



## **Online Course Review Processes**

NSU Academic leaders developed the Course Review (CR) program to continuously improve online education through peer review. Northern conducts the CR program to ensure academic standards, consistency, efficiency, and proficiency of the instruction related to online courses.

Any scheduled online course meeting the following categories requires a CR:

- a) a newly-developed online course
- b) a redesigned online course
- c) an instructor new to the online course
- d) a course offered for a third year

The CR process uses FormStack with components/opportunities for the Instructor and Course Reviewer (Reviewer) to collaborate before and after the review. The resources provided below assist with the new method for CR.

**NOTE:** FormStack requires a Participant User Account. Faculty without an active Participant User Account will receive an email from FormStack with instructions on how to set up the account.

To understand the CR process, you can view a recording at <https://portal.sdbor.edu/nsu-fac-staff/FacultyResources/oace/Documents/Course%20Review%20Training%20Video%2020220228.mp4>. For convenience, below is a “step-by-step” outline for completing a CR.

### **Section steps involved with the CR using FormStack:**

**Section 1** – Course Information. OCE Staff completes on the first day of fall and spring terms.

- Faculty/Instructor of Record and CRer assigned to the course(s) selected for the CR.
- Instructional Tech Services gives faculty access to the D2L course shell.

**NOTE:** Faculty and Reviewer can click the Save and Return button. FormStack will generate an email with the Save and Return link. Remember, do not lose the Save and Return link.

**Section 2** – Instructor of Record, Pre-Review Input. Instructor of Record Completes within 1-2 weeks of receiving access to CR.

- The Instructor of Record completes this section to identify areas of focus, schedules a pre-review collaboration meeting with the assigned Reviewer, enters the date of the meeting and reflection/response to the collaboration meeting, and clicks the submit button. (NOTE: the pre-review collaboration meeting is for the Reviewer to talk with the Instructor of Record about the review process and respond to any general questions because the Reviewer will not have access to the CR document until *after* this pre-review meeting. The reflection/response in this area will focus on expectations regarding the review process.)

**Section 3** – Reviewer Analysis. Reviewer completes within 1-2 weeks of receiving the CR from the Instructor of Record.

- Reviewer completes the reviewer section, schedules a post-review collaboration meeting with the faculty/instructor of Record, enters the date of the meeting and reflection/response to the collaboration meeting, and clicks the submit button. (NOTE: the post-review collaboration meeting is for a collaborative exchange regarding the strengths of the course, areas in need of improvement, and resources available to accomplish those improvements. The reflection/response in this area will focus on information covered during this collaborative meeting.)

**Section 4** – Instructor of Record Response/Reflection. Instructor of Record Completes within one (1) week of post-review collaboration meeting.

- Faculty/Instructor of Record will receive an additional notification to complete the Instructor Reflection of the CR and click the submit button. (NOTE: this area allows the faculty/instructor of Record to reflect on the review process in general, the outcomes of the post-review collaboration meeting, and any revisions for the course in the future.)

**Section 5** – Final Approval/Review; each individual in the CR approval/review process must review and sign the CR within 48 hours after receipt of the document.

- The CR approval/review process:
  - o Director OCE
  - o Department Chair
  - o Associate Dean
  - o Dean
  - o AVPAA
  - o OCE

The FormStack system will send a PDF copy of the final CR document to the Instructor(s) of Record and Department Chair.

### **Course Review Dates/Deadlines**

<b>Content Review Deadline</b>	
202380	10/18/23
202410	03/06/24
202480	10/23/24
202510	03/12/25