

IN KEEPING WITH BEST PRACTICES, THE INSTRUCTOR'S PLAN FOR CLASSROOM RESPONSE TIME AND FEEDBACK ON ASSIGNMENTS SHOULD BE CLEARLY STATED ON THE SYLLABUS.

According to Quality Matters, frequent feedback from the instructor increases learners' sense of engagement in a course. Learners are better able to manage their course activities when they know upfront when to expect feedback from the instructor. (QMprogram.org)

Included in the Nine Hallmarks for Quality, QM also states, "The institution or program has issued recommendations, guidelines, or formal policies, on instructor response time and availability appropriate to support and engage online learners."

Therefore, faculty at Indian River State College are encouraged to review and input grades for each assignment in Blackboard before the next similar assignment is due. The course syllabus should provide clear information about when learners will receive instructor responses to emails and discussion postings, feedback on assignments, and grades. Please see your individual Dean and/or Department Chair for more specific details and guidelines within your division.

Once the syllabus has been distributed, if it is necessary to alter the response-time standards during the course, the adjustment is clearly communicated to learners. (QMprogram.org)

Resources:

Streamlining Accreditation Preparation with Program Review. (2016, November 08). Retrieved February 16, 2017, from <https://www.qualitymatters.org/qa-resources/resource-center/articles-resources/streamline-accreditation-prep>

RECOMMENDED RESPONSE TIME

Grading Response Time:

Based on the length of the course, the suggested grading response time is 7-10 calendar days. Faculty are highly encouraged to review and input grades for each assignment in Blackboard before the next similar graded assignment is due.

Email Response Time:

Ideally, all emails and/or voicemails will receive a response within 24-48hrs during the week. Any contact after 5:00pm on Friday will be returned Monday before 12:00 midnight. If it is necessary to alter the response-time standards during the course, the adjustment is clearly communicated to learners.