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

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

Is a D2L Shell Requested?

- No: D2L Shell is Not Created
- Yes: Request is Fulfilled by UITS and Sent 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

FD Completes Revisions and Re-Submits Worksheet

Course is Sent Back to FD for Revisions

Course is Ready for Review?

- Yes: QM Coordinator Approves Worksheet and Course is Queued for Review
- No: 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

1. Course is Queued for Review
   - Review Team is Assigned by the QM Coordinator
   - Any Special Requests for the Team are Considered and Assigned if Available

2. Review is Completed by Review Team
   - This Typically takes 2-3 Weeks from the Time the Review is Assigned

3. Did Course Meet Standards?
   - Yes: Course is Marked as Meeting Standards in QM
     - QM Coordinator Sends Congratulatory Email
     - FD Completes the Review Outcome Response Form
     - Review Completion Letter and Certificate are Produced and Sent to FD
     - Course has Met Standards and can be Offered for Registration until it is Due for Re-Review
   - No: Course is Returned to FD for Revisions
     - Once Revisions are Complete, Review is Returned to the Review Team
     - 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.

Legend

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