



Digital Learning Policy

Initial Review. All 100% online and hybrid (more than 50% online) course designs will be collaboratively reviewed by the college instructional designer and the faculty-designer using the current Quality Matters (QM) rubric. Faculty must seek input from the designer at the start of the course development process, and all modules of the course must be complete prior to the final review. Each digital course design must meet all QM standards stated as required and earn a minimum score of 85 overall. All hybrid (50% or less online) course designs will be reviewed by the faculty-designer and the department chair or their designee to ensure that the course meets Quality Matters accessibility and usability standards. If the instructional designer or department chair and the faculty member cannot come to a scoring agreement, the college distance learning coordinator will also review the course design and serve to mediate disagreement. Once a course meets the college quality requirements, the instructional designer or department chair will contact the Curriculum, Instruction, and Assessment unit and submit the necessary documentation to update the institutional database of compliant courses. Internship, senior capstone design, dissertation, and directed study courses are exempt from this review.

Course Re-review. Courses must be re-reviewed using the same criteria stated above every 3 years. If a course design is not re-reviewed every 3 years or does not pass a review, it may not be used for online or hybrid course delivery.

Timing of Review. The review process may involve revisions and resubmissions. Therefore, all review and re-review requests must be submitted to the college instructional designer at least 8 weeks prior to the start of students enrolling for the course.

Multiple Designs for a Single Course. While multiple course designs for one course may be available, courses scheduled online, or hybrid must all be taught using a compliant course design. Instructors may moderately adjust or update a copied instance of a compliant digital course design as fitting for the semester context and student body provided accessibility and sustained instructor interaction are maintained. If a copied instance of a course is not being used, the newly designed course will need to undergo the review processes described above.

Expectations for Faculty Training. Each semester the college instructional designer will lead a college-wide workshop on Quality Matters standards. Faculty teaching online and/or hybrid courses are expected to attend the SPCEET Quality Matters Workshop annually. Additionally, faculty teaching online and/or hybrid courses should complete DLI's Online Course Design and Online Course Facilitation Program if they have not already done so or have not completed similar training at another institution.

Additional Recommendations. While not required, new college faculty are strongly encouraged to complete DLI training on digital course design and facilitation within their first academic year at KSU if he/she/they has not taken similar training at another institution.