

# DISTANCE EDUCATION QUALITY CONTROL REPORT

(Required of all schools annually via Taskstream AMS by December 1 for the prior academic year)

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## I. Distance Education Courses

### 1. Courses offered

- Please list the courses offered via Distance Education in your school.

### 2. Learning Outcomes Assessed

- Provide a summary description of the learning outcomes assessment undertaken during the year for the relevant distance learning courses/programs.

### 3. Learning Outcomes/Findings

- Provide a summary description of the learning outcomes/findings during the year.
- If applicable, provide an assessment/analysis of how these findings compare to face-to-face outcomes. If comparisons are not possible, please explain.

### 4. Decisions made based on findings

- Provide a summary description of decisions made as a result of the findings/continuous improvement actions.
- Provide the dates for when these findings & improvements were discussed by the program faculty.
  - Attach evidence in the form of minutes.
  - Attach evidence in the form of Taskstream descriptions, academic affairs proposals, etc.

## II. Syllabus Content

### ❖ Deans Review

- The deans review all course syllabi each semester to ensure conformity with University requirements (credit hour policy and syllabus content).
- Please state the date(s) of the Dean's Review for each course offered during the year.
- Attach evidence of review by attaching completed checklists for at least three courses.

## III. Course Drop/Withdrawal Rates

### ❖ Drops/withdrawal rates review

- Indicate the date(s) of review and discussions of drop/withdrawal rates for distance learning courses by the dean and faculty.
  - Note: The review should include a comparison of rates for face-to-face courses and, preferably, the same courses.
- Outline the decisions made.
  - Attach evidence in the form of minutes.
  - Attach evidence in the form of Taskstream descriptions, academic affairs proposals, etc.

#### **IV. Feedback from Students**

##### **1. Method of Collection of feedback**

- Describe how student feedback was obtained.

##### **2. Findings based on feedback**

- Describe findings. Remember to include findings regarding distance education specific issues as outlined above. If applicable, compare findings for online vs. face-to-face.
- Attach evidence in the form of relevant survey results, etc.

##### **3. Discussions of findings**

- Describe when these findings were discussed by the faculty.
- Describe decisions made and actions taken regarding improvements.
  - Attach evidence in the form of minutes.
  - Attach evidence in the form of Taskstream descriptions, academic affairs proposals, etc.

#### **V. Distance Education Mission Fit**

##### **❖ Review of Mission and Program Fit**

- Regularly review distance education courses offered to affirm continuing mission and program fit at a minimum every three years.
- Include a review of:
  - program type and program/University mission to ensure alignment,
  - course syllabi to ensure content appropriate to distance learning and the learning outcomes,
  - the appropriateness of the technological delivery modes, instructional design, resource materials, and academic support services.
- Provide the dates for when the offerings were last reviewed for mission and program fit.
- If the review took place in the year of the report, summarize decisions and attach evidence in the form of minutes.