

Content Reviewer Master Course Requirements

Content Reviewers (CRs) collaborate with **Distance Education and Educational Technology staff** to develop new master courses and revise or perform maintenance on master courses. Some courses are based on textbooks, and others utilize **Open Educational Resources (OERs)** to minimize the cost of books for students.

The items below reflect the minimum requirements for master courses. These are based on **Best Practices** as outlined by SACSCOC and other agencies and organizations.

1. **Format of the course** complies with the CTC Blackboard and any academic or vocational department templates.
2. Course complies with **ADA, copyright, and usability requirements and standards**. DEET staff will assist with confirmation.
3. **Course content** meets academic or vocational department standards and requirements.
4. **Course description and learning outcomes** reflect the LDACGM (academic) or WECM (vocational/technical) and the approved departmental syllabus.
5. Suggestions/instructions are provided for activities for **attendance policy compliance** to establish participation by the census date.
6. **Lessons** contain introductions, learning objectives, learning activities, and assignments/assessments.
7. **Lesson introductions** are not taken directly from the textbook, but instead, explain why the topic is important, how it is related to the real world, and what the student will learn.
8. **The learning objectives** will be measurable, and the learning activities and assignments will be designed to help students master the objectives.
9. **Lesson activities:**
 - a. correlate with lesson objectives.
 - b. engage the students and provide real-world applications of the content.
 - c. provide remediation, reinforcement, and enrichment opportunities.
 - d. allow students to monitor their progress throughout the course and to learn from their mistakes prior to attempting graded assignments and assessments.
 - e. address different learning styles (read/write, aural/auditory, visual, and kinesthetic) and levels of competency with the subject matter. This means that text is supplemented with audio/visual resources and hands-on activities.
 - f. foster opportunities for student collaboration and interaction with content, other students, and the instructor.
 - g. allow faculty to pick and choose from different activities or substitute activities

within specified guidelines.

10. Assignments and assessments:

- a. relate directly to and measure student mastery of the objectives.
- b. are provided for various levels of Bloom's Taxonomy and other generally accepted classification systems, with emphasis on the higher levels of applying, analyzing, evaluating, and creating.
- c. foster opportunities for student collaboration and interaction with content, other students, and the instructor.
- d. include suggestions/instructions to faculty for attendance policy compliance to establish participation by census date.
- e. address different learning styles (read/write, aural/auditory, visual, and kinesthetic) and levels of competency with the subject matter.
- f. allow faculty to pick and choose from different assignments or assessments, or substitute assignments or assessments within specified guidelines.

11. **Regular and substantive communication and interaction** among students and with the instructor are facilitated through the use of discussion boards, blogs, wikis, and other tools.

12. **Websites and media** are vetted for stability, longevity, and appropriateness.

13. **Exams and alternate assessments** measure higher-level mastery of essential concepts and objectives.

14. **If publisher or other materials are used**, Blackboard continues to serve as the primary resource for students and contains the following:

- a. Syllabus contains course schedule, exam, and grading information.
- b. Lessons with introductions, learning objectives, and instructions for learning activities and assignments.

15. **Instructions** are provided for both students and faculty on using the publisher and other third-party products required in the course.

Any payment for course development or revision occurs after submission and satisfactory completion of all required items.