

## **COCI Four-Year Re-Review of Online Courses – Approved 02/17/12**

To fulfill the requirement to review approved online courses after four years, as specified in question #15 of the Supplemental Questions for Online Course Approval Requests, COCI will collect information from three sources.

1. From the instructor(s) of the course:

- A written assessment of how the course has developed over the four years that it has been approved, with particular attention paid to the effectiveness of various aspects of the online design

2. From the chair of the department in which the course is offered:

- The chair's views on how well the course has fit into the department's offerings
- A brief summary of student evaluations of instructors and GSIs for the course over the four-year span
- An account of any difficulties that may have arisen relating to GSI working hours

3. From the Registrar:

- Which semesters the course has been taught since it has been approved
- How many students have enrolled in the course each semester

Instructors are informed that COCI's aim is to compile a list of best practices to guide the committee in future years. They are sent a copy of the 15 supplementary questions required by COCI—they need not be answered again but serve to refresh the memory and provide an idea of the kind of information COCI is interested in learning. In addition, instructors and chairs are informed that if the course has changed substantially from its original form, COCI may require submission of a new course proposal for review.

Letters will be sent out four years after the effective term of the original approval, and responses requested within a few months (at the discretion of the COCI chair). Relevant course review subcommittees will review responses and proceed as they see fit, possibly discussing the responses with the full committee, posing additional questions, or making suggestions to the instructor.