

# 2021-2022 Proposal for Quality Assurance in DE Courses

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The importance of IUPUI's distance education (DE) courses and their ability to deliver high quality, engaging learning cannot be overstated. However, there is a wide divide in the assurance of this type of learning. Therefore, in an effort to improve and streamline the quality assurance for distance education (DE) courses at IUPUI, the Distance Education Committee is providing the following recommendations that we would like to offer as a set of guidelines for all campus units to consider adopting and the IFC to promote.

## Course Set-up Recommendations

Per IFC guidance, faculty should already be using Canvas for each course they are teaching. Therefore, the following recommendations are based on the use of Canvas for course set-up. Units should be provided with the campus-designed Canvas template for DE courses. Recognizing that some programs have created their own Canvas templates to meet their accreditation or other needs, deviation from the campus-designed templates can be done but every Canvas course must include:

- A landing/homepage that includes instructor contact information and instruction on where the student goes to begin the course.
  - There should also be a policy for the instructor's response time for emails; we encourage a 24-hour business day turnaround.
- A syllabus page with a downloadable and accessible syllabus.
- The use of modules to break down the requirements for assignments, readings, and assessments.

The DE Committee also encourages:

- The instructor provides opportunities (using Zoom or discussion boards) for active interaction whenever appropriate and possible.
- Instructors should use the Canvas assignments tool with dates for all graded assignments.

## DE Course Resources

Noting that some instructors/programs may not be familiar with the ample resources available within IUPUI and DE communities, below is a list of these resources available to our faculty.

## *IU-Approved Training Resources*

- **Quality Matters**  
IU has an exclusive agreement with Quality Matters (QM) to deliver our IU-customized Applying the Quality Matters Rubric (APPQMR) foundational training for QM credit (which means it functions as a prerequisite to other QM certification training). This is delivered through the teaching centers across all campuses. To learn more, contact the IUPUI CTL at [thectl@iupui.edu](mailto:thectl@iupui.edu) or (317) 274-1300.
- **Quality Matters Peer Reviewer**  
After you have completed the APPQMR certification, you can continue your certification and become a peer reviewer. In this role, you have the opportunity to review both IU and non-IU online courses for a small stipend. To learn more please [request a consultation](#) with an IU QM-certified consultant.
- **Quality Matters Advantage**  
The QM Advantage custom self-review tool enables instructors to examine the quality of their online courses using the standards from the QM Higher Education Rubric, Sixth Edition. QM Advantage is an LTI app that integrates a Qualtrics survey with Canvas. The tool allows up to three reviewers per course to record their findings in the rubric and add free-text comments. Conducting an informal course evaluation with the tool can help you prepare your course for an official course review to put it on the pathway to QM certification. For more about QM Advantage, please visit [here](#).
- **Teaching for Student Success: An Evidence-based Approach, 2e (TSS)**  
IU offers a free certificate-generating Canvas course developed through a partnership between the Faculty Colloquium on Excellence in Teaching (FACET) and eLearning Design and Services (eDS). The CTL offers facilitated semester-long cohorts or you can complete the course on your own time, receiving asynchronous feedback on your assignment submissions to secure a certificate. To enroll in the TSS modules, visit this [webpage](#).
- **The Association of College and University Educators (ACUE)**  
An alternative certification to the TSS, ACUE's course in Effective Teaching Practices ensures that faculty learn about—and implement—the approaches that improve engagement and persistence and promote deeper learning. This 25-module course concentrates on teaching practices effective in face-to-face and online instruction. To learn more about the course and how to apply, please visit [here](#).
- **Accessibility Pressbooks**  
A tool that enables faculty and students to create and publish text in multiple formats, faculty can use this tool to compose and publish eTexts, deliver no-fee eTexts, build and compile collections of student reports throughout a course, publish student work, and much more. To learn more, please visit [here](#).
- **Zoom to the Next Level: Active Learning in the Virtual Classroom pressbook**  
Zoom can be a simple tool to get started with video conferencing, but it's also feature-rich enough to orchestrate some complex interactions. The purpose of this book is to provide sample activities that leverage Zoom's features and demonstrate how they can work in concert to support active learning in the virtual classroom. With that in mind, we'll

be adding new activities as we discover them, so please check back when you need some Zoom inspiration. To learn more, please visit [here](#).

### *IUPUI DE Resources*

- [Teaching Online at IU](#)
  - Specifically [Ensuring Quality: Faculty Support](#)
- [IU Online Test Drive - IU Online](#)
- [Improving the Accessibility of Your Online Course](#)
- [Canvas Course Templates](#)
- [IUanyWare](#)
- [LinkedIn Learning](#) via [One.IU.edu](#)
  - LinkedIn Learning is a large repository of short, focused training videos on a wide variety of topics. The Technology collection includes a number of videos that would be helpful to faculty teaching online, including training clips on recording lectures, facilitating online discussions, and choosing appropriate technological tools for certain types of content.

### *External DE Resources*

- [MERLOT](#): The MERLOT system provides access to curated online learning and support materials and content creation tools, led by an international community of educators, learners and researchers.
- [Online Learning Consortium](#): OLC is a collaborative community of higher education leaders and innovators, dedicated to advancing quality and leadership in digital education.
  - Specifically the [OLC Quality Scorecard Suite](#): This comprehensive Quality Scorecard Suite provides institutions with the necessary criteria and benchmarking tools to ensure online learning excellence for the entire institution.