

## Hampton Roads Virtual Learning Center Online Course Reviewers Needed

**Courses to be reviewed: Financial Literacy, Math Analysis, Astronomy, Chemistry, World Geography, World History I and II, Health/PE 9 and 10, Oceanography, and Physics.**

***ALL potential CART members need to complete the online survey at <http://tiny.cc/99zzx> by close of business on Friday, September 17, and prior to appointment on this project.***

**Expectation:** All courses will go through a rigorous and standard review process prior to being approved as a regional course.

**Rationale:** In order to effectively develop courses for the region, it is necessary to ensure the curriculum meets or exceeds the Virginia Standards of Learning. The Content Area Review Team (CART) works together to evaluate each module of learning for design, motivation, content, and standards.

The CART acts as the Quality Assurance group for the course. The team member is a subject matter expert at the highest possible level. This person might be a curriculum coordinator, lead teacher, or teacher specialist.

The content reviewer is responsible for ensuring the quality of the content for specific Hampton Roads Virtual Learning Center courses. The reviewer will be responsible for checking all lesson content that includes lessons, assessments, and audio, visual, and interactive media. The reviewer will be responsible for validating the correctness of the content and assessments and will provide written recommendations related to the course content, course alignment, and content appropriateness. Course will be reviewed while in development on a per module basis.

Each course has one CART team made up of representatives from participating school divisions. It is not the expectation that every school division have a representative on every course. However, if the CART member is paid, he/she will be hired on a contract basis for specific task(s) and will be paid upon completion of those tasks. The expectation is that he/she will participate in the review of ALL modules. This includes submitting comments and participating in the conference calls.

It is estimated that it takes 50 hours per CART member to review the entire course.

**Primary Accountabilities/Essential Position Functions:**

- Review and refining scope and sequence for online delivery.
- Assure that the content is aligned to the Virginia Standards of Learning.
- Review all content related to course to validate correctness of content and assessments.
- Provide recommendations related to course content, course alignment, and content appropriateness.
- Review and evaluating course modules, as developed, using the review documents provided.
- Help resolve curriculum issues that are identified during review.
- Participate in follow-up conference calls to discuss CART review/recommendations.
- Adhere to project timelines.

**Stages of the Review Process:** The first item to be reviewed by the CART is the course outline (scope and sequence). Once the outline is approved, the course will be evaluated after the completion of module 1, every additional two modules, and completion of the final module or as designated by the PM. At each stage of the review, the recording instrument will be used to provide his/her recommendations and comments. During the conference call, the discussion will be limited to the items provided in advance so that we can remain focused on the tasks at hand and move as quickly as possible through the module(s).

**Course Content URL:** The course content will be located at a designated Web site.

**Timeline and Due Dates:** At the completion of a phase (mentioned above), the PM will send an email to the CART and cc the content developers and instructional designer with the Online Course Review Process, handouts, and due dates. Typically, CART members are given 1-2 weeks to review the modules.

**Phone Conference Information:** The conference call number to be used will be sent in a follow-up email. This time will be used to discuss the recommendations submitted by the CART members. The first review will most likely take longer than the other reviews as this is a new process for everyone.

**A course is considered APPROVED when the CART agrees that the course meets all criteria.**

**If you have any questions about becoming a content reviewer, please contact Mitzi Fehl-Seward at [Mitzi.Fehl-Seward@whro.org](mailto:Mitzi.Fehl-Seward@whro.org).**