



**AUBURN UNIVERSITY  
AT MONTGOMERY**

# Online Course Review Policy

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<b>Effective:</b>	June 2025
<b>Prior Versions:</b>	August 2020
<b>Responsible Office:</b>	Office of the Provost; Office of Distance Education & Faculty Development Institute
<b>Review By:</b>	

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## I. Purpose

To develop and implement a process to review the structure of online courses according to the Quality Matters (QM) Rubric.

## II. Policy

The AUM Strategic Plan requires all online courses to be reviewed against the Quality Matters rubric.

## III. Applicability

This policy applies to all online courses.

## IV. Responsibility

Office of the Provost; Office of Distance Education & Faculty Development Institute

## V. Definitions

**Quality Matters (QM):** Quality Matters (QM) is a nationally recognized, faculty-driven peer-review process used to ensure the quality of online and blended course design. The Quality Matters Higher Education Rubric is a set of standards used to evaluate the structure of online and hybrid courses.

**New Online Course:** A course that has been originally developed as an online course and is being taught online for the first time, or a course that is being developed from a traditional face-to-face course that is being taught online for the first time.

**Instructor:** A faculty member, lecturer, adjunct, or other individual who functions in the role of primary teacher in a course.

**Learning Management System:** A Learning Management System (LMS) is an online learning environment where learners and instructors access course content to participate in learning experiences. An LMS provides tools and resources for the creation, delivery, and management of course content, the assignment and the management of course participants, and provides record of participation and assessments.

**Faculty Development Institute:** The AUM Faculty Development Institute (FDI) is responsible for professional development (pedagogy and technology) for all AUM instructors and develops and administers the online teaching certification program.

## VI. Procedures

1. Courses scheduled to run in the fall and summer semesters should be developed in the spring. Courses scheduled to run in the spring should be developed in the fall semester.
2. An instructional designer is assigned to assist each faculty member with design and development of online courses.
3. New online courses being taught for the first time will be reviewed according to QM Standards 1,2,3, & 8 prior to the term in which they are being offered.
4. At least 25% (4 out of 16 modules) of a new online course should be completely built by the beginning of the first term it is offered.
5. Online course being taught for the second time will be reviewed according to all QM Standards.
6. The Office of Distance Education (ODE) will inform instructors and their department leadership of the results of their course review according to the Quality Matters Standards.

## VII. Sanctions

Online courses that do not meet the above design and development standards described in the above process will be referred to the College leadership for appropriate action.

## VIII. Exclusions

Exclusions from this policy must be obtained from College leadership in writing and shared with the Office of Distance Education.

## **IX. Interpretation**

ODE and FDI will interpret this policy in conjunction with the Office of the Provost.

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Signature

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Date