

DGV Tutorial Approval and Creation Process

As a result of concerns expressed at the all-faculty meeting in May, the DGV committee has “fine-tuned” the tutorial creation process.

Step One

Submit proposal to DVG Committee for approval

Step Two

Write “rough draft” of proposal for submission for peer-review of content and for objectivity.

Step Three

Place finished tutorial into Keith’s template

Step Four Editing for grammar, spelling, formatting

Step Five Final review and approval by author

The process of peer review is a professional activity that provides accountability and credence to the tutorials. It also provides colleagues with opportunities for both collegiality and community service. Individuals with areas of specialization relative to a tutorial will be asked by the DGV to review that tutorial and authorship will be kept anonymous. The completed review will be returned to the author, and the reviewer will remain anonymous. However, when the tutorial is placed within Blackboard, the author (of course) will be credited, as well as the reviewer.