

CCSE Online/Hybrid Course Development Rubric

Reviewer Name: _____ Review Date: _____

This is a unit leader review a subject matter expert review

Course Prefix and Number: _____ Course Name: _____

Master course D2L link: <https://kennesaw.view.usg.edu/d2l/home/> _____

Course Developer: _____ Course Coordinator: _____

Anticipated Offering Date: _____

Note: Include minor problems like missing words, misspellings etc. on the last page of the document.

Required Improvements – Must be corrected before the approval.

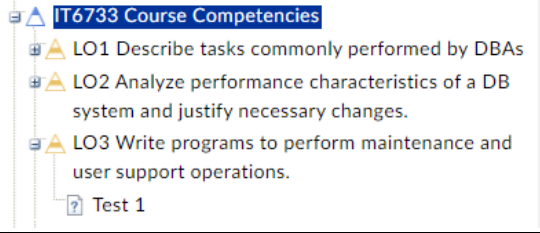
Yes/No questions – Must be answered Yes before the approval.

Desired Improvements – Not required to be completed prior to approval, only recommended.

Justification – Explain how the content meets the requirements.

Mandatory Content	
1. The course description, prerequisites, outcomes, and topics are approved by the academic unit.	Yes If not, list all the required improvements
2. The course has an adequate amount of content.	Required Improvements: Desired Improvements: Justification (if no improvements are listed):
3. The content of the course is up to date. If the course uses a textbook, list the publication year.	Required Improvements: Desired Improvements: Justification (if no improvements are listed):
4. Content is adequate to the level of the course and the mode of delivery	Required Improvements: Desired Improvements: Justification (if no improvements are listed):

5. The course has adequate number of assignments and assessments	<p>Required Improvements:</p> <p>Desired Improvements:</p> <p>Justification (if no improvements are listed):</p>
6. The assignments and assessments correspond to the level of the course	<p>Required Improvements:</p> <p>Desired Improvements:</p> <p>Justification (if no improvements are listed):</p>
7. The content is stored inside approved LMS	<p>Yes</p> <p>If not, list all the required improvements</p>
8. The course has a module titled "Instructor Resources" hidden from students that includes:	
a. Instructor's Manual that includes directions for instructors to set up the course.	<p>Yes</p> <p>If not, list all the required improvements</p>
b. Course Information – Must include:	
i. Version of the course – IE: Version 1.4, 2.5, 6, ect.	Version:
ii. Modality (hybrid %, online %, and synchronous or asynchronous)	Modality:
iii. Date when the original version was developed.	Date:
iv. Date when the current version was completed.	Date:
v. Name of the previous course developer (for existing courses only)	Name:
vi. Name of the current course developer.	Name:
c. Change Log - What changes have been made (for existing courses only)	<p>Yes</p> <p>If not, list all the required improvements</p>

<p>9. Competencies are correctly mapped to assessments or grades.</p> 	<p>Required Improvements:</p> <p>Desired Improvements:</p> <p>Justification (if no improvements are listed):</p>
<p>10. The syllabus uses KSU approved template</p>	<p>Yes If not, list all the required improvements</p>
<p>11. The course grading policy is clear and outlines how final grade is calculated.</p>	<p>Yes If not, list all the required improvements</p>
<p>12. Each assessment Includes a detailed rubric</p>	<p>Yes If not, list all the required improvements</p>
<p>13. Required course materials (textbooks, publisher packs, software, hardware) are listed in the syllabus.</p>	<p>Yes If not, list all the required improvements</p>
<p>14. Information is provided regarding how quickly emails will be answered and how soon students can expect assignment feedback.</p>	<p>Yes If not, list all the required improvements</p>
<p>15. The course includes opportunities for interaction: student-content, student-student, and/or student-instructor.</p>	<p>Required Improvements:</p> <p>Desired Improvements:</p> <p>Justification (if no improvements are listed):</p>
<p>16. A gradebook embedded in an LMS is included where students can view all grades and help them understand how their assignments are evaluated.</p>	<p>Required Improvements:</p> <p>Desired Improvements:</p> <p>Justification (if no improvements are listed):</p>
<p>17. Materials, assessments, tools, and technology in the course are clearly aligned with the course and module learning objectives.</p>	<p>Required Improvements:</p> <p>Desired Improvements:</p> <p>Justification (if no improvements are listed):</p>
<p>18. Modules include measurable objectives that are in alignment with course goals.</p>	<p>Yes If not, list all the required improvements</p>

<p>The module contents are in alignment with and support the module objectives.</p>	
<p>19. Materials are organized in a way that creates an obvious path for the students by “chunking” content into sections.</p>	<p>Required Improvements:</p> <p>Desired Improvements:</p> <p>Justification (if no improvements are listed):</p>
<p>20. Instructional activities and assessments are purposeful and align with the course learning objectives and goals.</p>	<p>Required Improvements:</p> <p>Desired Improvements:</p> <p>Justification (if no improvements are listed):</p>
<p>21. Whenever possible, course materials make explicit how the material being learned can be applied in the real world and in real work situations.</p>	<p>Required Improvements:</p> <p>Desired Improvements:</p> <p>Justification (if no improvements are listed):</p>
<p>22. The course meets KSU accessibility standards. The course meets federal accessibility guidelines and demonstrates evidence of regular and substantive interaction according to US DOE rules on Distance Education and Innovation. Arrange 1:1 consultations with DLI for help.</p>	<p>Required Improvements:</p> <p>Desired Improvements:</p> <p>Justification (if no improvements are listed):</p>

Minor Issues: