

Distance Education Course Shell Review Process

1. Course submitted
2. Self-assessment received by DE
3. Mentor assigned (Section A,B, & C of the OEI Rubric)
4. Mentor reviews shell and self-assessment
5. Mentor provides feedback and suggestions
6. Mentor moves shell forward to DE Coordinator and/or Reviewers
7. Assigned two reviewers (Section A,B, and C of the OEI Rubric; DE Coordinator to review Sections D and E)
8. Reviewers present approval for committee at next DE meeting
9. Committee provides approval and/or feedback for faculty and their course

Note: This was approved by the DE committee on September 22, 2017.