



## Subject Matter Expert (SME) Curriculum Review Rubric

Name of Course: \_\_\_\_ Advanced Coding\_\_\_\_ MTI Course Number: \_\_\_\_MOP 260\_\_\_\_

Reviewer: \_\_\_\_ Lexie Schulz\_\_\_\_ Date Review Completed: \_\_\_\_07/11/2017\_\_\_\_

Reviewer Background: \_\_\_\_ Certified Professional Coder\_\_\_\_  
 (title, credentials, special qualifications)

Each section is scored on a 5 point scale as follows:  
 5=Strongly Agree; 4=Agree; 3=Neither agree nor disagree;  
 2=Disagree: 1=Strongly disagree or NA=not applicable

**SCORE**

### Introduction

<b>Syllabus</b>	Clearly explains the grading system, outcomes, requirements, instructor availability, and timeline for the course. Rules for online participation and interaction are outlined.	5
<b>Learning Community</b>	Students have the opportunity to introduce themselves to the teacher and their course mates and interact with one another regularly.	3
<b>Course Software</b>	Course software requirements are clearly stated along with instructions for how to acquire the software. All links to external downloads are functioning and software is embedded or integrated into the Learning Management Software (LMS) whenever possible for single sign on and seamless course use.	4
<b>Comments:</b>	<p><b>Learning Community</b> – In regards to the learning community portion of the rubric, I didn't see where the discussion feature was utilized or where course mates interact regularly. I called Paula and confirmed this feature was not overly used and she mentioned that the students will have already known each other from the past semesters. With that being said, I'm not sure if they would need to overly interact with each other, however I do encourage discussions to be set up and inform the students they have the option to post in the discussions if they have questions and would like to work through them at all together. A different online class I took we corresponded through discussion and it was very helpful. I'm sure the instructor was also able to see if there were any hiccups that needed more education on or clarification. You might also just put a general getting to know you questionnaire on the discussion for starters. Simplicity with even questions of what type of learner are you (visual, kinesthetic, auditory, or read-write) and what coding skill do you</p>	

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	<p>hope this class helps you improve on?</p> <p><b>Course Software</b> – All instructions for materials needed and when to reference are clearly outlined. The reason I provided a 4 instead of a 5 is because the “How to Code Anesthesia Video” is unavailable on Youtube. That link will need updated.</p>
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<b>Visual Design</b>		
<b>Consistency</b>	Chapters, pages, assignments follow a pattern of consistency for students. Students can easily navigate from one unit to the next.	5
<b>Navigation</b>	All links, handouts, and embedded files work. Navigation throughout the course is simple with as few clicks as possible and minimal scrolling. Only the portlets and pages needed are available for student view.	5
<b>Technology</b>	All integrated technology works seamlessly.	5
<b>Handouts</b>	All handouts are available in formats that are easy for students to access regardless of the software they have on their computer.	5
<b>Comments</b>	<p>The visual design of this course is consistent. As mentioned in the introductory video, there is going to be a lot of information available since this was a competency based class. I liked that you made recommendations as to what students can do when they are feeling overwhelmed. In regards to Handouts, I noticed some of the resources (chapter slides) are power point products. I believe students have MTI issued laptops so they should have the Microsoft platform available for use. Otherwise, the class assignments would be easy to download in multiple formats if needed to reference offline.</p>	

<b>Instruction</b>		
<b>Outcomes</b>	Outcomes are clearly defined at the beginning of the course as well as in each unit.	5
<b>Interactive</b>	Instructor uses technology to make the class interactive and engaging to the student.	4

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<b>Collaborative</b>	Students have the opportunity to collaborate and communicate regularly. Forum posts and group projects are used to foster a Learning Community within the course.	3
<b>Presentation</b>	Content is presented in a variety of ways to meet the needs of all learners. Videos, text books, and handouts are available for each lesson.	4
<b>Assessment</b>	Assessments include a variety of formats. Online tests have a variety of question types and assessments in general are varied giving opportunities for oral presentations, papers, projects, and online exams.	4
<b>Aligned</b>	Assignments and Assessments are clearly aligned to the unit and course outcomes that were outlined.	5
<b>Application</b>	Assignments provide students with ample opportunities to practice and apply concepts and skills in realistic and relevant ways that enforce learning outcomes.	5
<b>Assignment Expectations</b>	Clear instructions are available to the student. Grading expectations are specifically outlined and sample rubrics provided. Model assignments or examples are available for students to view for a clear understanding of expectations.	5
<b>Student Centered</b>	Learning activities structured to foster student-instructor, student-student, and student-content interactions. Active and engaging activities are included throughout the course.	4
<b>Extended Learning</b>	Opportunities are provided for the student to extend their learning on their own. Additional information or links are made available for students who are interested in learning more on the subject.	5
<b>Comments</b>	More variety of assignments/ projects would be great to keep activities engaging for the students through out the class. With a little development of variety, I think the class would be even more engaging for students with different learning types.	

<b>Technical Accuracy</b>		
<b>Technical Accuracy</b>	Course materials are technically accurate for the profession/industry.	5
<b>Current Practices</b>	Course materials are up-to-date and reflect current industry and professional practices.	5
<b>Relevant Material</b>	Course materials are relevant to the program and will contribute to skills and knowledge needed for employment.	5

<b>Comments</b>	All materials appear appropriate and up to date for today's industries.
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**Other Comments:**

I really love the fact that you also have a section where students need to audit a selected record/ note. At my company, we always have a hard time finding auditors because many individuals are unsure of what all goes into auditing and also are scared to try something new and audit an individual.

Overall, everything fits great together and is effective for teaching students. I would focus a bit more on different types of instruction based off the different learning styles. With doing that, you may find students catch on quicker and are also more likely to succeed. The last recommendation I made was to start a discussion board where students can still work together on the online assignments. Your peers are one of your best resources and it is great to get in the habit of using them. That doesn't someone else does your assignment but if you are truly stuck on a note, it's great to start a discussion and use your resources.