CCSE Online/Hybrid Course Development Rubric

Reviewer Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Review Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

This is [\_] a unit leader review [\_] a subject matter expert review

Course Prefix and Number: \_\_\_\_\_\_\_\_ Course Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Master course D2L link: https://kennesaw.view.usg.edu/d2l/home/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course Developer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Course Coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Anticipated Offering Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note: Include minor problems like missing words, misspellings etc. on the last page of the document.

**Required Improvements** – Must be corrected before the approval.

**Yes/No questions** – Must be answered Yes before the approval.

**Desired Improvements** – Not required to be completed prior to approval, only recommended.

**Justification** – Explain how the content meets the requirements.

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| **Mandatory Content** |
| 1. The course description, prerequisites, outcomes, and topics are approved by the academic unit.
 | YesIf not, list all the required improvements  |
| 1. The course has an adequate amount of content.
 | Required Improvements:Desired Improvements:Justification (if no improvements are listed): |
| 1. The content of the course is up to date. If the course uses a textbook, list the publication year.
 | Required Improvements:Desired Improvements:Justification (if no improvements are listed): |
| 1. Content is adequate to the level of the course and the mode of delivery
 | Required Improvements:Desired Improvements:Justification (if no improvements are listed): |
| 1. The course has adequate number of assignments and assessments
 | Required Improvements:Desired Improvements:Justification (if no improvements are listed): |
| 1. The assignments and assessments correspond to the level of the course
 | Required Improvements:Desired Improvements:Justification (if no improvements are listed): |
| 1. The content is stored inside approved LMS
 | YesIf not, list all the required improvements  |
| 1. The course has a module titled “Instructor Resources” hidden from students that includes:
 |  |
| * 1. Instructor's Manual that includes directions for instructors to set up the course.
 | YesIf not, list all the required improvements |
| * 1. Course Information – Must include:
 |  |
| * + 1. Version of the course – IE: Version 1.4, 2.5, 6, ect.
 | Version: |
| * + 1. Modality (hybrid %, online %, and synchronous or asynchronous)
 | Modality:  |
| * + 1. Date when the original version was developed.
 | Date:  |
| * + 1. Date when the current version was completed.
 | Date: |
| * + 1. Name of the previous course developer (for existing courses only)
 | Name: |
| * + 1. Name of the current course developer.
 | Name: |
| * 1. Change Log - What changes have been made (for existing courses only)
 | YesIf not, list all the required improvements |
| 1. Competencies are correctly mapped to assessments or grades.
 | Required Improvements:Desired Improvements:Justification (if no improvements are listed): |
| 1. The syllabus uses KSU approved template
 | YesIf not, list all the required improvements |
| 1. The course grading policy is clear and outlines how final grade is calculated.
 | YesIf not, list all the required improvements |
| 1. Each assessment Includes a detailed rubric
 | YesIf not, list all the required improvements |
| 1. Required course materials (textbooks, publisher packs, software, hardware) are listed in the syllabus.
 | YesIf not, list all the required improvements |
| 1. Information is provided regarding how quickly emails will be answered and how soon students can expect assignment feedback.
 | YesIf not, list all the required improvements |
| 1. The course includes opportunities for interaction: student-content, student-student, and/or student-instructor.
 | Required Improvements:Desired Improvements:Justification (if no improvements are listed): |
| 1. A gradebook embedded in an LMS is included where students can view all grades and help them understand how their assignments are evaluated.
 | Required Improvements:Desired Improvements:Justification (if no improvements are listed): |
| 1. Materials, assessments, tools, and technology in the course are clearly aligned with the course and module learning objectives.
 | Required Improvements:Desired Improvements:Justification (if no improvements are listed): |
| 1. Modules include measurable objectives that are in alignment with course goals. The module contents are in alignment with and support the module objectives.
 | YesIf not, list all the required improvements |
| 1. Materials are organized in a way that creates an obvious path for the students by “chunking” content into sections.
 | Required Improvements:Desired Improvements:Justification (if no improvements are listed): |
| 1. Instructional activities and assessments are purposeful and align with the course learning objectives and goals.
 | Required Improvements:Desired Improvements:Justification (if no improvements are listed): |
| 1. Whenever possible, course materials make explicit how the material being learned can be applied in the real world and in real work situations.
 | Required Improvements:Desired Improvements:Justification (if no improvements are listed): |
| 1. The course meets [KSU accessibility standards.](https://dli.kennesaw.edu/services/online_accessibility.php) The course meets [federal accessibility guidelines](https://www.access-board.gov/ict/) and demonstrates evidence of regular and substantive interaction according to [US DOE rules on Distance Education and Innovation](https://nc-sara.org/news-events/us-department-education-issues-final-rules-distance-education-and-innovation). Arrange 1:1 consultations with [DLI for help.](https://kennesaw.service-now.com/dli?id=sc_cat_item&sys_id=83353d4edbcc59100149c8cb13961935&sysparm_category=3dc61feadb770d500149c8cb139619b5)
 | Required Improvements:Desired Improvements:Justification (if no improvements are listed): |

Minor Issues: