

Process for Ensuring Quality of Online Courses New Mexico State University Alamogordo

Course Design

- All faculty teaching online will be required to complete training related to design
 - Applying the Quality Matters Rubric (APPQMR) training
 - Canvas training
- All online courses currently taught must go through a QM review
 - All courses are QM certified
 - All sections will utilize the QM approved course. Within budgetary constraints, faculty may request to have their section go through the review process.
- All new courses will be fully designed according to QM Standards and go through a pre-review process before being taught
 - The *Online New Course Development Statement* must be submitted by the required date
 - The course will be taught online for two semesters and then go through an official QM review
- Ensuring QM approved course is being taught
 - Division Heads and Assistant Division Heads are ultimately accountable for all courses
 - All faculty should utilize the QM approved course in all sections. The only modifications that can be made are those in the “Process for Utilizing a QM approved Course by Another Instructor” document unless approval is obtained for another review.
 - The Course Representative (CR) will be the ultimate authority for the QM approved course. Before changes can be made to the QM approved course by a faculty member, (we understand student assessment may and should lead to minor modifications in a course) the CR would need to be consulted to ensure the QM approval.
 - When a new instructor is assigned to teach a course that is QM approved, the division will notify the instructor of the necessity to teach the QM approved course or will notify the Director of Online Quality assurance of the need to put another section through a QM review (at the expense of the division) which would then go through the pre-review process.
 - The Online Quality Assurance office will check each semester to ensure a QM approved course is being taught and will notify appropriate division head and the VPAA if a section does not have QM approval.

Course Delivery

- All faculty teaching online will go through the Online Teaching Course (OTC)
- All faculty who teach online courses will be observed by his/her supervisor
 - during the first semester of teaching online if new to NMSU-A or new to online teaching

- through their online courses at least every other review cycle per NMSU-A procedures
- Faculty teaching an online course for the first time at NMSU-A will meet either virtually or in person with the Director of Online Quality Assurance once a course has been assigned. The Division Head will notify the Director of Online Quality Assurance of the name, email address, and course (courses) being taught during that first semester.

Faculty Pool (adjunct instructors)

In order to ensure quality in online teaching, NMSU-A requires all faculty teaching online courses to have the following credentials prior to hiring to teach online courses (may need to take refresher courses annually until hired to remain eligible for hiring):

- Appropriate degree credentials (As approved through Division and VPAA)
- Successful completion of the following at no cost to the participant if taken through NMSU-A
 1. Canvas course or have taught online utilizing Canvas for at least two semesters
 2. Online Teaching Course (OTC)
 3. Applying the Quality Matters Rubric (APPQMR) course