ACADEMIC AFFAIRS COUNCIL

AGENDA ITEM: 3 – A (3)

DATE: September 1-2, 2020

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SUBJECT
   QA Subcommittee Reconvening

PERTINENT HISTORY
   2018SP System QA Review Process Summary (02/2018)
   System QA Rubric Updates (QA Subcommittee) (11/2017)

CONTROLLING STATUTE, RULE, OR POLICY
   AAC Guideline 5.8 – System-Wide Quality Assurance Rubric
   AAC Guideline 5.9 – Online Course Quality Assurance Guidelines
   United States Access Board – Section 508 and Section 255 Guidelines

BACKGROUND / DISCUSSION
   Every two years, AAC has assembled a subcommittee to review the SDBOR QA Rubric
   and update it as needed, based on distance education best practices, changes in federal
   guidance and policies, etc. The subcommittee also conducted reviews of dual-credit
   courses to ensure both a high quality of delivery and compliance with SDBOR QA rubric
   guidelines (5.8). The last rubric revisions took place in 2017, with course reviews being
   conducted in 2018SP (see Pertinent History above), so we are a year overdue in
   reconvening the subcommittee.

   The importance of reconvening this subcommittee is not limited to the reasons stated
   above, but it also ensures that all institutions are complying with the training and review
   requirements as stipulated in 5.9; namely, that instructors are trained and online courses—
   those with delivery code of 015 (asynchronous) or 018 (synchronous)—are reviewed *prior*
   to instruction.

IMPACT AND RECOMMENDATION
   AAC reps should identify one (1) instructional designer or online instructor to represent
   their institution on the subcommittee.

(Continued)
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DRAFT MOTION
   Approve the reconvening of the QA Subcommittee.

The QA Subcommittee should convene sometime during the first week of October, and be prepared to:

- discuss any needed updates to the QA rubric
- report on their institution's QA process, including what courses were reviewed for 2020FA

The subcommittee's work and recommendations will then be reported back to AAC at the November meeting.

AAC should also determine whether the subcommittee should review courses at the system level in the 2021SP term, and if deemed necessary, determine what courses should be reviewed—e.g., dual credit courses not covered in the previous round of reviews (see Pertinent History for details), a random sampling, etc.