

## Quality Standards for Online and Blended Courses QM



## **Statement of Purpose:**

To insure the best possible outcomes for Hamline students, online and hybrid courses are evaluated against a set of instructional standards. Hamline University uses the nationally recognized Quality Matters standards (2008-2010 edition) as our guideline for course development.

The standards listed below integrate specific Hamline University (HU) practices with:

- 18 Quality Matters Essential Standards indicated with (QM)
- 9 Quality Matters Important / Very Important Standards indicated with (qm)

For an online or blended course to pass the Final Review for course development, it must meet all 30 standards indicated with the bold numbers.

## **Online and Blended Course Definitions:**

Online: A course where most or all of the content is delivered online; typically without face-to-face meetings.

Blended: A course that blends online and face-to-face delivery. A substantial proportion of the content is delivered online, typically uses online discussions, and typically has a reduced number of face-to-face meetings.

1: Course Overview and Introduction	Yes	No
General Standard: The overall design of the course is made clear to the student at the beginning of the course.		
1.1 Instructions make clear how to get started and where to find various course components. (QM)		
<b>1.2</b> A statement introduces the student to the purpose of the course and to its components. In the case of a blended course, the statement clarifies the relationship between the face-to-face and online components. (QM)		
<b>1.3</b> The <b>Course Syllabus</b> uses the current HU template or includes all the <i>required</i> components as listed in the template.		
<b>1.4</b> Students are informed of minimal technical skills and any prerequisite knowledge that will be required to successfully complete the course. (qm)		
<b>1.5</b> The self-introduction by the instructor is appropriate and available online and students are asked to introduce themselves to the class. (qm)		
1.6 Clear instructions are given to the student on how to view course announcements and/or changes to the Course Syllabus and Calendar.		
2: Learning Objectives	Yes	No

General Standard: Learning Objectives are clearly stated and measurable. They assist students in focusing their efforts in the course.		
2.1 The course-level objectives describe outcomes that are measurable. (QM)		
<b>2.2</b> The module or unit-level objectives are measurable and consistent with the course-level objectives. (QM)		
2.3 All learning objectives are clearly written and describe WHAT the students will need to accomplish to successfully complete the course. (QM)		
<b>2.4</b> Instructions to students on <b>HOW</b> to achieve the learning objectives are adequate and stated clearly. (QM)		
3: Assessment and Measurement	Yes	No
General Standard: Assessment strategies use established methods to measure effective learning, align to stated learning objectives, and are an integral part of the learning process.		
<b>3.1</b> Assessments and assignments selected measure the stated learning objectives and are consistent with course activities and resources. (QM)		
<b>3.2</b> The course grading policy is clearly stated and indicates the value of each graded activity. (QM)		
<b>3.3</b> Specific and descriptive criteria, such as grading rubrics, are provided for the evaluation of students' work and participation. (QM)		
<b>3.4</b> The assessment instruments selected are sequenced, varied, and appropriate for the content being assessed. (QM)		
3.5 The Grade Center in the Learning Management System is made available to students for prompt feedback.		
3.6 For high-stake assessments, every measure should be taken to assure the integrity of student work, such as verifying student identity, using proctored test centers, and setting time limits.		
4: Resources and Materials	Yes	No
General Standard: Instructional materials are sufficiently comprehensive to achieve stated course objectives and are prepared by qualified persons competent in their fields.		
<b>4.1</b> The instructional materials are current and contribute to the achievement of the stated course and module/unit-level learning objectives. (QM)		
<b>4.2</b> The relationship between the instructional materials and learning activities is clearly explained to the student. (QM)		
<b>4.3</b> All resources and materials used in the course are appropriately cited and are free from copyright infringement. (qm)		
<b>4.4</b> The course content is presented into web appropriate chunks and sequenced accordingly (weeks, topics, or modules).		
4.5 Hamline University's Copyright statement is incorporated into the course.		
5: Learner Engagement	Yes	No
General Standard: Meaningful interactions (instructor to student, among students, and student to course materials) are employed to motivate students and foster active learning, intellectual commitment, and personal development.		
<b>5.1</b> Learning activities promote the achievement of stated learning objectives. (QM)		

<b>5.2</b> Learning activities foster instructor-student, content-student, and if appropriate to the course, student-student interaction. (QM)		
<b>5.3</b> Clear standards are set for instructor responsiveness and availability (turn-around time for email, grade postings, etc.). (qm)		
<b>5.4</b> The requirements for student interaction, such as participation in discussions, are clearly articulated. (qm)		
6: Course Technology	Yes	No
General Standard: Course navigation and technology employed in the course foster student engagement, and ensure access to instructional materials and resources.		
<b>6.1</b> The tools and media support the achievement of learning objectives and are appropriately chosen to deliver the course content. (QM)		
<b>6.2</b> The tools and media support student engagement and guide the student to become an active learner. (QM)		
<b>6.3</b> Navigation throughout the online components of the course is logical, consistent and efficient. (QM)		
<b>6.4</b> Students have ready access to technologies required in the course. (qm)		
6.5 All content pages are compatible with current technical and delivery standards and all links (internal and external) work properly.		
6.6 Instructions for how to access course resources are complete and easy to follow. All required course specific software and plug-ins are noted in the syllabus and links are provided.		
6.7 A link to Hamline University's Technology Use Policy is provided and students are		
required to read and agree to its terms.		
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