

IMPLEMENTING THE COURSE DEVELOPMENT REVIEW

BEFORE THE REVIEW

- Course reviews should occur a month before the course begins. The course plan, structure, and materials should be 80-90% developed. The expectation is that some further development will occur after the review to bring the course to completion, and that development will be influenced by the review discussion.
- Courses should be assigned to reviewers about 6 weeks before the course begins.
- Reviewers should contact the faculty developer of the assigned course and find a mutually agreeable time to schedule the review. Typically the review takes about 90 minutes.
- The reviewer should attach the Course Review Rubric for self-assessment to the email.
- The reviewer should explain that the course developer needs to provide the reviewer with both the Syllabus for the course and the filled-in Course Review Rubric self-assessment by one week before the scheduled review session. The reviewer should also ask for the developer to add the reviewer, in the role of an instructor, to the Oncourse site where the course is developed.
- If the three required items are not provided to the reviewer by a week before the review, the reviewer has the option of delaying the review.

DURING THE REVIEW

- If the review discussion reveals that significantly more development needs to be done before a review can be accomplished, such as a rubric with unfilled self-assessment cells or less than 80-90% amount finished, then the discussion can be used to help the developer identify what is still to be done, prioritize that, and prepare a time line of how to accomplish it before the course begins. The reviewer will explain that the meeting will no longer be the course review, but an in-progress review to help gain momentum. The reviewer and developer should reach a decision about when to reschedule the course review.
- The review process is a collegial discussion with the expectation that both the developer and the reviewer want to attain good quality assurance for the online course. Therefore, course reviews are not judged as “failed” or “not-passed.” Course review meetings result in reviews that are either “completed” or “not yet completed.” If a reviewer finds a case where development is far less ready than expected and feels the course is unlikely to be ready, that should be communicated to the Distance Education Coordinator in order to provide additional assistance and resources to the developer.

AFTER THE REVIEW

- When a review is successfully completed, the reviewer needs to email the Distance Education Coordinator to notify her that course xxx has completed its review.