

# 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 30<sup>th</sup> for Fall Courses & April 30<sup>th</sup> 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 of 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

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