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 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 (vocation/technical) and the approved departmental syllabus
5. Suggestions/instructions are provided for activities for **attendance policy compliance** to establish participation by 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 hand-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 Pages 1 and 2 with 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 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.