Procedures for KSU Course Quality Checklist Reviews for

Radow College of Humanities and Social Sciences

revised October 2024

College Procedures

# For the Radow College of Humanities and Social Sciences, all online courses will be reviewed for compliance with sections A and B of the College Course Quality Checklist standards before being scheduled. All hybrid 50% and 66% courses must be taught using an approved online course shell or course template. Hybrid 33% courses that will only be taught as a hybrid 33% course, may be submitted for a Hybrid 33% only review and follow the Course Quality Checklist for 33% Hybrid Courses.

Review Policy

All online courses\* must go through a review process using the College Course Quality Checklist. Sections A and B are required to be fully satisfied. Hybrid 50% and 66% courses must use a course shell or course template that has been approved through the online review process. Hybrid 33% courses must go through a review process using the Course Quality Checklist for RCHSS 33% Hybrid Courses. Sections A and B are required to be fully satisfied.

\*Dissertation hours, thesis courses, internships, practicums, and directed studies courses are not required to be reviewed.

Review Process

1. Faculty will begin the review process by requesting a review by DLI.
2. The course will be reviewed in accordance with sections A and B of the corresponding Course Quality Checklist.
3. DLI Reviewers will conduct a formal review and provide the faculty designer with feedback on what standards are met and what standards, if any, are not met. The faculty designer will acknowledge and confirm that they will address identified concerns prior to teaching the course. This acknowledgement will be captured in a PDF, which is attached to the course review.
4. The instructional designer from DLI will submit the course design approval information and acknowledgement from the faculty member to the college designee, who upon approval, will send a copy to the department chair/director.
5. The course will then be added to the Course Modality Database with the date of submission.

Timetable

Submission for review will be determined by the semester in which the course is scheduled to be taught. The list of approved online and hybrid courses will be available on a Radow College Course Review website.

1. Online courses must be re-reviewed and recertified every five years.
2. Faculty designers for all approved courses will be notified of a scheduled re-review at least six months before the review is due.
3. Courses up for re-review must be submitted no later than the first Friday of the first week of classes in which the re-review is due.
4. For courses that are up for re-review, the entire course must be available for review.

Professional Development

All faculty teaching online and/or hybrid courses are recommended to have successfully completed appropriate training for either the creation or facilitation of these courses. Faculty new to KSU who have experience in online pedagogy through a previous institution may submit an exemption form to their chair/director to for an allowance to teach without training.