



Upon the recommendation of the Ohio University-Chillicothe Online Task Force, Ohio University-Chillicothe agreed to initiate an Online Course Development policy. The intent of this policy is to provide all Group I, II and III faculty a process for the approval of online and hybrid course development and offerings, while assuring the quality standards associated with Ohio University.

I. Approval Process

Group I, II and III Faculty members on the Chillicothe campus (from this point forward, the term faculty refers to Group I, II and III Faculty on the Chillicothe campus) have the option to request approval to develop and teach an online or hybrid course for the Chillicothe campus.

Step 1:

Any faculty member who seeks to develop an online or hybrid course must consult with his/her program coordinator (if applicable) and the campus associate dean and then complete an *Ohio University Chillicothe Online or Hybrid Course Approval Signature Form* (attached). This form must be signed by the requesting faculty member, RHE program coordinator, if applicable, and the campus associate dean prior to the beginning of course development. Athens Departmental approval must be preapproved at this time for Athens based courses.

Step 2:

Upon the above initial approval, the faculty member may proceed with developing the blended/online course. At least thirty days prior to the anticipated semester that the course will be listed, the faculty member must demonstrate evidence to the OUC Curriculum Committee or its designated subcommittee, Online and Hybrid Subcommittee that the course complies with the Quality Matters (QM) standards at an 85% level by completing **the Quality Matters Faculty Instructor Development Worksheet** (see attached) and providing other materials, such as syllabus, demonstrating compliance with QM standards. Online and Hybrid Subcommittee peer reviewers who have successfully completed, at a minimum, the Applying Quality Matters Rubric Workshop, will conduct this review. The purpose of this review is to insure a continuous improvement model for assuring the quality of OUC online and hybrid courses through a faculty review process.

The intent of the Quality Matters review is to provide faculty a collegial review process where reviewers provide faculty feedback on course design and constructive recommendations for improvement where necessary. Faculty submitting courses not meeting the QM Rubric Review will be provided feedback from the Online and Blended Subcommittee, and revisions and/or additional materials may be submitted again for approval from the committee.

II. Class Enrollments

The online or hybrid courses for Ohio University Chillicothe campus will be subject to the same enrollment restrictions (maximum & minimum) as traditional face-to-face courses. Courses not meeting the minimum requirements would result in adjustments in compensation for that course. The instructor or associate dean would have the option to cancel the course if minimums are not met.