

Distance Learning Course Review

College of Arts and Sciences Curriculum Committees

The ASCC committees review and compare the in-person syllabus when available to the DL version to ensure that both versions have the same level of rigor. The committees also review the information contained in the Distance Education Cover Sheet, that includes information from the instructor and feedback from the review by the Office of Distance Education, addressing these four key components of distance learning.

1) Instructor Presence

Does the instructor sufficiently explain all interactions they will have with students in the course either synchronously or asynchronously and does it meet the minimum required for RSI?

Regular Substantive Interaction (RSI)

An instructor fulfills the RSI requirements if at least (2) of the following types of critical interactions occur on a regular basis in the course:

Critical Interactions:

- Providing regular direct instruction (recorded or live). The syllabus should explain the lengths of interactions if these are different from those required for in-person instruction.
- Assessing and providing substantial and constructive feedback on a student's coursework and assignments where appropriate. The syllabus should explain what kind of feedback students might receive for specific assignments.
- Facilitating a group discussion regarding the content of a course or competency or facilitating collaborative group projects with instructor guidance or engaging students with interactive activities curated by the instructor. The syllabus should explain which of these elements and activities it would incorporate and how the activity would be managed.

Very Important Interactions:

- Scheduling one-on-one virtual meetings between students and the instructor.
- Providing information or responding to questions about the content of a course or competency, whether by email, discussion board, or live office hours.

2) Credit Hours and Work Expectations

Does the instructor explain the total weekly work expectations for all course assignments and activities. Does the calculation match the course credit hours?

3) Description of Major Assignments

Are all major assignments clearly explained including synchronous and asynchronous activities?

4) How this Online Course Works

Does this section in the syllabus match what is stated in the cover sheet. Does it clearly explain a typical week in the course including all learning activities, assignments, and assessments?

