

Course Quality Assurance Scorecard

Course ID:	
Instructor:	
Department:	
Term:	
Reviewer:	
Review Date:	

Scoring Guide

0 = Developing	1 = Accomplished	2 = Exemplary
Does not meet the objective.	Adequately meets the objective.	Thoroughly meets the objective.

This scorecard was adapted from key components of the Online Learning Consortium (OLC) Essential Design Standards and the Quality Matters (QM) Rubric, and refined to reflect Lamar University institutional priorities, learner needs, and instructional context. It is intended for internal use as a practical metric to support consistent course review, identify strengths and gaps, and inform targeted quality enhancement efforts. The rubric is developmental—not punitive—and is designed to guide continuous improvement through ongoing feedback, iteration, and evidence-based refinements over time.

The Quality Assurance Compliance Review is a structured look at student-facing elements (navigation, clarity, alignment, accessibility, communication) that influence learning and satisfaction. It is not a critique of your disciplinary expertise or academic judgment. More information on the Lamar University Quality Course Initiative can be found on the [CITL Blog](#).

Adapted from OLC Essentials of Course Design (<https://onlinelearningconsortium.org>) and the Quality Matters Rubric (<https://www.qualitymatters.org>).

**Denotes that the indicator is recommended but not required.*

1. Syllabus

Owner: Instructional Design | **Priority:** Compliance

INDICATOR	SCORE
1. Office hours clearly stated	
2. Response times clearly stated	
3. Course schedule with due dates provided	
4. Course learning outcomes (CLOs) present	
5. Prerequisites/prior knowledge clearly stated	
6. Required materials and technology tools listed	
7. Minimum technology requirements stated	
8. Grading policy, academic integrity, and late policies defined	
9. Communication guidelines clearly stated	
SUBTOTAL (out of 18)	

NOTES

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2. Alignment

Owner: Instructional Design | **Priority:** Standard

INDICATOR	SCORE
10. Course-level learning objectives are present and measurable	
11. Module-level objectives are present and align with course objectives	
12. Relationship between objectives, activities, and assessments is clear	
SUBTOTAL (out of 6)	

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3. Navigation

Owner: Instructional Design | **Priority:** Standard

INDICATOR	SCORE
13. Logical layout and navigation	
14. Consistent design across modules	
15. Clear organization of content	
16. Getting started/orientation content is present	
17. <i>Instructor introduction is welcoming and available*</i>	
18. <i>Student introduction opportunity exists (e.g., discussion forum)*</i>	
SUBTOTAL (out of 12)	

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4. Materials

Owner: Instructional Technology | **Priority:** Standard

INDICATOR	SCORE
19. Publisher materials integrated (if publisher is in use)	
20. CCM/First Day books configured	
21. Syllabus correctly posted	
22. No broken links (spot check)	
23. <i>Materials current (5 years unless discipline specific)*</i>	
24. <i>Sources provided for materials (references)*</i>	
SUBTOTAL (out of 12)	

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5. Video

Owner: Instructional Media | **Priority:** Standard

INDICATOR	SCORE
25. Video content present and functional	
26. Video quality acceptable	
27. Videos are appropriately segmented	
SUBTOTAL (out of 6)	

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6. Assessment

Owner: Instructional Design | **Priority:** Standard

INDICATOR	SCORE
28. Grading criteria present and clear (rubrics recommended)	
29. Assignment instructions are clear and complete	
30. <i>Multiple assessment types are used (varied, sequenced)*</i>	
31. Formative and summative assessments are present	
32. Academic integrity guidance included in assessments	
SUBTOTAL (out of 10)	

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7. Gradebook

Owner: Instructional Technology | **Priority:** Standard

INDICATOR	SCORE
33. Gradebook properly configured	
34. Gradebook includes all assessments and matches syllabus	
35. Grading criteria clearly connected to grading policy	
SUBTOTAL (out of 6)	

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8. Accessibility

Owner: Various (ID, ARC) | **Priority:** Compliance

INDICATOR	SCORE
36. ADA compliant materials (documents pass Ally check)	
37. Color contrast appropriate	
38. Text is accessible (headings, structure, readability)	
39. Videos include captions	
40. Images and Charts include alternative text (non-decorative)	
SUBTOTAL (out of 10)	

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9. Compliance

Owner: Various (DARPA, SACS, Librarian) | **Priority:** Critical

INDICATOR	SCORE
41. Technology tools approved	
42. Students are not being asked to create accounts for external tool providers	
43. Copyright adherence (cursory not comprehensive)	
44. FERPA compliance (cursory not comprehensive)	
45. State/federal regulations (cursory not comprehensive)	
SUBTOTAL (out of 10)	

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10. Artificial Intelligence

Owner: AI Innovation | Priority: Standard

INDICATOR	SCORE
46. AI policy is addressed in course	
47. AI policy is clearly explained (how it's addressed)	
SUBTOTAL (out of 4)	

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Scorecard Summary

CATEGORY	SCORE EARNED	SCORE POSSIBLE
1. Syllabus		18
2. Alignment ★		6
3. Navigation ★		12
4. Content		12
5. Video		6
6. Assessment ★		10
7. Gradebook ★		6
8. Accessibility ★		10
9. Compliance		10
10. Artificial Intelligence		4
TOTAL		94

Quality Benchmarks

LEVEL	PERCENTAGE	POINT RANGE
Quality Course	Above 75%	71-94
Meets Standards	50-75%	47-70
Needs Improvement	Below 50%	<47

Critical Category Minimums

⚠ Critical Category Override Rule

A course will be rated **Needs Improvement** if it scores below **50%** in any of the five critical categories, **regardless of the overall point total.**

★ Categories marked with a star in the Scorecard Summary are subject to the critical category override rule.

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Appendix

QA Scorecard Crosswalk

QA Scorecard Part	QM Alignment	OLC Alignment
1. Syllabus	QM GS1 (Course Overview), GS7 (Learner Support), GS3 (Assessment Information), GS6 (Course Technology)	Section 1 – Essential Design (Objectives 2–9)
2. Alignment	QM GS2 (Learning Objectives), GS3 (Assessment & Measurement)	Section 1 – Essential Design (Objective 1, 15, 16) + Section 2 – Advanced Design (Objective 1)
3. Navigation	QM GS1 (Course Overview), GS8 (Accessibility & Usability)	Section 1 – Essential Design (Objective 11) + Section 2 – Advanced Design (Objective 3)
4. Materials	QM GS4 (Instructional Materials), GS6 (Course Technology)	Section 1 – Essential Design (Objectives 2, 12, 13, 20)
5. Video	QM GS4 (Instructional Materials), GS8 (Accessibility)	Section 1 – Essential Design (Objective 12) + Section 2 – Advanced Design (Objective 11)
6. Assessment	QM GS3 (Assessment & Measurement)	Section 1 – Essential Design (Objectives 15–18) + Section 2 – Advanced Design (Objectives 13–14)
7. Gradebook	QM GS3 (Assessment Transparency)	Section 1 – Essential Design (Objective 14)
8. Accessibility	QM GS8 (Accessibility & Usability)	Section 2 – Advanced Design (Objectives 10–11)
9. Compliance	QM GS1 (Policies), GS6 (Technology), GS7 (Support)	Section 1 – Essential Design (Objectives 4–7)
10. Artificial Intelligence	QM GS1 (Course Policies), GS3 (Assessment Integrity)	Section 2 – Advanced Design (Objective 4)

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