**Quality Assurance Process**

**Criteria for review**

Online courses (taught in the previous semester) which meet the criteria below will go through the Quality Assurance Process:

         courses that have never gone through a rubric

         courses that have not been through a rubric for two years or more

         courses that have new instructors since the course originally went through a rubric

**The Process**

        Notify the Chairs and instructors of courses qualifying for review.

* No Online Course Development Agreement is needed unless the course requires redevelopment.

         If the course passes the rubric immediately, the instructor is paid a stipend of $100 per semester hour. Chair is notified.

         If the course *does not* pass the rubric, and needs a few changes, the instructor is paid the stipend once the changes have been made. The instructional designer and the developer will agree to a timeframe for the changes to be accomplished and the Chair will be notified. If the established timeframe extends beyond August 31, 2012, the stipends **will be paid** by means other than the Title III grant until all online courses have been reviewed.

         If both reviewers agree that the course does not meet standard **4.3 “Instructional materials are designed for an effective online environment**,” the instructor will be asked to redevelop the course. Instructional Designer, Developer and Chair will meet to agree upon changes that need to be made and a timeframe for finishing them. The Chair will be notified of progress at the midpoint of the timeframe and again when the process is complete. When the course passes the rubric, the instructor will be paid a redevelopment stipend of $200 per semester hour. If the established timeframe extends beyond August 31, 2012, the stipends will be paid by means other than the Title III grant until all online courses have been reviewed.

**Note**: Courses that have previously gone through a rubric, and the current instructor was paid for course development, are not eligible for redevelopment funds but will receive the Quality Assurance stipend of $100 per semester hour when the course passes the rubric.

**Payment Process**

*Instructions on how to process paperwork to pay both QA Instructor and Evaluator (if not a mentor)*

1. Evaluator signs Evaluator Agreement for Review on Online Courses.
2. Complete QA Evaluation Forms and sign (Evaluator and Instructional Designer)
3. QA Review Confirmation Form signed by Evaluator and Instructional Designer. This form must include the stipend amount earned by the evaluator or instructor.
4. The forms will be sent to the appropriate office for processing and you will be paid in the pay period following their complete submission.