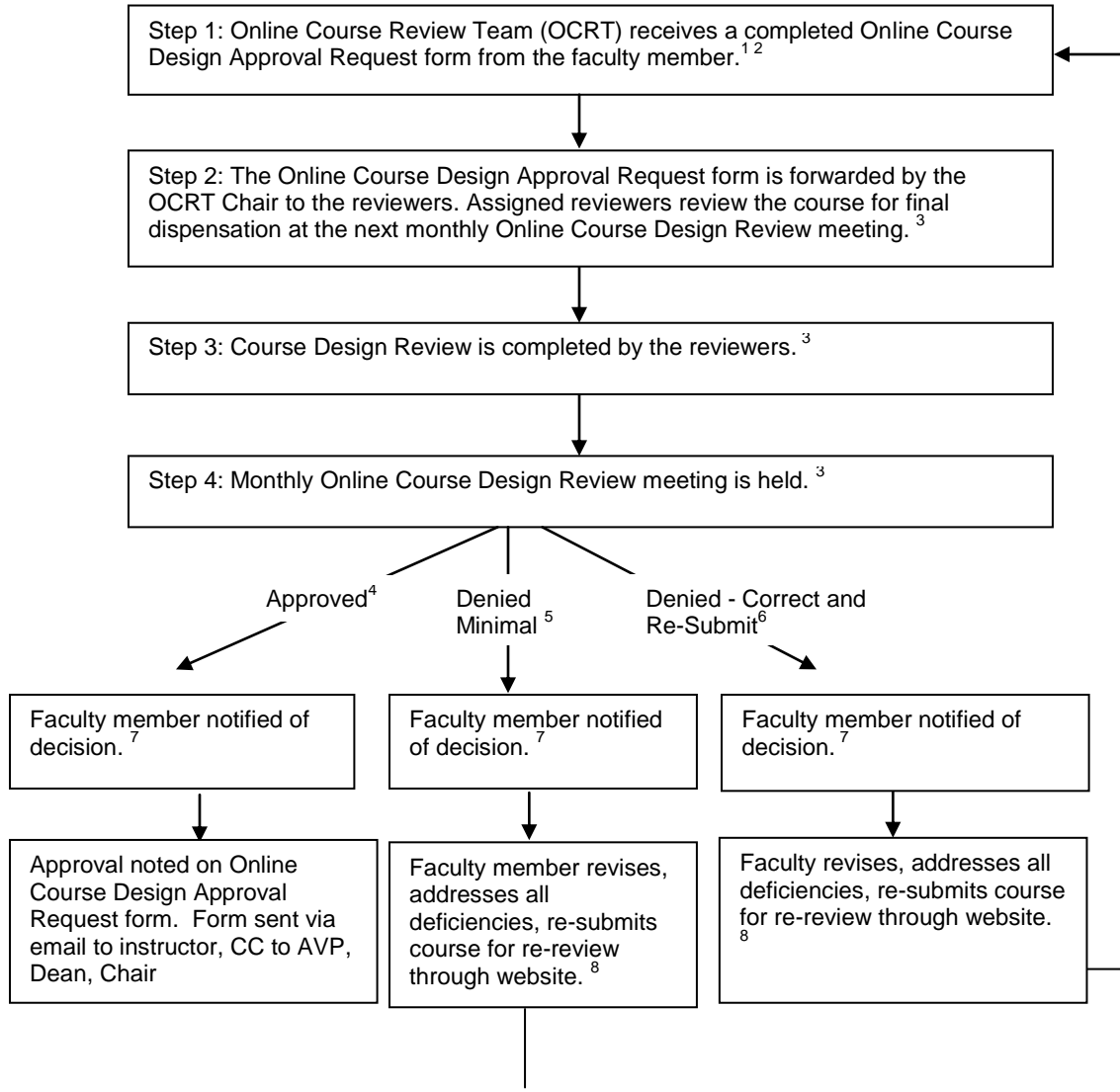


## Creighton Office of Online Learning - COOL Reviewing the Design of Online Courses

The following is an outline of the process for reviewing the design of online courses offered at Creighton University to ensure congruence with Creighton University design standards for online courses. The overview is in flowchart form with details footnoted in the Appendix.

### Online Course Review Process



## **Appendix**

### **Detailed Step Information**

<sup>1</sup> Online course must have approval from appropriate persons in the faculty members' School or College before being submitted for the Online Course Approval process. This may be approval from a curriculum committee, a department chair, or the Dean's office.

<sup>2</sup> Online Course Design Approval Request form to be filled out online by the faculty member. Form may be found at <http://www2.creighton.edu/Onlinelearning/OCRT>

<sup>3</sup> Online Course Design Approval Requests will be evaluated and a decision made on the third Wednesday of every month during the OCRT Course Design Review meeting. Requests for online course design review must be submitted a minimum of 14 days before the OCRT monthly Course Design Review meeting in order to be placed on the agenda for dispensation. Notification of dispensation will occur within five working days after the OCRT monthly Course Design Review meeting. The faculty member will be notified via email the OCRT Chair using the email addresses provided on the Online Course Design Approval Request form.

<sup>4</sup> Approved – course has met guidelines and may be offered as is with full approval of the OCRT.

<sup>5</sup> Denied Minimal – course has met guidelines for the most part, but some changes must be made before receiving Approval. Once the changes have been made by the faculty member, the faculty notifies the OCRT Chair and the OCRT Chair will validate the required changes were made.

<sup>6</sup> Denied - Correct and Re-Submit – course has significant problems as identified by the Online Course Design Review rubric which must be corrected. At that point, the faculty member will resubmit the course for re-review via an email to the OCRT Chair. The Chair will notify the original reviewers that the course is ready for re-review.

<sup>7</sup> Chair of OCRT will notify faculty member via email

<sup>8</sup> Re-submission goes to OCRT Chair who notifies original reviewers (if possible) that course is ready for re-review and original dispensation (ie. Denied or Denied Minimal).