

# Quality Assurance Policy: 03-43-00

---

OFFICE OF RECORD: Office of Online Education  
RESPONSIBLE EXECUTIVE: Provost and Vice President for Academic Affairs  
EFFECTIVE DATE: 08/01/17  
LAST REVISION: NEW

## Policy Contents

I. REASON FOR THIS POLICY.....	1
II. STATEMENT OF POLICY.....	1
III. DEFINITIONS.....	2
IV. PROCEDURES.....	2
V. RELATED DOCUMENTS, FORMS AND TOOLS .....	3

---

## I. REASON FOR THIS POLICY

The purpose of the Quality Assurance review is to ensure the quality of online and blended/hybrid course design and development following the South Dakota Board of Regent's (SDBOR) Online Quality Assurance Rubric.

---

## II. STATEMENT OF POLICY

The Quality Assurance (QA) review assists online instructors in the development and design of online and blended/hybrid courses to meet Quality Assurance Standards. The QA review process provides peer-to-peer feedback for first-time faculty. The Quality Assurance review process is NOT an evaluation of faculty teaching.

All newly developed or redesigned online courses are subject to the Quality Assurance peer review process. Courses and faculty that have already been approved through the Quality Assurance process will be reviewed every three years. The review process will be conducted by a Quality Assurance team composed of the course instructor, 2-3 peer reviewers selected by Dean's Council, and the Instructional Design Specialist from the Office of Online Education.

---

## III. DEFINITIONS

- a. Online course: a course delivered via Internet without requirement for onsite meetings.
- b. Blended/hybrid course: instruction blends online and face-to-face delivery. The course has reduced contact time and some, but less than 75% of the course is delivered online.

## **IV. PROCEDURES**

### **A. First Time Online Instructors**

- a. College Deans will provide a detailed list of the courses and instructor names, including adjuncts and teaching assistants, to the Director of the Office of Online Education (OOE). This should be completed by no later than midterm week, the prior semester.
- b. First-time online and blended/hybrid instructors will participate in training activities including Quality Assurance and the D2L Learning Management System provided by OOE and Information Technology Services (ITS).
- c. OOE will contact first-time online instructors and coordinate the face-to-face or online trainings. OOE will also provide additional guidance and support as needed.
- d. OOE will publish a schedule outlining the process and timeline for the course review.
- e. The course reviewers will consist of the dean, a faculty member and the instructional design specialist.
- f. The review process timeline is 4–6 weeks.
- g. Quality Assurance approval for courses must be completed at least one (1) week prior to the course start date.
- h. Online courses must be approved and accessible to students before the start date of the course.
- i. Course review reports will be sent to the course instructors and dean via email.
- j. If a course does not meet Quality Assurance Standards, the instructor will make needed revisions. The instructional design specialist will provide support to the course instructor as needed.

### **B. Established Online Courses for Reviewing Every Three Years**

- a. OOE will provide a schedule outlining the process and timelines for the course review.

- b. For each course reviewed, a team of 2-3 faculty members will be selected by OOE.
- c. The review process timeline is 4–6 weeks.
- d. Quality Assurance approval for courses must be completed at least one (1) week prior to the course start date.
- e. Course review reports will be sent to the course instructor and dean via email.
- f. If a course does not meet Quality Assurance Standards, the instructor will make needed revisions. The instructional design specialist will provide support to the course instructor as needed.

---

## V. RELATED DOCUMENTS, FORMS AND TOOLS

### QA Course Peer Review Process



