



College of the Arts
Office of the Dean

Digital Learning Course Guidelines
(AY 2021-22)

1. The [College of the Arts](#), College Faculty Council of the College of the Arts, and the Department of [Digital Learning Innovations](#) affirm that ensuring a high-quality digital learning experience is of critical importance for any fully online (synchronous/asynchronous) or 66+% blended/hybrid class.
2. Courses scheduled for fully online or 66% blended/hybrid delivery require certification within the past five years.
3. Any fully online or 66% blended/hybrid course that has not been reviewed in the past five years (including new course builds) must be certified at least one semester before the course is delivered. Certification can be superseded by a medical accommodation requiring a course's delivery to shift instructional modality mid-semester.
4. Uncertified and new course builds can be certified by:
 - a. Completing a self-assessment of your course using the COTA Course Quality Checklist.
 - b. Request a [One-On-One consult](#) with an Instructional Designer to review your course.
 - c. When the course has satisfied the COTA Course Quality Checklist, the Instructional Designer will inform the Office of the Dean.
5. Although courses comprising 33% blended/hybrid class are not required to be certified, faculty are encouraged to meet with an [Arts Technical Support Specialist](#), [Instructional Designer](#), and pursue [DLI Professional Development](#), or [Owltrain D2L modules](#) for continued growth and development of your course.