Improvement Plan

Following the quality assessment review of an online course, a plan for improvement will be constructed. The reviewers and course designer will agree upon specific improvements, if any, that will be made within a certain time frame. Signing the document implies that all parties are in agreement of the improvement plan. The following webform can be used for instructors at a distance as a digital signature: http://tiny.cc/qap_signature.

Course: ____________________________  Course Designer: ____________________________

Improvements to be Completed

1. ____________________________
2. ____________________________
3. ____________________________
4. ____________________________

Completion (check one)

___ This course has met the requirements of the quality assessment and does not require an additional review of the course.

___ This course has not met the requirements of the quality assessment and requires an additional review of the course. It is scheduled to be completed by ____________________________.

Course Designer  ____________________________  Date  ____________________________
Course Reviewer  ____________________________  Date  ____________________________
Course Reviewer  ____________________________  Date  ____________________________

Additional Review (if needed)

This is to certify that the course has been reviewed again and meets the requirements of the quality assessment tool.

Reviewer  ____________________________  Date  ____________________________