

OSCQR Certification

Checklist & Considerations

This checklist is to help with the OSCQR certification and submission process. It applies to all certification levels.

Additional considerations are included to keep in mind for the review process and reflection documentation.

Contents

Certification Checklist	2
1. Attend Webinar or Complete Self-Paced Pathway	2
2. Pay Certification Fee (if applicable)	2
3. Select a Course to Review	2
4. Complete OSCQR Review	2
5. Review Findings & Priorities	3
6. Follow Up with Instructor or Self-Reflect	3
7. Write Reflection (Minimum 250 Words)	3
8. Format All Evidence to Submit	3
9. Submit Materials	4
Considerations:	4
Review & Refresh	4
Reflection:	5

Certification Checklist

1. Attend Webinar or Complete Self-Paced Pathway

- ☐ Register for and attend the Intro to OSCQR Self-Assessment or Reviewer Webinar

OR

- ☐ Complete the Self-Assessment or ID/Peer Reviewer pathway in the Introduction to OSCQR self-paced course.

2. Pay Certification Fee (if applicable)

- ☐ Pay \$50 evidence review fee (non-SUNY participants only).

3. Select a Course to Review

- ☐ Choose your course (Self-assessment), 1 other online course (Reviewer), or 5 other online courses (Trainer).
- ☐ Course should be free of learner interaction or data.
- ☐ You may reuse a previously reviewed OSCQR course that has not already been submitted as certification evidence.

4. Complete OSCQR Review

- ☐ Review the course(s) in relation to all OSCQR standards.
- ☐ Document detailed improvement suggestions in the rubric and action plan section.
- ☐ Focus on continuous improvement.

5. Review Findings & Priorities

- ☐ Present review findings with the instructor(s) (Reviewer/Trainer).
- ☐ Discuss suggested changes.
- ☐ Prioritize improvements for your course (Self-assessment) or help the instructor(s) determine theirs (Reviewer/Trainer).

6. Follow Up with Instructor or Self-Reflect

- ☐ Identify what changes were made and why/why not.
- ☐ Discuss future improvement plans from the instructor's perspective.

7. Write Reflection (Minimum 250 words for Self-assessment or Reviewer. Minimum 500 words for Trainer)

- ☐ Reflect on the review and refresh process.
- ☐ Discuss the interaction with the instructor(s), including what was changed in the course as a result of the self-assessment or review.
- ☐ Document lessons you have learned.
- ☐ Explain how this experience will inform your future reviews and practice.

(see "[Considerations: Reflection](#)" for more details)

8. Format All Evidence to Submit

Include the heading below on all documents:

- **OSCQR [Level] Evidence** (*Eg: OSCQR Reviewer Evidence*)
- Name and Title of Reviewer:
- Institution:
- Course Reviewed:
- Course Delivery Date/Semester:
- Course Modality:
- Name, Title, and Dept. of Instructor:
- Review Date:

9. Submit Materials

- ☐ Filled out OSCQR Rubric (.pdf) for each reviewed course
- ☐ Reflection on the review and refresh process for each reviewed course.
- ☐ Header on all documents
- ☐ Upload into the corresponding submission space or email to a provided contact.

Considerations:

Review & Refresh

Keep in mind that the point of the OSCQR self-assessment or review is not to rubber-stamp the quality of an already well-designed course, but to consider what could be improved in any course, even if it is already well designed. In the spirit of continuous improvement, there is always something that can be improved.

- For courses that are already quite good, spend time looking deeply into the suggestions and resources found on the OSCQR website to see if anything resonates.
- For any standard that you marked sufficiently present, consider how it might yet be improved and update the rubric accordingly. You don't have to improve every standard; select those that you feel would genuinely improve the teaching and learning experience in the course.
- For any standard marked N/A, include a note of why in the rubric. This is a good review practice and also helps the certification reviewers understand the course better.
- For each suggested improvement, detail in the rubric what the suggestion is and why.

Other questions to consider during a review or self-assessment:

- What is one way you could improve the ability for learners to understand and navigate the course?
 - E.g., A video tour of the course to showcase important areas or information as part of the instructor's welcome video.
- What could you do to improve the trust and sense of community in the course?

- E.g., Create a weekly magical question posted in a discussion area dedicated to community building, or a themed photo Friday – where everyone who wants to participate posts a photo of what is on their desk or of their pet.
- What one thing could you do to help learners develop [self-regulated learning skills](#)?
- What one thing could you do to support the development of their sense of self-efficacy?
 - E.g., Send a midterm email individually to every learner telling them one unique thing you observed about their learning and progress, and that you believe in them.
- What is one thing you could adjust to be more learner-centered?
 - E.g., Instead of just sharing your PowerPoints, have the learners put together presentations, become “experts” on a topic, and lead the class discussions on those topics while you guide and facilitate.
- What could you do to improve accessibility of the materials for your course?
 - E.g., Check tables, images, and PDFs.
- What could you add to your course to demonstrate compliance with the RSI regulation?
 - E.g., Do you specifically refer to how you will address Regular and Substantive Interaction in your course and [syllabus](#) using those specific words?
- Do you have a statement in your syllabus regarding [expectations for learner use of AI](#) and/or policy?
- Are there any critical reflection activities you could undertake to examine implicit biases?
 - E.g., Take the [Harvard Implicit Bias](#) test.
- What one thing could you do in the design or facilitation to [address DEI](#) based on that critical reflection?
- What is one thing you could do to help learners feel like they belong?

Reflection:

Your reflection may mention what happened during a review, but the focus should be what you learned from it. Be sure to address:

- What improvements did you or the instructor choose to make or not at this time and why?

- How will the OSCQR standards and process inform the design, delivery and review/refresh of the course(s) in future iterations?
- How has OSCQR shaped your thinking, what you noticed, or the choices made?
- What did you learn that will help you in future courses that you develop or review?
- For self-assessment, specifically include:
 - What did you learn about your course from this process?
- For reviewers, specifically include:
 - What did you learn from giving feedback? How receptive were the instructor(s)?
 - What did they choose to change in their course based on your feedback? Why or why not?
 - What did you learn from that interaction that will inform your future reviews?
 - What did you learn about yourself as a reviewer?