### Review Process of Existing Courses

(Prior to students being enrolled in Spring 2009)

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| 1    | **Review Initiated**<br>Faculty Member uses the course review checklist. New online instructors are encouraged to review the material with the Director of Distance Learning, Kem Barfield. After the checklist is complete, the faculty member seeks an additional review team member (or members) listed below. | Now through the Spring 08 semester
- Sp08 Review initiated – 03/12/08 |
| 2    | **Review Team**<br>Review Team (1 or more members):  
- Kem Barfield - Director of Distance Learning  
- Trained Review Team member  

*Ideal Criteria for Review Team member:*
  - Online teaching experience (at least 2 semesters)  
  - WebCT trained  
  - Attendance at Course Review Team Trainings  
  - Willingness to review up to 3 courses per semester | Now through the Spring 08 semester
- Sp08 Member Assigned - or chosen |
| 3    | **Course Reviewed**<br>Using the Course Review Checklist, the reviewer(s) validates that components are within the online course. This review process should be done with Course Author (faculty member).<br>*See Course Review Checklist* |  |
| 4    | **Results Submitted**<br>Reviewer(s) will complete Course Review Checklist with comments and give to the Faculty member (Course Author). All reviews will be submitted to the Department Chair or his/her designate.<br>*Copy of syllabus to be included w/Course Review Checklist* |  |
• If the course has successfully met the standards outlined on the Course Review Checklist by self evaluation, outside evaluator and Department Chair, the course is then brought to the Curriculum Committee for final approval. If the course is approved during the Fall 08 semester then it will be placed in the Spring 09 Course offerings.

• If the course has not met the standards outlined on the Course Review Checklist, recommendations for modification will be provided to the Faculty member (Course Author). The Director of Distance Learning will work with the Faculty member (Course Author) to make the necessary adjustments and improvements. Following the completion of the recommended modifications the course is then brought before the Curriculum Committee for approval.