Implementation of Course Design and Teaching Standards for all Online and Hybrid Courses at Yavapai College

The Teaching & Learning Committee with Faculty Senate approval are addressing the current climate of providing online and hybrid instruction without accepted *and* implemented guidelines.

Research states there are requirements of distance education programs which need to be addressed in order to maintain quality of instruction across different modalities. Directly related to this research, there are a number of instructional goals that have been discussed by the Teaching and Learning Committee (TLC) and Teaching & eLearning Support department (TeLS) over the past two years.

After extended research and discussion, we are recommending two evaluative tools, *Yavapai College Essential Design Standards*[[1]](#endnote-1) and *Yavapai College Essential Teaching Standards*[[2]](#endnote-2). Both evaluative tools are based upon Quality Matters Standards and principles which recognize and support faculties’ responsibility to their own disciplines and encourages them to use the solutions they know are best for their students as well as for their course content. The purpose of both tools is *not* to specify the content or the construct of any online or hybrid course but to provide a consistent method of evaluation to be applied by all Schools.

As implementation of these guidelines, TLC recommends:

* Neither set of guidelines should be used to require specific design elements throughout any online or hybrid course: Faculty will retain autonomy in how discipline content is presented and taught.
* All online and hybrid faculty as well as instructional supervisors (e.g., department chairs, associate deans, deans, VP of Instruction) adopt and implement both tools to use as guidelines for courses being developed for online/hybrid delivery as well as those already deployed.
* Training in Quality Matters (f2f and online) will be provided for all faculty (full-time and adjunct) so they can apply these guidelines to their own courses.
* Any course observers or evaluators using the Design guidelines must:
  + be faculty at the time of a Design review,
  + have taught at least one online course within the last 18 months, and
  + at minimum successfully completed Quality Matter’s APPQMR[[3]](#endnote-3) or equivalent training.

The Office of Instructional Support will work with each department chair or designated representative to coordinate the efforts of the online and hybrid course evaluation process.  Each department chair or designated representative will determine the courses that will be evaluated over a two year timeframe (Spring 2018, Fall 2018, Spring 2019, Fall 2019).

* Each instructor of an online/hybrid course will use the ***Yavapai College Essential Design Standards*** document as a guide to complete a self-assessment evaluation of his/her online and/or hybrid course.  This self-assessment will be completed prior to the semester’s commencement.
* Once the self-assessment is complete, each department chair or designated representative, in conjunction with the faculty member, will work together to provide a faculty peer evaluator for each online/hybrid course using the ***Yavapai College Essential Teaching Standards*** document as a guide.  This joint evaluation (by department chair or designated representative and faculty member) should take place during the semester in which the online/hybrid course is taught.
* Following these evaluations, each department chair or designated representative will submit a summary of the online and hybrid course evaluation process.  Dialogue with online/hybrid faculty will continue at the School level for continuous improvement opportunities for each online/hybrid course.
* Schools should submit copies of self-assessment and peer evaluation documentation with the Office of Instructional Support in order to provide archival evidence for any accreditation or review of distance education. Original copies should be stored within each Schools perview.

The following implementation plan was approved by:

Teaching and Learning Committee on ***Friday, December 1, 2017***  
Dr. Curtis Kleinman, Chair \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Senate on ***Friday, December 1, 2017***  
Dr. Matt Pearcy, President \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instruction and Student Development on ***Monday, December 4, 2017***  
Dr. Ron Liss, Vice-President \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Yavapai College Essential Design Standards are based on Quality Matter’s *Essential Standards*. [↑](#endnote-ref-1)
2. Focuses on implementation- the teaching of the course [↑](#endnote-ref-2)
3. “Apply the QM Rubric” [↑](#endnote-ref-3)