

Germanna Community College Peer Review for Online Courses

The VCCS Consortium for Quality was developed to facilitate the discussion and practice of continuous course improvement. The main goal of the consortium is to improve student success and retention within the VCCS through the creation of high quality courses. The consortium established a set of online course guidelines to provide a means for measuring the quality of online course design for VCCS online and hybrid courses. These guidelines will be implemented in the peer review process for GCC online courses.

Online Course Design Guidelines

The following are the quality assurance guidelines* for online and hybrid courses:

1. **Course Outline**
2. **Course Preview and Introduction**
3. **Course and Unit Learning Outcomes**
4. **Learning Activities**
5. **Assessments**
6. **Resources and Materials**
7. **Course Technology**
8. **Navigation and Functionality**
9. **Communication**
10. **Student Support**
11. **Accessibility**
12. **Student Course Evaluation**

*Details for the Guidelines are included in the rubric. Some of the guidelines are based on the Quality Matters rubric. Those Guidelines have been identified by *QM.

If you want to learn more about the Online Course Peer Review Process please contact

Cheryl Huff
(540) 834-1032
Chuff@germanna.edu

OR

Muneeb Mobashar
(540) 834-1059
Mamobashar@germanna.edu

The Peer Review Process

1. **Identify courses that need to be reviewed-** Staff volunteer their online course for review.
2. **Self Assess-** Use rubric, Anecdotal records, Data on success and retention, Evaluation data.
3. **Gather your team-** Each team consists of four members: Leader, Subject matter expert, Outsider, Instructor of course, and mentor (if applicable).
4. **Presentation of course-** Make copy of course (in Blackboard) available to team. Copy of Self assessment given to each team member during presentation. Instructor demonstrates course to team.
5. **Set a Timeline-** It is recommended that the entire review process take 2-3 weeks for completion.
6. **Review by teams-** Reviewers perform the review using the rubric and noting comments.
7. **Meeting of the Minds-** Team leader schedules meeting to view the results of the review. Members of team will offer feedback to the instructor about the course.
8. **Report from Team Leader-** Team leader will submit report of review, as well as recommendations discussed in results, to the Dean of Distance Learning.
9. **Follow up-** Instructor implements recommendations and suggested changes into their course and reports results (improvements or lack of) to Dean of Distance Learning.
10. **Review, Revise and re-teach-** The process should be reviewed and revised on an annual basis.