

Procedures for KSU Course Quality Checklist Reviews for Radow College of Humanities and Social Sciences

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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 KSU Course Quality Checklist standards before being scheduled. All hybrid courses must be taught using an approved online course shell or course template. In addition, all faculty teaching online (synchronous & asynchronous), and/or hybrid courses must have successfully completed appropriate training for either creation or facilitation of these courses.

The Review Policy

All online courses* must go through a review process using the KSU Course Quality Checklist. Sections A and B are required to be fully satisfied. Hybrid courses must use a course shell or course template that has been approved through the online review process.

*Dissertation hours, thesis courses, internships, 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 KSU 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. If a formal review of a course determines that standards in sections A and B of the appropriate checklist are not met, the faculty designer has two weeks to revise and resubmit for review. Course reviewers will continue to work with the faculty designer until the course design meets sections A and B to be approved. DLI course reviewers may turn courses that require revision to ODE to assist the faculty designer.
4. Once the digital course design has passed the required review, an instructional designer from either DLI or ODE will submit the course design approval information to the KSU Course Quality Database.

Timetable

Submission for review will be determined by the semester in which the course is scheduled to be taught.

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 by the 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 developed and available for review.
5. Approved courses that have expired will be archived into a separate institutional list. This will have the D2L course offering code to locate the original course design in D2L. A new form will be needed to add it back to the KSU Course Quality Database.

Teaching Certification

1. All faculty teaching online (synchronous & asynchronous), and/or hybrid courses must have successfully completed appropriate training for either the creation or facilitation of these courses.
2. Faculty new to KSU who have experience in online pedagogy through a previous institution may ask their chair/director to submit an exemption form to ODE for review for an allowance to teach without ODE training.