

Signature Course Continuous Improvement Process

It is in the best interest of students and faculty to be in the habit of constantly working to improve online courses. Signature Courses provide a great opportunity for faculty to collaborate and bring a diversity of ideas to bear. To this end, we recommend the following:

- Each course will have a designated design team to coordinate the continuous improvement process. Faculty (Fulltime or Adjunct) will be compensated \$500 per semester for coordinating efforts.
- The lead faculty and instructional designer will coordinate at least one synchronous session per semester to solicit feedback and offer suggestions to improve each Signature Course.
- Lead faculty will be responsible for, but not limited to, the following: training and mentoring new faculty, implementing assessments (as necessary), answering questions from all instructors (regardless of delivery method), moderating asynchronous discussions, facilitating live meetings to improve courses, soliciting best practices, and coordinating with other faculty leads.
- Student feedback, assessment data, and other student success metrics should be used to inform course improvement.
- Courses will be updated each semester.
- The design team and faculty teaching the course can determine how often changes need to be pushed out to all faculty, preferably at least once per year.