

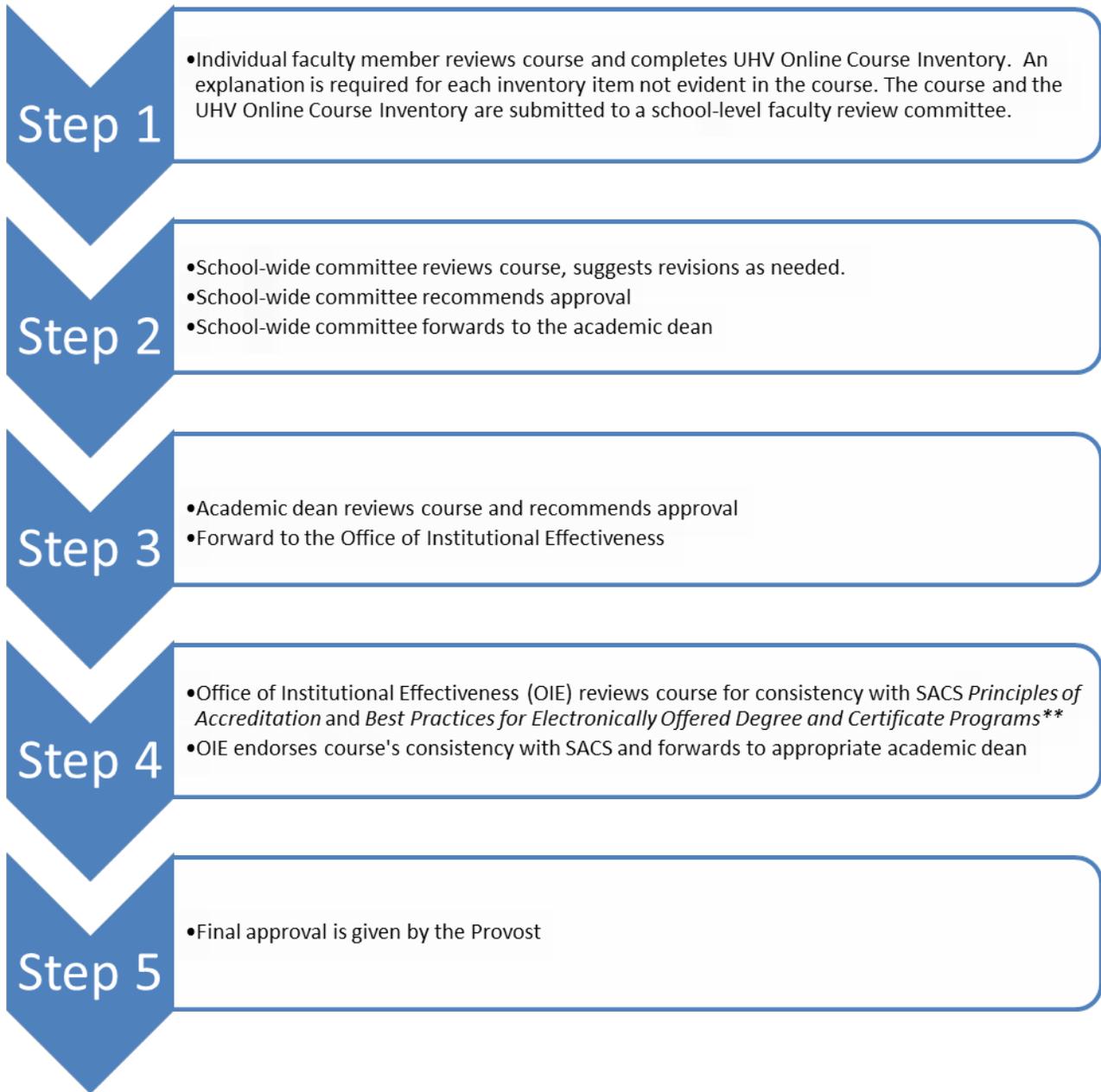
## **Policy for Using the Online Course Inventory**

This Online Course Inventory was developed by a four person committee of the UHV Faculty Senate in fall 2012. The committee, representing each of the academic schools, carefully reviewed SACSCOC guidelines for distance education, materials from the 2011 and 2012 SACSCOC Institute on Quality Enhancement and Accreditation, THECB principles of good practice for electronically based courses, the Quality Matters rubric, various exemplars from other Texas universities, and the online course evaluation rubric developed by the UHV Title V Learning Academy. The resulting UHV Online Course Inventory is organized according to the SACSCOC Standards: Interaction, Ensuring Rigor, Educational Effectiveness, Technology Used, Currency, Policies on Intellectual Property, and Integrity of Student Work. The Inventory represents best practices in online education and is offered as a tool for faculty in the course development and review process.

The purpose of the policy is to define the process and procedure for implementation of the Online Course Inventory. The Course Inventory applies to courses taught at least 51% online and will be self-administered by the faculty during initial development and as part of the course update process. Review should also occur the first time a faculty member is assigned to teach an existing course and during scheduled program review. Once self-assessment is completed, the course's online template will be reviewed by school faculty and the results of both assessments will be submitted to the Dean or the Dean's designee to ensure that the required online course inventory components are present. The Office of Institutional Effectiveness will confirm that Online Course Inventory policies and implementation are being conducted by the UHV schools. The Inventory will be maintained in the school's program assessment records for three years following the course review.

The purpose of both the Dean's and the OIE review is to confirm inclusion of online course inventory components. In all instances, the process will follow the UHV Faculty Handbook, Section 4.4.14, Administrator Observation of Courses, specifically online delivery of instruction, paragraph 2. Administrative review of online courses for verification of required delivery components takes place in-between semesters, before the courses go live.

## Review Process for Online Courses



\*Course may be returned to the faculty member at any point during the review process for revision by the faculty member. The goal is to have every online course consistent with SACS guidelines and approved.

\*Course faculty are expected to review their courses and complete the Online Course Inventory annually. Inventories should be submitted to the Academic Schools.

\*The full review process is completed for each course during regularly scheduled program review.

## Online Course Development Tasks and Timeline

<i>Online Course Creation Task</i>	<i>Timeline</i>
Identify Assigned Course/Approved New Course	No later than: Feb 1 (summer), April 1 (fall), September 1 (spring)
Select course textbook and other course resources	1 week after course identification
Create course outline and goals	2 weeks after course identification
Create syllabus	4 Weeks after course identification
Place syllabus in online course template	4 weeks after course identification
Create rest of required online course inventory content, according to the UHV Online Course Inventory, and place in course template.	5-7 weeks after course identification
Review course/ Use online course evaluation inventory	8-9 weeks after course identification
Make necessary adjustments based upon online course evaluation inventory	10 weeks after course identification
Submit the signed form to the dean's office	10 weeks after course identification
Review by school committee	10 weeks after course identification
Dean/Dean Designate Review	3 Weeks prior to first day of class
Office of Institutional Effectiveness confirmation that Online Course Inventory policies are being implemented as required	2 weeks prior to the first day of class
Course goes live	First Day of Semester

\*Course Development of 10 weeks is recommended to assure quality and afford sufficient time for faculty to incorporate all required online components.