

Radow College of Humanities and Social Sciences Digital Learning Policy

Guiding Principles

Radow College of Humanities and Social Sciences utilizes a sustainable course design approach. By reviewing and approving a single, fully online version of a course, Radow College ensures that essential instructional elements, including learner support and interaction guidelines are intentionally designed to align with federal guidelines, accreditation, and institutional requirements. It also ensures that all course content must meet WCAG 2.1 Level AA standards prior to use in the course.

Consistent with this model, Radow College's course review process is focused on fully online courses, and once reviewed, those courses can be adapted for other modalities. An exception is made for 33 percent hybrid courses that are designed to be taught exclusively in the 33 percent hybrid modality. When that is the case, creating a fully online course may be a hardship for a faculty member and therefore the course may be submitted for a hybrid 33 percent-only review.

Review Policy

All online and hybrid courses* must undergo a review process using the College Course Quality Checklist.

* Any course designed for individualized instruction, such as dissertation hours, thesis courses, co-ops, internships, practicums, directed studies, are not required to be reviewed.

Review Process

1. Faculty members initiate the course review process by submitting a Course Review request through the Digital Learning Innovation (DLI) website.
2. The course is evaluated in accordance with the Radow College Course Quality Checklist.
3. DLI reviewers provide the faculty designer with the results of the review, identifying which standards of the Course Quality Checklist are met and which, if any, require remediation.
4. The faculty designer confirms the feedback in writing and acknowledges that all identified concerns will be addressed prior to teaching the course. This acknowledgment is attached to the official course review record.
5. The DLI instructional designer submits the course approval documentation to the designated Radow College reviewer.
6. Upon Radow College approval, a copy of the approval documentation is sent to the department chair or school director.
7. The course is recorded in the appropriate Course Modality Database.

Timetable

Current online and hybrid course databases and review deadlines are listed on the Radow College Course Review website. The date by which a course must be submitted for review is determined by the semester in which the course is scheduled to be taught.

1. All online courses must undergo re-review every five years to ensure continued adherence to established quality standards.
2. Faculty will be notified of an upcoming course review in the semester prior to the review deadline.
3. Courses scheduled for review must be submitted no later than four weeks prior to the start of classes to allow adequate time for review and remediation of a course.
4. The syllabus for the course must be included in the shell for review. It can be in the completed Simple Syllabus, or a document named syllabus uploaded in the “Start Here” section which must include the following:
 - Course Prefix, Number, and Name
 - Semester and Academic Year
 - Course Description
 - Course Learning Outcomes: These are the approved outcomes for the course.
 - Required Course Materials: List of textbooks with ISBN, articles, lab supplies, equipment, course packs, etc., that students are expected to read or reference as part of the course.
 - Grading Policy: Specify how final grades will be determined, including the weight or points assigned to various course requirements.
 - Attendance Policy
 - Academic Honesty/Integrity Statement
 - Core IMPACTS Statement (if applicable)
 - Course Schedule
 - Course requirements and assignments
 - Evaluation and assessment
 - An identification of which course components or sessions will occur synchronously (face-to-face or live online) and where regular and substantive interaction will occur.
5. For asynchronous online courses, the entire course must be fully built and available in the D2L course shell at the time of review. This includes all modules, instructional materials, assignments, assessments, interaction activities, and accessibility requirements must be addressed.
6. Materials for synchronous sessions do not need to be present.
7. Modality changes following approval:
 - Once a course has successfully completed the review process and received approval, the approved course shell may be adapted for a different instructional modality without additional formal review.

- Once a course has successfully completed the review process and received approval, the approved course shell may be shared with and/or adapted by other faculty for a different instructional modality without additional formal review.
- If there is concern that a course has been substantially redesigned or no longer reflects the conditions of the original approval, a consultation with an instructional designer will determine whether a new review is required. A course can be submitted for re-review at any time.

Professional Development

All faculty teaching online and/or hybrid courses are recommended to have successfully completed appropriate training for either the creation or facilitation of these courses.