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.

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)	

AREAS FOR IMPROVEMENT

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)	

AREAS FOR IMPROVEMENT

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. Instructor introduction is welcoming and available	
18. Student introduction opportunity exists (e.g., discussion forum)	
SUBTOTAL (out of 12)	

AREAS FOR IMPROVEMENT

Adapted from OLC Essentials of Course Design (Online Learning Consortium, https://onlinelearningconsortium.org) and the Quality Matters Rubric (https://www.qualitymatters.org).

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. Materials appear current	
24. Sources provided for materials (references)	
SUBTOTAL (out of 12)	

AREAS FOR IMPROVEMENT

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)	

AREAS FOR IMPROVEMENT

Adapted from OLC Essentials of Course Design (Online Learning Consortium, https://onlinelearningconsortium.org) and the Quality Matters Rubric (https://www.qualitymatters.org).

6. Assessment

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

INDICATOR	SCORE
28. Grading rubrics present and clear	
29. Assignment instructions are clear and complete	
30. Multiple assessment types are used (varied, sequenced)	
31. Low-stakes/formative assessments are present	
32. Academic integrity guidance included in assessments	
SUBTOTAL (out of 10)	

AREAS FOR IMPROVEMENT

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)	

AREAS FOR IMPROVEMENT

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)	

AREAS FOR IMPROVEMENTS

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	
44. FERPA compliance	
45. State/federal regulations met	
SUBTOTAL (out of 10)	

AREAS FOR IMPROVEMENT

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)	

AREAS FOR IMPROVEMENT

Scorecard Summary

CATEGORY	SUBTOTAL
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