

LSC Online Course Peer Review Process

Team Members:

Each peer review team will consist of three LSC online faculty members. One will be designated as the lead reviewer and, whenever possible, one will be an instructor from the discipline of the course being reviewed.

Selection of Courses to be Reviewed:

The peer review coordinator will contact both lead peer reviewers and instructors who've requested course reviews to schedule the start of the process. Instructors will have at least one week notice before peer reviewers enter their courses.

Confidentiality Form:

Before a reviewer is given access to his/her first course, a confidentiality form must be completed and turned in to the lead reviewer.

Instructor Worksheet and Course Outline:

The lead reviewer is responsible for making sure the instructor whose course is being reviewed completes an Instructor Worksheet. The lead reviewer will distribute copies of the worksheet to team members. The lead reviewer must also acquire an official copy of the course outline (available electronically) and distribute it to team members.

Access to the Course Being Reviewed:

The lead reviewer will contact the instructional technologist or IMS administrator to request instructor access to the course for the review team. The lead reviewer will also request that access be removed upon completion of a review.

Reviewing a Course:

The lead reviewer will set a timeline for completion of the peer review and will work to keep team members on task. From start to finish, the review process should last no longer than three weeks. Once team members have each reviewed the course and completed a rubric, the team will meet (either in person or virtually) and the lead reviewer will direct discussion about the individual review results. Following this meeting, the lead reviewer will compile rubric results and write a final review of the course. Once the final review is complete, the lead reviewer will send a copy to each of the team members for approval. Upon approval, the lead reviewer will share the results with the instructor of the course being reviewed.

Follow-up Meeting:

Once an instructor has received the written review of his/her course, the lead reviewer should arrange to meet with the instructor to discuss the results. This process can occur in person or virtually, at the discretion of those involved. This step in the process has proven extremely valuable and may result in the sharing of ideas and materials.

Finally...

A copy of the final review, confidentiality forms, instructor worksheet, and a brief summary of the process should be turned in to the peer review coordinator upon completion of the review.

When a Course Does Not Meet Minimum Standards:

If, upon completion of a review, a course does not meet minimum standards and instructional technology support would prove helpful, the peer review coordinator will arrange for it. Lead reviewers will strongly encourage instructors to make necessary changes before the course is offered again. The instructor may request a second review when necessary changes to the course have been made. The same lead reviewer will conduct this second review. Once the course meets minimum standards, the lead reviewer is responsible for writing the revised peer review to be submitted to both the instructor and the peer review coordinator. Courses that do not meet minimum standards will be referred to as courses "in progress".