

Office/Contact: Office of Academic Affairs

Source: SDBOR Policy 2.3.8; SDBOR Academic Affairs Guidelines (2.3.8.B Online Course Quality Assurance Guidelines; 2.3.8.B(1) Online Course Quality Assurance Rubric; 2.3.8.B(1)(A-1) Quality Assurance Rubric; and 2.4.3.B Delivery Method Code Guidelines)

Links: <https://public.powerdms.com/SDRegents/tree/documents/1587677>;

<https://sdbor.edu/departments/academics-student-affairs/>

Associated Forms: [Online Course Review Rubric](#); [D2L Tools Checklist](#); [Online Course Delivery Workflow Chart](#); [JGuide for Course Development Roadmap](#); [Major Components of Online Instructor Training](#); [Early Account Request Form](#)

SOUTH DAKOTA STATE UNIVERSITY Policy and Procedure Manual

SUBJECT: Quality Assurance for Online and Hybrid Courses

NUMBER: 2:21

1. Purpose

This policy sets forth the guidelines for the Quality Assurance course review for Online and Hybrid Courses at the University in accordance with SDBOR policies, guidelines, and other applicable requirements.

2. Definitions

- a. Online Asynchronous Course: Faculty member delivers entirety (100%) of course content via internet-based methodologies; instructor and students are physically separated. Students are not required to participate in learning engagements on specified days/times. Typically, a one (1) credit hour course lasting for a semester equates to forty-five (45) hours of engagement by the student.
- b. Online Synchronous Course: Faculty member delivers entirety (100%) of course content via internet-based methodologies; instructor and students are physically separated. Students are required to participate in learning engagements on specified days/times; this condition of the course is made known before the start of the term.
- c. Hybrid Online Course: Faculty member delivers course content through an integration of online and face-to-face methodologies. Between 75 and 99% of instruction is provided via online modalities.
- d. Hybrid F2F Course: Faculty member delivers course content through an integration of online and face-to-face methodologies. No more than 74% of instruction is provided via online modalities.
- e. Online/Hybrid Instructor Certification Program: A training program provided by Instructional Design Services designed specifically for online/hybrid instructors.
- f. Online/Hybrid Course Design House: A full-service course design program available to colleges, schools, and departments.

- h. Departments/Schools may develop a peer course review program that allows courses to be reviewed internally prior to official review with Instructional Design Services. Peer course review programs are highly encouraged, but are not in lieu of

- f. If a course does not meet the standards of the Quality Assurance rubric by one (1) week prior to the start of the course, it will be evaluated by the Department Head/School Director.
 - i. The Department Head/School Director may opt to allow the course to run with