

RxTN Quality Assurance Rubric



This assessment rubric has been used to monitor the progress of the content created by TAACCCT RxTN grant.

Name(s) of Evaluators: _____

Course/Material Developer: _____

Institution: _____

Date of Assessment: _____

Title of Learning Material Being Evaluated:

Type of Learning Material Being Evaluated:

☐ Non-Credit ☐ Credit ☐ Student Support Module ☐ Instructor Material ☐ Other

This learning resource will be part of:

☐ Learning Resources Collection ☐ Program Support Materials Collection

Evaluation Scale

The scale is below was adapted from the [Quality Online Course Initiative Rubric](#) by [Illinois Online Network](#), which is based on a work at www.ion.uillinois.edu, is licensed under a [Creative Commons Attribution-Noncommercial-Share Alike 3.0 United States License](#) and can be found at <http://www.ion.uillinois.edu/initiatives/qoci/index.asp>

☐ **Yes:** All materials are SGA compliant

☐ **Almost:** Some materials are SGA compliant

☐ **No:** No materials are SGA compliant

☐ **N/A:** Not applicable based on course design and content.



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Licensing

1. All grant materials have been clearly marked with the appropriate Creative Commons license, attribution, and the required Department of Labor disclaimer.

☐ Yes ☐ Almost ☐ No ☐ Not Applicable

2. All pre-existing Creative Commons licensed materials used in the materials are properly attributed.

☐ Yes ☐ Almost ☐ No ☐ Not Applicable

3. Any rights held by third parties are prominently marked or indicated in a notice.

☐ Yes ☐ Almost ☐ No ☐ Not Applicable

4. A content item identifying the course as licensed under Creative Commons has been created with the following HTML for each course exported from a Learning Management System (LMS)¹:

```
<p><a rel="license" href="http://creativecommons.org/licenses/by/4.0/"
target="_blank"></a><br /><br />This work is
licensed under a <a rel="license" href="http://creativecommons.org/licenses/by/4.0/"
target="_blank">Creative Commons Attribution 4.0 International License</a>.</p>
```

☐ Yes ☐ Almost ☐ No ☐ Not Applicable

¹ Note that your LMS may offer additional ways to add licensing information to the course metadata.



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Accessibility

[The SkillsCommons Accessibility Checkpoints](http://support.taacct.org/accessibility) (<http://support.taacct.org/accessibility>) were summarized and used to ensure that this learning resource satisfies the accessibility requirements to be uploaded to the SkillsCommons repository and is compatible with assistive technology:

1. A link and URL to your institution's or organization's formal accessibility policy, if applicable.
☐ Yes ☐ Almost ☐ No ☐ Not Applicable
2. A link and URL to your institution's or organization's formal accessibility statement, if applicable.
☐ Yes ☐ Almost ☐ No ☐ Not Applicable
3. Colors contrast so that words and images are clearly visible, easy to view, and stand out from other document elements.
☐ Yes ☐ Almost ☐ No ☐ Not Applicable
4. Images have alternative text.
☐ Yes ☐ Almost ☐ No ☐ Not Applicable
5. Tables have alt text and header rows identified.
☐ Yes ☐ Almost ☐ No ☐ Not Applicable
6. Hyperlinks are composed of meaningful text.
☐ Yes ☐ Almost ☐ No ☐ Not Applicable
7. Documents have appropriate headings.
☐ Yes ☐ Almost ☐ No ☐ Not Applicable
8. Presentation slides have unique titles for each slide and are presented in a sensible order.
☐ Yes ☐ Almost ☐ No ☐ Not Applicable
9. Videos are closed captioned and transcripts are provided for all audio content.
☐ Yes ☐ Almost ☐ No ☐ Not Applicable



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10. Correct pagination of printed materials.

☐ Yes ☐ Almost ☐ No ☐ Not Applicable



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Subject Matter Expert Review & Report

1. The Subject Matter Expert has provided his or her name, title, and type/amount of experience they have in conducting reliable evaluations of learning materials.

☐ Yes ☐ No ☐ Not Applicable

2. The Subject Matter Expert conducted an evaluation of the instructional materials and has provided a report that will be included with the submission as a Quality Note under the Education/Instructional Information section of the submission metadata².

☐ Yes ☐ No ☐ Not Applicable

3. The Subject Matter Expert participated in consultations during development of instructional materials.

☐ Yes ☐ No ☐ Not Applicable

4. The Subject Matter Expert participated as an ongoing member of the team developing the instructional materials

☐ Yes ☐ No ☐ Not Applicable

5. Please identify the status of the Subject Matter Expert review:

☐ **Complete:** SME review is complete with no problems found or recommendations.

☐ **In Progress:** SME review complete, but found problems or suggested improvements.

☐ **Incomplete:** Learning resource has not been reviewed by SME

² You can provide a narrative within the open text field “Quality Note” and upload a report with the related learning materials.



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☐ **N/A:** No SME review required

Metadata

1. Which of the following metadata standards were used for the grant-created content?
Check all that apply:
 - ☐ LR [Learning Registry] and LRMI [Learning Resource Metadata Initiative]
 - ☐ Packaging standards for aggregate level resources (AICC [Aviation Industry CBT Committee])
 - ☐ Common Cartridge [IMS Global Learning Consortium]
 - ☐ SCORM [Sharable Content Object Reference Model]
 - ☐ Standards for data sharing (PESC [Postsecondary Electronic Standards Council]).
 - ☐ Other (Please Describe):
2. A brief, two-to-three line summary of the course, its contents and the intended scope (i.e. a one to two-week learning module) has been included.
3. The description and metadata entry includes key terms, subject area, and the title of the learning material.
4. The industry partner has been clearly identified and a brief description of how the industry partner collaborated with your project has been provided³.

³ i.e. defining the program strategy and goals, identifying necessary skills and competencies, providing resources to support education/training (such as equipment, instructors, funding, internships, or other work-based learning activities), providing assistance with program design, and where appropriate, hiring qualified participants who complete grant-funded education and training programs.



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Comments & Recommendations

Please identify any elements that are absent from the learning material, as well as any suggestions and/or recommendations that should be implemented in order for the learning material to meet all SGA requirements for upload to the SkillsCommons repository.

Licensing:

Accessibility:

Subject Matter Expert Review:

Metadata:



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Summary of SGA Requirements

Part I: Licensing

- [General SGA Creative Commons Requirement \(page 21\):](http://doleta.gov/grants/pdf/SGA-DFA-PY-10-03.pdf)
<http://doleta.gov/grants/pdf/SGA-DFA-PY-10-03.pdf>
- [Specific Round 2 Creative Commons Requirement \(pages 8-9\):](http://www.doleta.gov/grants/pdf/taaccct_sga_dfa_py_11_08.pdf)
http://www.doleta.gov/grants/pdf/taaccct_sga_dfa_py_11_08.pdf
- [General SGA DOL Disclaimer Requirement \(page 15\):](http://doleta.gov/grants/pdf/SGA-DFA-PY-10-03.pdf)
<http://doleta.gov/grants/pdf/SGA-DFA-PY-10-03.pdf>

Part II: Accessibility

- [General SGA Accessibility Requirement \(page 8\):](http://doleta.gov/grants/pdf/SGA-DFA-PY-10-03.pdf)
<http://doleta.gov/grants/pdf/SGA-DFA-PY-10-03.pdf>
- [Specific Round 2 Accessibility Requirements \(page 8\):](http://www.doleta.gov/grants/pdf/taaccct_sga_dfa_py_11_08.pdf)
http://www.doleta.gov/grants/pdf/taaccct_sga_dfa_py_11_08.pdf

Part III: Subject Matter Expert Review & Report

- [General SGA Subject Matter Expert Review Requirements \(page 15\):](http://doleta.gov/grants/pdf/SGA-DFA-PY-10-03.pdf)
<http://doleta.gov/grants/pdf/SGA-DFA-PY-10-03.pdf>
- [Specific Round 2 Subject Matter Expert Review Requirements \(pages 6 and 8\):](http://www.doleta.gov/grants/pdf/taaccct_sga_dfa_py_11_08.pdf)
http://www.doleta.gov/grants/pdf/taaccct_sga_dfa_py_11_08.pdf

Quality Note:

Please see the Subject Matter Expert Third Party Review document attached

Quality of Subject Matter was assured by:

- Conducting an evaluation of the instructional materials and providing a report
- SME Quality Report is posted in Skills Commons

Part IV: Metadata

- [Specific Round 2 Material Description Requirements \(page 8\):](http://www.doleta.gov/grants/pdf/taaccct_sga_dfa_py_11_08.pdf)
http://www.doleta.gov/grants/pdf/taaccct_sga_dfa_py_11_08.pdf
- [General Industry Partner Requirements \(page 14\):](http://doleta.gov/grants/pdf/SGA-DFA-PY-10-03.pdf)
<http://doleta.gov/grants/pdf/SGA-DFA-PY-10-03.pdf>



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Attribution

The RxTN Quality Assurance Rubric is a derivative work adapted from the following templates and guides provided by SkillsCommons, which are all licensed under a [Creative Commons Attribution 4.0 International License](#):

- Guidance for Grant Project Managers to Assess TAACCCT Grantee Contributions to SkillsCommons by Skills Commons is licensed under a [Creative Commons Attribution 4.0 International License](#).
- TAACCCT Voluntary Subject Matter Expert and Industry Partner Summary Template by SkillsCommons is licensed under a [Creative Commons Attribution 4.0 International License](#).
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- The Skills Commons Adding a Creative Commons License to a Learning Management System Course is licensed under a [Creative Commons Attribution 4.0 International License](#).

All of the aforementioned templates can be found at [SkillsCommons.org](#):
<http://support.taaccct.org/contribute-manage/>



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