**ProS Archetype Completion Criteria Rubric**   
   
**Course # Course Title | Faculty Name, Campus**   
Canvas course ID: XXXXXX | Canvas url

|  |  |
| --- | --- |
| **For USE by eDS personnel** *(Note: completed with lead instructor)*  Review completed date: **​**Click or tap to enter a date.**​**  Review completed by: **​**Click or tap here to enter text.**​**  eDS leadership certification date:  ​Click or tap to enter a date.​ | **For USE BY OEC assessment personnel**  Review completed date: **​**Click or tap to enter a date.**​**  Review completed by: ​Click or tap here to enter text.​ |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ProS Course Requirements** | | **Yes** | **No** | **Instructor Notes** | **eDS Reviewer Notes** |
| 1 | Course is 8 weeks asynchronous (some synchronous activity may be optional). |  |  |  |  |
| 2 | The course is [Quality Matters (QM)-aligned](https://www.qualitymatters.org/sites/default/files/PDFs/StandardsfromtheQMHigherEducationRubric.pdf). |  |  |  |  |
| 3 | Navigation aligns with other courses in the program, including a complete syllabus and all or most content and materials available to students throughout the entire course.   *\*Curriculum and design decisions are made by faculty. eDS or Academic Program Coordinator shares faculty decisions across the program.* |  |  |  |  |
| 4 | Course uses an eText through IU’s eText program or open education resources when possible to reduce student cost. |  |  |  |  |
| 5 | Students are offered regular (minimum of weekly, but ideally more frequently) opportunities to engage with the instructor in alignment with federal regulations. This includes robust instructor expertise and engagement with students to contextualize any publisher materials to avoid “off the shelf” commercial course experience that could be labeled as “correspondence course” by federal regulators. |  |  |  |  |
| 6 | The archetype course design is complete, and all elements are published. |  |  |  |  |
| 7 | Course includes milestones/checkpoints for advisors & success coaches (e.g., activity in Weeks 2, 4, and 6 that allows advisors to determine students who need additional support (can be graded or not)). |  |  |  |  |
| 8 | The assessment lead has verified that program learning outcomes have been set up appropriately, when applicable. |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Archetype course technical item completion checklist**  ***For* *use by eDS with* *faculty expert consultation and cooperation*** | | **Yes** | **No** | **eDS Notes** |
| 1 | All videos are presented in an IU-approved media player and are professionally closed-captioned according to federal regulations.    *\* IU Online funds and manages captioning if instructor works with eDS.* |  |  |  |
| 2 | The course has at least an 85% rating for accessibility from Anthology Ally.   *\*eDS does the hands-on work of making materials accessible, but faculty should make course materials available and provide expertise* *as requested for alternate text* *and alternate activities as required by federal regulations.* |  |  |  |
| 3 | Course includes academic program branding. |  |  |  |
| 4 | If additional learning tools are incorporated into this course, they are structured appropriately (e.g., IU eText, Inscribe, Playposit, etc.). |  |  |  |
| 5 | Archetype video assets are owned by program account, not an individual. |  |  |  |
| 6 | Course has run TidyUp to remove old file clutter. |  |  |  |