

KSU Online Course Review Through Quality Matters

Faculty Developer (FD) Requests and is Granted Permission to Develop an Online Course by their Department Chair

Faculty Developer Completes and Submits Distance Learning Course and Review Request Form

Review Request is Routed to the DLC and UITS

Is a D2L Shell Requested?

No

D2L Shell is Not Created

Yes

Request is Fulfilled by UITS and Sent to FD

DLC Enters Course Information into QM and Sends Course Worksheet and Development Email to FD

Is ID Assistance Requested?

Yes

ID is Assigned and Will Contact FD Regarding the Nature of Request

No

FD Develops Course in D2L and Completes and Submits Course Worksheet in QM

Course Worksheet is Sent to QM Coordinator for Review

Course is Sent Back to FD for Revisions

FD Completes Revisions and Re-Submits Worksheet

Is Course Ready for Review?

No

Yes

QM Coordinator Approves Worksheet and Course is Queued for Review

Proceed to the KSU Online QM Review Process Chart

Legend

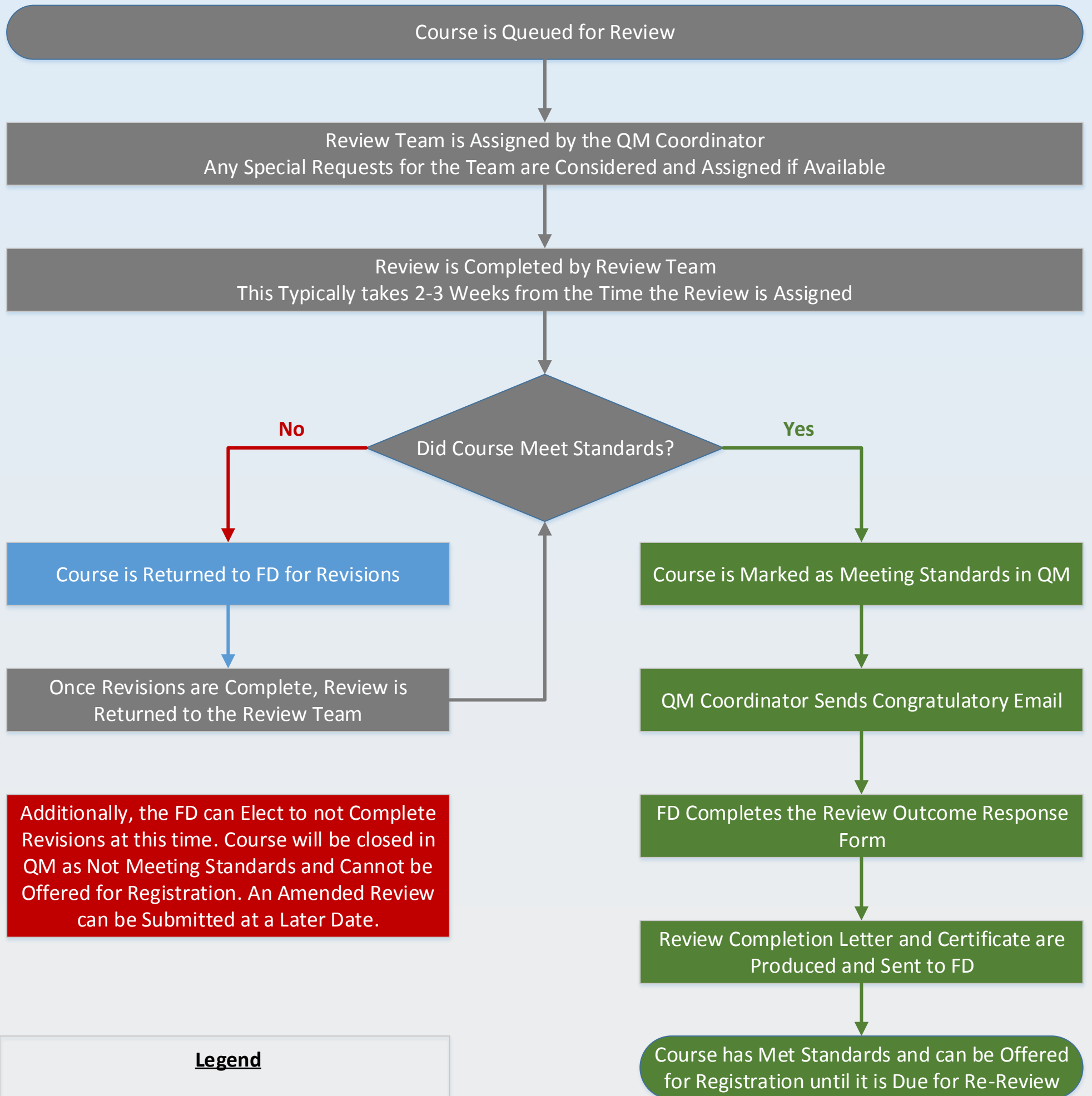
Blue = Faculty Developer Responsibility

Orange = UITS Responsibility

Brown = Instructional Design Assistance

Gray = QM Coordinator/DLC Responsibility

KSU Online QM Course Review Process



Additionally, the FD can Elect to not Complete Revisions at this time. Course will be closed in QM as Not Meeting Standards and Cannot be Offered for Registration. An Amended Review can be Submitted at a Later Date.

Blue = Faculty Developer Responsibility
Gray = QM Coordinator/DLC Responsibility
Red = Not Meeting Standards
Green = Meeting Standards and Closing Review; QM Coordinator/DLC Responsibility