered online.
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IV. PROCEDURES

- a. College Deans will provide a detailed list of the courses and instructor names, including adjuncts and Teaching Assistants, to the Director of the Office of Online Education (OOE).
- b. First-time online and blended/hybrid instructors are required to participate in training activities including Quality Assurance and the D2L Learning Management System provided by OOE and Information Technology Services (ITS). OOE will publish a schedule outlining the process and timeline for the review.
- c. OOE will contact first-time instructors and coordinate the necessary trainings. OOE will also provide any additional guidance and support as needed.
- 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. 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.
- f. The process timeline will be 4–6 weeks.
- g. The review must be completed no later than one week prior to the start date of the course.
- h. Online courses must be ready and accessible to students a week before the start date of the course.
- i. Course review reports will be sent to the course instructors and Deans via email.

- j. 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.
- k. Follow-up reviews will be conducted to make sure that the courses meet the QA essential standards.

V. RELATED DOCUMENTS, FORMS AND TOOLS

QA Course Peer Review Process

