

Park University
Graduate Education – Quality Standards Review

Underlying Principles of Quality Standards Review

Consistent with the foundational philosophy of Quality Matters, as provided on the QM website, the Park University Graduate Academic Council views the process of quality standards review as being collegial, rather than evaluative, in nature; hence imposing a point system for evaluative purposes is not appropriate. The Council agrees that course developers, designers, and reviewers should cooperatively discuss issues related to instructional best practices for graduate education courses offered online. In this regard, the Graduate Academic Council supports and encourages open dialogue between all relevant parties throughout the development and review process, with the explicit understanding that the responsibility for all final decisions related to course structure and content lies with the content area developer as approved by the Program Director and/or Dean.

Quality Standards Review Criteria

1. Course Overview And Introduction

General Review Standard: The overall design of the course, including online and face-to-face (hybrid courses) components such as navigational information and course, instructor, and student information, is provided to the student at the beginning of the course. (Note: Navigational and other technical information should be provided in the course shell.)

1.1. Includes a brief tutorial related to eCollege menus and platform functionality. Navigational instructions make the organization of the course easy to understand.

Review Notes.

1.2. Includes a course description from the graduate catalog, additional basic course information (including course structure), instructor expectations of student performance, and necessary prerequisites.

Review Notes.

1.3. Netiquette expectations with regard to discussions, email, and other forms of communication are stated clearly.

Review Notes.

1.4. A self-introduction by the instructor to include an educational, pedagogical, and/or andragogical philosophy (as required by the Park University syllabus template). Personal information may or may not be included in the introduction

Review Notes.

1.5. Students are requested to introduce themselves to the class.

Review Notes.

1.6. Minimum technology requirements and/or minimum student skills.

Review Notes.

General Standard I - Comments and Recommendations

2. Course Learning Outcomes and Degree Competencies

General Review Standard: Course learning outcomes are clearly defined and explained in relation to the degree program competencies.

2.1. The course learning outcomes are aligned with degree program competencies and are assessable.

Review Notes.

2.2. Course activities, including assignments, address learning processes that are measurable and are consistent with the course-level outcomes.

Review Notes.

2.3. The course learning outcomes are stated clearly and are written from the students' perspective.

Review Notes.

2.4. Guidance to students on the processes and/or skills necessary to achieve the learning outcomes is provided.

Review Notes.

2.5. The course learning outcomes support degree program competencies, addressing content mastery, critical thinking skills, as appropriate.

Review Notes.

General Standard II - Comments and Recommendations

3. Assessment And Measurement

General Review Standard: Assessment strategies effectively measure student learning in support of, and progress toward, stated learning outcomes.

3.1. The types of assessment activities selected measure the stated learning outcomes and are consistent with course assignments.

Review Notes.

3.2. The course grading policy is stated clearly.

Review Notes.

3.3. Specific and descriptive criteria, including student self-assessment when appropriate, are provided for the evaluation of student work and participation.

Review Notes.

3.4. The assessment processes selected are sequenced, varied, and appropriate to the content being assessed.

Review Notes.

3.5. Processes are incorporated to ensure timely feedback to students.

Review Notes.

General Standard III - Comments and Recommendations

4. Resources And Materials

General Review Standard: Instructional materials, or guidance related to obtaining these materials, are sufficiently comprehensive to achieve learning outcomes. Materials are prepared by qualified persons who are competent in their fields.

4.1. The instructional materials, when appropriate, support the stated learning objectives. In instances where instructional materials are identified and selected by students, guidance is provided related to appropriate selection process.

Review Notes.

4.2. The instructional materials have sufficient breadth, depth, and currency for the student to learn the subject. In instances where instructional materials are identified and selected by students, guidance is provided related to appropriate selection process.

Review Notes.

4.3. The purpose of major course experiences is explained.

Review Notes.

4.4. The instructional materials are adequately sequenced and integrated.

Review Notes.

4.5. All resources and materials used in the course are appropriately cited. Guidance is provided to students related to appropriate citation standards.

Review Notes.

General Standard IV - Comments and Recommendations

5. Learner Engagement

General Review Standard: The effective course design creates an environment where student motivation can be supported in multiple ways by the instructor, the course material, instructional design, learning activities, visual layout/design of the material, use of technology and other factors that engage students in the learning process.

5.1. The learning activities, either individually or collectively, promote achievement of stated learning objective.

Review Notes.

5.2. Learning activities foster instructor-student, content-student, and if appropriate to this course, student-student and student-research interaction.

Review Notes.

5.3. Clear standards are set for instructor response and availability (turn-around time for email, grade posting, etc.)

Review Notes.

5.4. The requirements for course interaction are clearly articulated.

Review Notes.

5.5. The course design supports instructor engagement with the students.

Review Notes.

General Standard V - Comments and Recommendations

6. Course Technology

General Review Standard: To enhance student learning, course technology enriches instruction, fosters student interactivity, and increases access to instructional materials and resources.

6.1. The tools and media support the learning outcomes, and are appropriately chosen to deliver the content of the course.

Review Notes.

6.2. The tools and media enhance student interactivity and guide the student to become a more active learner.

Review Notes.

6.3. Technologies required for this course are either provided or easily downloadable.

Review Notes.

6.4. The course components are compatible with existing standards of deliver modes.

Review Notes.

6.5. Instructions on how to access resources at a distance are provided.

Review Notes.

6.6. The course design takes full advantage of available and appropriate tools and media.

Review Notes.

General Standard VI - Comments and Recommendations

7. Learner Support

General Review Standard: Courses are effectively supported for students through fully accessible modes of deliver, resources, and student support.

7.1. The course instructions articulate or link to a clear description of the technical support offered.

Review Notes.

7.2. Course instructions articulate or link to an explanation of how the institutions academic support system can assist the student in effectively using the resources provided.

Review Notes.

7.3. Course instructions articulate or link to an explanation of how the institution's student support services can assist the student in effectively using the resources provided.

Review Notes.

7.4. Course instructions articulate or link to tutorial and resources that answer basic questions related to research, writing, technology, etc.

Review Notes.

General Review Standard VII - Comments and Recommendations

8. Accessibility

General Review Standard: The electronic and online course components are accessible to all students.

8.1. The course acknowledges the importance of ADA requirements.

Review Notes.

8.2. Course pages and course materials provide equivalent alternatives to auditory and visual content.

Review Notes.

8.3. Course pages have links that are self-describing and meaningful.

Review Notes.

8.4. The course demonstrates sensitivity to readability issues in accordance with the American Disabilities Act.

Review Notes.

General Review Standard VIII - Comments and Recommendations

Course Number and Title

Instructor Name

Park University Quality Standards Review / Comments and Recommendation

Date

Summary Comments

General Standard I – Course Overview and Introduction

Summary Comments

General Standard II – Learning Objectives (Competencies)

Summary Comments

General Standard III – Assessment and Measurement

Summary Comments

General Standard IV – Resources and Materials

Summary Comments

General Standard V – Learner Engagement

Summary Comments

General Standard VI – Course Technology

Summary Comments

General Standard VII – Learner Support

Summary Comments

General Standard VIII – Accessibility

Summary Comments