



## HLC Accreditation Evidence Document

**Title: Online Course Best Practices Certification Initiative**

**Office of Origin: Office of Academic Affairs**

**Description:** An overview of an initiative started out of a collaboration between UNM Extended Learning, the Center for Teaching Excellence, and the UNM Online Course Advisory Council. This *Online Course Best Practices Certification Initiative* provides a framework and rubric for certifying online courses offered by the university.

Date: 2018

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# Online Course Best Practices Certification Initiative

## UNM ONLINE COURSE BEST PRACTICE CERTIFICATION INITIATIVE

In collaboration with UNM Extended Learning (EL) and the Center for Teaching Excellence (CTE), the UNM Online Course Advisory Council (OCAC) has established the UNM Online Best Practice Course Certification. This is the fourth year of this initiative and we have reviewed over 100 courses. Thirty-five courses will be reviewed in the 2018/19 year.

The Online Course Best Practice Certification is based on the Online Course Standards Rubric (<http://extendedlearning.unm.edu/assets/documents/onlinecoursestandardsrubric.pdf>) developed by the OCAC and approved by UNM Faculty Senate Teaching Enhancement Committee in December 2013. The Rubric provides a framework for online course design based on the University of New Mexico's online course standards and expectancies for quality online course delivery. The rubric serves to guide instructors in developing new online courses and in self-assessing existing online courses for improved design and delivery based on nationally recognized online teaching best practices. These guidelines also will assist deans, chairs, and distance learning coordinators in developing and improving online course design and instruction in their programs.

Rubric elements are based on best practice requirements from the Higher Learning Commission's Policy for Federal Compliance for Online Courses & verification of student identity in online courses—<http://policy.ncahlc.org/Federal-Regulation/practices-for->

verification-of-student-identity.html (<https://www.hlcommission.org/Policies/verification-of-student-identity.html>).

The rubric is also based on the original work of the UNM Faculty Online Course Standards Task Force established by the Provost's Office and New Media & Extended Learning in 2005 (2005-2009). New elements have been added to reflect Quality Matters Standards 2014—<http://www.qmprogram.org/our-mission> (<https://www.qualitymatters.org/about>).

The UNM Online Course Advisory Council, tasked by the Provost to continue the work of the earlier task force, has developed this document to assist the University with the implementation of an institutional model for online course development and instructional delivery.

For a list of previous awardees: 2015-2018 OCAC Certificate Recipients (<http://extendedlearning.unm.edu/faculty/ocac-2016-recipients.html>).

## **2019 Spring Application Submission Deadline— MONDAY, DECEMBER 10, 2018.**

### **1) INSTRUCTOR LED COURSE APPLICATION**

In collaboration with UNM Extended Learning (EL) and the Center for Teaching Excellence (CTE), the UNM Online Course Advisory Council (OCAC) would like to invite UNM Main Campus Online Faculty to apply to have their UNM online course certified as an UNM Online Best Practice Course. This is the fourth year of this initiative and we have reviewed over 100 courses. Thirty-five courses will be reviewed in the 2018/19 year.

The award will include time and assistance from an EL Instructional Designer to redesign the course using the UNM Online Rubric. Faculty successfully completing the certification will receive a \$2,000 stipend and their course will join the esteemed group of UNM Online Best Practice Certified Courses. Please see the list Recipients at <http://extendedlearning.unm.edu/faculty/ocac-2016-recipients.html> (<http://extendedlearning.unm.edu/faculty/ocac-2016-recipients.html>).

#### **CRITERIA**

All UNM Main campus instructors are eligible.

OCAC now has a TA Master Course Initiative, as well. Please see it at in the next section.

- 1) Course must have been taught by the instructor a minimum of two times online through UNM Main Campus
- 2) Course must be taught online 3 subsequent semesters (does not have to be consecutive semesters) after being certified – please get your chair's agreement on this. We will ask for this information on the application.
- 3) Core Courses/Gen Ed courses and/or courses that are part of an online degree or degree completion program will have preference
- 4) Instructors who have received the Award may apply for a second course. New instructors will get priority.

## AWARD

\$2,000 instructor stipend for redesign

Instructional Design consultant support preparation for review and during review process  
If certified:

Quality Matters National Course Review - \$1,000 Review fee paid

<https://www.qualitymatters.org/welcome> (<https://www.qualitymatters.org/qa-resources/rubric-standards>)

## BACKGROUND

The UNM Online Course Advisory Council (OCAC) was established by the Provost in 2012. The Advisory Council was charged with establishing an online course standards rubric grounded in research based best practices, reflecting Higher Learning Commission and federal requirements for online distance teaching and learning. The UNM Online Course Best Practice Rubric was presented to the Faculty Senate Teaching Enhancement Committee and was approved in December 2012 and revisions were approved in May 2015.

<http://extendedlearning.unm.edu/assets/documents/onlinecoursestandardsrubric.pdf>

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## THE PROCESS

1. November 27 - Call for Proposals
2. December 10: Faculty submit an application for course redesign and review. **Proposals due December 10, 2018.**
3. December 17: Fifteen to twenty courses will be selected for Fall 2018 review. Fall review courses will be assigned to a review panel.
4. December 17 - February 25: Faculty scheduled for Fall review will complete the UNM Online Course Standards Rubric noting evidence for each objective (Baseline Checklist through Standards 5) with the assistance of EL Faculty Services and an Online Course Development Course Designer. Rubric Self-Review and Faculty Worksheet submission due to OCAC by **Monday, February 25, 2018.**
5. March 4 - March 29: UNM OCAC Rubric Review Team will conduct a 30 minute review of the course as a student using the Faculty member's submitted UNM rubric. A 90-minute Review Meeting with faculty member, EL Course Designer and three UNM OCAC Review Panelists - the faculty will give an overview of course to share how it meets each standard.
6. March 25 - April 19: Faculty informed of certification status (meets or needs improvement)
7. April 29: Faculty who receive a Needs Improvement may make recommended changes and submit for re-review by **April 29.**
8. If course meets UNM Best Practice Certification
  - a. Course will receive UNM Best Practice Golden PAW Seal of Approval to place in course and noted on the UNM Online Course website as UNM Best Practice Certified.
  - b. Faculty will receive a \$2,000 stipend and a certification letter.

9. The faculty member will have the \$1,000 course review fee paid by Extended Learning if submitted for a National Quality Matters Review. See the Quality Matters website for information for their review process. <https://www.qualitymatters.org/welcome> (<https://www.qualitymatters.org/reviews-certifications>)
10. August 5, 2019 - Application Announcement goes out for Fall 2019

**ONLINE APPLICATION** - Go to this link to apply to have your course reviewed:

[https://forms.unm.edu/forms/ocac\\_submission\\_spring2019](https://forms.unm.edu/forms/ocac_submission_spring2019)

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## **2) UNM ONLINE TA MASTERCOURSE BEST PRACTICE CERTIFICATION INITIATIVE**

In collaboration with UNM Extended Learning (EL) and the Center for Teaching Excellence (CTE), the UNM Online Course Advisory Council (OCAC) would like to invite UNM Main Campus Online Faculty who support TA taught Online Courses to apply to develop a Best Practice TA Master Course. Due to the success of this last year this offer has been added to our initiative for this Fall. We must require a faculty Supervisor be part of this award.

The process is like our OCAC Best Practices Initiative that has been very successful for the past 6 semesters:

This will include time and assistance from an EL Instructional Designer to redesign the course using the UNM Online Rubric. Faculty successfully completing the certification will receive a \$2,000 stipend and their course will join the esteemed group of UNM Online Best Practice Certified Courses. Please see the list Recipients at

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### **CRITERIA**

OCAC now has a TA Master Course Initiative. All UNM Main campus instructors who are supervisors of TA led courses are eligible.

- 1) Course must have been taught a minimum of two times online through UNM Main Campus
- 2) Course must be taught online 3 subsequent semesters (does not have to be consecutive semesters) after being certified - please get your chair's agreement on this. We will ask for this information on the application.
- 3) Core Courses/Gen Ed courses and/or courses that are part of an online degree or degree completion program will have preference.

### **AWARD**

\$2,000 instructor stipend for redesign

Instructional Design consultant support preparation for review and during review process

If certified:

Quality Matters National Course Review - \$1,000 Review fee paid

<https://www.qualitymatters.org/welcome> (<https://www.qualitymatters.org/qa-resources/rubric-standards>)

## BACKGROUND

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([https://forms.unm.edu/forms/ocac\\_submission\\_spring2019\\_ta](https://forms.unm.edu/forms/ocac_submission_spring2019_ta))

## ***2018/19 Online Course Advisory Council***

*Ann Brooks, ASM*

*Trenia Walker, COE*

*Melinda Tinkle, CON*

*Lisa Gerber, A&S*

*(OPEN), EN*

### ***Ex-Officio:***

*Aeron Haynie, Director of Center for Teaching Excellence (CTE)*

*Debby Knotts, Executive Director Extended Learning, Strategic Initiatives*

*Becky Adams, Director of Extended Learning, Faculty Services & Online Course Development*

### **For more information contact:**

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[subject=OCAC%20Best%20Practice%20Application](mailto:rwolf01@unm.edu?subject=OCAC%20Best%20Practice%20Application))

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