

Title: Online Course Quality	Policy No:3.8
Category: Academic Administrative Processes	Effective: Fall 2008 Effective with revisions Spring 2012; 2nd revision Spring 2014

Policy Statement:

All new online, hybrid, and self-paced online courses must be authorized through the UOnline Quality course peer review process. Online, hybrid, and self-paced online courses must be re-authorized every five years using the current elearning design principles rubric. Authorization of online, hybrid, or self-paced online courses must be maintained in order to be offered to students.

Before being scheduled to teach an online, hybrid, or self-paced online courses, faculty must be certified through the UOnline Quality faculty certification process.

Purpose:

To support the development and delivery of quality learning experiences through elearning courses and programs.

Faculty Support:

1.1 All faculty assigned to teach online, hybrid, or self-paced online courses must be certified through the UOnline Quality faculty certification process.

1.2 Faculty are encouraged to participate in on-going professional development opportunities for teaching and developing online, hybrid, and self-paced online courses.

1.3 Personalized consulting and support services are available to promote continuous alignment with UOnline Quality eLearning Design Principles Rubric and effective design and teaching practices for online, hybrid, and self-paced online courses.

Course Development:

2.1 Course Delivery Authorization

All new online, hybrid, and self-paced online courses offered for credit must be authorized through the UOnline Quality course peer review process.

2.2 Course Authorization Schedule

All online, hybrid, and self-paced online courses offered for academic credit must be authorized/re-authorized through the UOnline Quality course peer review process every five years. All online, hybrid, and self-paced online courses must be fully authorized at the time a program review takes place (i.e. self study for continuous improvement (SSCI), specialized accreditation). If a course exceeds the authorization timeframe of five years, it must be submitted for re-authorization through the UOnline Quality course peer review process prior to the program review. Authorization of online, hybrid, or self-paced online courses must be maintained in order to be offered to students.

2.3 Continuous Quality Course Review

A course may be reviewed through the UOnline Quality course peer review process at any time at the request of appropriate academic officials. This request may be initiated based on assessment data or as part of continuous quality improvement initiatives. In the event a course does not meet current UOnline Quality eLearning Design Principles criteria based on the results of a course peer review, support resources are available to assist with completing the revisions necessary for the course to be authorized for delivery.

2.4 Course Development and Course Revision Guidelines

Courses can be developed or revised in two ways:

- 1) Course development and revisions can be conducted as part of an elearning course development program and are eligible for a stipend payment provided work is conducted under an executed work for hire agreement.
- 2) Course development and revisions may be completed outside of an elearning course development program and are not eligible for a stipend.

Online, hybrid, and self-paced online course development work eligible for stipend payments must be nominated by college leadership. A work for hire agreement must be executed prior to any work being conducted.

Faculty are encouraged to conduct ongoing course maintenance and revisions necessary to support high quality online, hybrid, and self-paced online courses. Personalized consulting and support services are available to assist faculty with completing course maintenance and revisions.

When course revisions are necessary, faculty may be nominated by their college to participate in an elearning course development program and receive a stipend for the work required to complete the revisions. A course revision is a change to the course content, instructional strategies, or presentation methods that cannot be reasonably completed as part of ongoing course maintenance and improvements.

The following guidelines are used to determine the nature of proposed course developments, revisions, and eligibility for stipend payments. The determination of which stipend option is most appropriate should be identified when a course development or revision nomination is submitted by the college to the Center for eLearning and Continuing Education.

Course Development / Revision Decision-Making Rubric

Course Development Action	Description of Course Development Action	Stipend Guidelines
Course New to Online, Hybrid, or Self-Paced Online Delivery	<ul style="list-style-type: none"> Course has never been offered as an online, hybrid, or self-paced online course. Does not have an existing online course shell. 	Full Per Credit Hour Stipend
Course Conversion to Secondary Delivery Type (e.g. online to self-paced online format)	<ul style="list-style-type: none"> An existing course shell is available and needs to be converted to another delivery type. 	Flat Course Conversion Stipend
Changes to Course Objectives in University Catalog	<ul style="list-style-type: none"> An existing course shell is available; however, the course objectives have changed in the University Catalog and the shell is no longer usable. 	Full Per Credit Hour Stipend
Strategic Course Revision	<ul style="list-style-type: none"> An existing course shell is available; however, college leadership determines a revision to the overall course design and direction is necessary for strategic purposes. 	Full Per Credit Hour Stipend
Instructional Revision	<ul style="list-style-type: none"> Work begins from an existing course shell and may involve edits to course-wide content, textbook resources, assignments, assessment strategies, lesson presentations, and graphics. 	Percent of Full Per Credit Hour Stipend

Note: Stipends are based on available funding.

Implementation Date: Fall 2008

Related Procedures: Contact the Center for eLearning and Continuing Education (CeCE)

Coordinating Offices: Center for eLearning and Continuing Education (CeCE), **Office of Academic Affairs**

Academic Affairs Point of Contact: Associate Vice President of Academic Affairs

Policy approved by the Provost/Vice President for Academic Affairs July 8, 2008.

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Key Words: Online courses, distance education, hybrid course, elearning,