 **Coordinator, Online Course Reviewer**

The Coordinator, Online Course Reviewer supports the College’s [Online Course Quality Assurance Plan (OCQAP)](https://www.fsw.edu/atc/ocqap) by maintaining expertise in online course design standards and conducting course peer reviews. This role also facilitates components of DEV 101 related to course alignment and course map development.

**Duration**

Fall 2023 and Spring 2024

**Supervision**

Assistant Vice President, Strategic Innovation and Online Learning

**Reassigned Time**

3 credit hours for Fall 2023 and 3 credit hours for Spring 2024

**Duties and Responsibilities**

* Contribute 4 hours per week to online course review, with the goal to complete a minimum of 5-6 online course reviews using the Quality Matters Higher Education Rubric.
* Facilitate QM related module in DEV 101.
  + Assess participant submissions within 1-2 business days. Provide personalized and timely feedback.
  + Provide guidance for faculty as they develop a course map.
  + Collaborate with instructional designers to establish a schedule of announcements that:
    - inform participants of FSW supported technology available for course design.
    - provide examples of course design that incorporates regular and substantive interaction.
    - share strategies for including course design elements that create a sense of belonging and promote active learning.
* Maintain or expand QM Certifications.

**Minimum Requirements**

* Full-time faculty member
* QM Certified Peer Reviewer or Master Reviewer
* Earned the Online Course Design Certification by completing DEV 101