

BHSU Online Course Review - Process

Instructional Designer accesses courses from a report each semester

Step 1: Faculty are contacted via email with resources – Copy to the Chair

- [SDBOR QA Rubric Annotations \(rev. 2020\)](#)
- [System-Wide Quality Assurance Rubric](#)
- [Online Course Quality Assurance Guidelines](#)
- [Online Syllabus Template With Standards](#) (fillable form)
- [Self-Review](#) (fillable form)
- [Sample Self-Review document for guidance](#)

Step 2: Faculty will self-review the course using a self-review document

Step 3: Meet with the Instructional Designer to review and approve it together

- If there is any required standard missing, work together to add the item(s) to the course
 - so it is ready for future semesters
- 3 Items Required for the meeting: 1. Completed Self-Review document, 2. Course Syllabus, & 3. Course in D2L

Step 4: Completed Course Review report sent to the Faculty & the Chair