HCC Online Course Design Rubric and Guidelines

This rubric was designed by HCC Faculty. It’s intended to be used for the following purposes:

- Guidance for online instructors
- To guide the development and approval process of new online courses
- To certify that an online course has been reviewed for quality by a team of faculty trained in using and applying the rubric

This rubric is not intended to be a tool to evaluate instructors or teaching as part of the contracted evaluation process of courses.

Process for New Online Course Proposal and Approval:

New courses must be proposed a year in advance.
Deadlines: November 30th for Fall Courses & April 30th for Spring Courses

In order to get approved, new online courses must meet the minimum scoring criteria on the Online Course Design Rubric:

I. Design & Organization: Effective (1) in each category.
II. Delivery and Interaction: 4 points
III. Assessment: 4 points

1) New Courses must first be approved at the department and division level. Upon approval, faculty will complete the Online Programs New Online Course Proposal Form.
2) After Proposal Form is submitted, Online Programs will verify that Department and Dean have approved the course.
3) Pre-Meeting: One of the Quality Reviewers will meet with Applicant to go over rubric and process. Follow-up meeting will be scheduled at this meeting. (30 minutes)
4) Review: When applicant is ready, the team consisting of two Quality Reviewers and the Applicant will review course. All three members will complete the HCC Rubric Score Sheet and prepare a short reflection on the strengths and weaknesses of the proposed course. (1 hour)
5) Follow-up Meeting: Team will meet to discuss the course. (1 hour)
6) Report: Quality Team members will write up a report with recommendations (suggested and required) before course is approved. (30 minutes)
7) Support: Instructional Designer and Instructional Technologist will provide support to applicant in addressing the recommendations made by the team.
8) Approval: Final approval by the Dean of Online Programs and Academic Initiatives.

Compensation: $500 per credit as per DCE Contract to Applicant
$150 to each of the Quality reviewers
Proposal for earning an Exemplary Course rating

Participating in a Quality Review of an online course is voluntary for instructors. Courses that successfully complete the process with the following score will receive an Exemplary Course Rating:

I. Design & Organization: 6 points
II. Delivery and Interaction: 7 points
III. Assessment: 8 points

1) Instructor submits application to have their course reviewed. (Rolling)
2) Pre-Meeting: A member of the Online Quality Team will meet with applicant to go over rubric and process. Follow-up meeting will be scheduled at this meeting. (30 minutes)
4) Review: When applicant is ready, the team consisting of two Quality Reviewers and the Applicant will review course. All three members will complete the HCC Rubric Score Sheet and prepare a short reflection on the strengths and weaknesses of the proposed course. (1 hour)
5) Follow-up Meeting: Team will meet to discuss the course. (1 hour)
6) Report: Quality Team members will write up a report with recommendations (suggested and required) before course can be labeled “Exemplary”. (30 minutes)
7) Support: Instructional Designer and Instructional Technologist will provide support to applicant in addressing the recommendations made by the team.
8) Approval: Final approval by the Dean of Online Programs and Academic Initiatives.

Compensation: $300 for the Instructor
$150 to each of the supporting Quality reviewers
This workforce product was funded by a grant awarded by the U.S. Department of Labor’s Employment and Training Administration. The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The U.S. Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership.

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