

Central Virginia Community College Policies
V – Academic Administration and Responsibilities
Online Course Review



Policy #:	CVCC0120
Effective:	02/15/2022
Last Reviewed/Revised:	10/14/2022
Responsible Dept.:	Academic and Student Affairs
Other Policy References:	NA

Online Course Review

1. The Distance Education Coordinator will establish Review teams
 - Teams of three faculty, ideally from at least two different divisions, will be assigned a series of courses to review.
 - Notification of team makeup will be sent to all involved parties
 - An “appeal team” consisting of the instructional designer and a different faculty team will be established when needed to handle any appeals in the process. This group will only examine unresolved or disputed items in the review.
2. The Distance Education Coordinator will establish courses to be reviewed
 - Courses will be selected on a volunteer basis as much as possible; then additional courses will be selected by the division deans to be reviewed as necessary.
 - Each course will have a “review on” date (volunteered initially or assigned if no volunteers come forward). The team will review the course on or after that date.
 - For sequential classes by the same instructor, the Distance Education Coordinator, after a review, can approve the subsequent course in the sequence if the original course has been approved by a review team, and the structure and design of the course is the same as the course previously approved.
3. Initial review
 - Reviewers evaluate courses based on a pre-arranged schedule.
 - Reviewers independently examine the course to determine if it meets the requirements of the Peer Review Rubric.
 - Reviewers compare notes and discuss discrepancies and reach agreement on what items are adequate and which do not seem to meet the requirements of the Peer Review Rubric. If agreement cannot be reached, then the item will be considered to have not met the requirements.
 - If the class meets all the requirements of the Peer Review Rubric, no follow-up is required. A congratulatory letter will be sent and the seal of approval attached to the class banner.
 - If the items to be changed in the course are not substantial in the view of the review team, the course can be sent to the Distance Education Coordinator with the note “passed to administration for appropriate action.” Once the changes noted by the review team are made and approved by the Distance Education Coordinator, the course will have passed the review process.
4. Follow-up review
 - If items are not in compliance with the Peer Review Rubric, a list of these items will be sent to the instructor with a copy sent to the Distance Education Center. The instructor can then either, with or without the assistance of the instructional designer
 - Modify the course and resubmit the course to the review team for a second review.
 - Schedule a meeting with the review team (which must be within thirty days of the initial notification) to discuss how the instructor feels that the course does meet those elements of the

Central Virginia Community College Policies
V – Academic Administration and Responsibilities
Online Course Review

rubric or seek clarity (from the review team and/or from the instructional designer) on what can be done to meet those requirements

- If the course passes, the congratulatory letter will be sent and the seal of approval attached to the class banner.

5. Outcome of second review

- If the course does not pass the second review, the instructor can, within thirty days, either
 - Modify the course again and submit it to the initial review team, or
 - Appeal the decision and have the course sent to the appeal team for review and, if needed, remediation. The course would stay with the appeal team until approved or withdrawn from course offerings.
 - The initial review team can, if they so choose, forward a re-submitted course to the appeal team if they feel an impasse has been reached.