Faculty Process - Rubric Instructions

> These instructions are for graduate faculty members whose courses are being reviewed according to the schedule established by the Graduate Faculty Council.

- Use the link provided in your email to access the specific rubric for your course.
  - If prompted, use your MLC Google Account to log into the Google Sheet.

- Review the information on the *Course Profile* tab.
  - Fill out the basic information for your course.
  - Additionally, please complete the two questions listed on the Course Profile page regarding any specific areas of the course you would like feedback on or any additional information you would like to share with me.

- Upon completing your Course Profile updates, access your course's OSCQR interactive rubric by clicking on the **Course Instructor** tab at the bottom of the sheet.

- The rubric covers 6 areas, each with its own individually aligned standards. Each standard has a series of line item action boxes.

  - For each standard item, start by clicking the "Need Ideas" link at the far right of the rubric. You may need to scroll to find it. Review this information for each standard before applying it to your course. This link provides the necessary information about the standard, including what it is looking for, and offers ideas for developing an action plan to revise your course and meet the standard if needed.

  - After reviewing the above information link, apply the standard to your course and place your self-reflection response in the appropriate corresponding action box. For example, if you believe your course meets the standard, place an "X" in the "Sufficiently Present" box. If you believe a revision is needed, place an "X" in the corresponding estimated time box.

  - Next, complete the line item box labeled 'Action Plan' by writing out your action plan for making the necessary revisions, or provide a brief description of how your course sufficiently meets that standard.

- Repeat these steps for all of the standards.

- When you've finished the rubric, email Rachel Renno for the next steps.

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