**ASC Distance Learning Approval Coversheet**

**Problem:** ASCC’s current rubric for assessing the quality of online course proposals is becoming outdated. The Quality Matters (QM) framework upon which the current rubric was built is being phased out at OSU, and several items on the existing rubric require review of a course in Carmen rather than solely the syllabus required for the approval process within ASC. Several questions arise in ASCC panel reviews that cannot be or are not answered in the materials submitted, creating inefficiencies in the approval process, and, more importantly, inadequately addressing reviewers concerns to ensure high quality courses. In general, anxieties about the quality of distance learning courses being offered are proliferating as more courses are proposed for approval in DL and DH delivery modes, and a set of standards to ensure the quality of distance instruction for ASC can help alleviate those concerns while providing important guidance to faculty developing courses.

**Solution:** A short coversheet asking faculty to attest to and describe several key elements for quality ASC distance learning courses using up-to-date, proven standards for quality distance delivery; measures to meet accreditation standards; and common approval panel questions will create efficiencies in the approval process, set a strong standard for the college (and beyond), and help ensure faculty attend to some of the most important elements in quality online instruction. This rubric combines the strengths of the current rubric and adds fields for faculty to describe and attest to certain key components of an ASC-endorsed quality online course. ASC will pilot this new document, and shape it according to its own needs, with the possibility that ODEE will encourage other colleges to adopt the same or similar documents in the future.

Ian Anderson and ASCTech’s academic technology team will remain preliminary reviewers of distance learning syllabi within ASC. They will review syllabi according to this new rubric for areas within their purview, but with a more robust toolset to coach faculty through the development process to ready a syllabus for ASCC review.

A request to create accompanying support for each criterion has been issued by a member of ASCC. A webspace linked through the ASC Curriculum and Assessment pages managed by ASC’s distance learning team could house up-to-date research on the key measures assessed by the panels as well as samples and models from within ASC. Faculty can review these support materials as they develop courses and complete the assurance rubric, and syllabus reviewers will have a resource to refer to when making determinations and suggesting revisions.

If ASCC votes to adopt this coversheet as a requirements for distance learning approved courses, the new materials will be published on the appropriate websites, and David Horn and Elizabeth Vu will share the new process with chairs, undergraduate directors, and graduate directors. This requirement can be implemented as soon as March 2, 2020. The supporting webspace presenting research and examples from ASC course proposals will launch this summer, and will evolve as ASCC panels identify exemplary practices and new research about best practices is published.

The attached document is a draft of this proposed cover sheet.