

## **Wellstar College of Health and Human Services Digital Learning Policy**

### **Initial Review.**

All online and hybrid course designs will be collaboratively reviewed by the Wellstar College instructional designer assigned by Digital Learning Innovations (DLI) and the faculty-designer using the current Quality Matters (QM) rubric. Each digital course design must meet all required QM standards and earn a minimum score of 85 overall. If the instructional designer and the faculty member cannot come to a scoring agreement, the Associate Dean for Academic Affairs will also review the course design and serve to mediate the differing opinions so that a consensus decision can be made. Once a course meets the college quality requirements, the instructional designer will contact the Office of Curriculum, Instruction, and Assessment (CIA) and submit the necessary documentation to update the institutional database of compliant courses.

### **Course Re-review.**

Courses must be re-reviewed using the same criteria stated above every five years. While multiple course designs for one course may be available, courses scheduled using online or hybrid course modalities must be taught using a compliant course design. If a course design is not re-reviewed every five years or does not pass a review, it may not be used for online or hybrid course delivery.

### **Course Facilitation.**

Current QM guidelines suggest no more than 20% of course content should be changed without resubmission. Instructors may moderately adjust or update a copied instance of a compliant digital course design as fitting for the semester context and student body. Instructors who adjust or update course designs are responsible for maintaining accessibility and sustained instructor interaction.

### **Additional Recommendations.**

While not required, new college faculty are strongly encouraged to complete DLI training on digital course design and/or facilitation within their first academic year at KSU if they have not taken similar training at another institution. Faculty assigned to teach an online or hybrid course design should complete the Online Course Facilitation offered by Digital Learning Innovations or its equivalent prior to the start of the semester.

### **Exceptions**

Courses that are deemed to be directed study, special topics, thesis/research, field experience (internship, clinical, practicum, student teaching, capstone) or dissertation courses are exceptions to the required review process. These courses are approved by the chair or director of the department. These courses are required to meet all accessibility requirements.