**Sample Narrative Document**

Date:

Name:

Department:

Date of Review:

Course(s) Reviewed in Quality Assurance Review Process:

Names of Reviewer:

This document is a summary of the Quality Assurance Review conducted by Name of Review of Instructional Design Services at South Dakota State University.

During Quality Assurance Review the following strengths were noted:

* List strengths as bullets

During Quality Assurance Review the following areas of were identified as areas to develop and improve. I have provided examples (as sub-points) of actions I have taken and results achieved in improving each identified area. The areas of focus and improvements were:

* List identified areas of improvement as bullets
  + Provide examples of actions taken to improve and results achieved as a result of those actions as sub-points to bulleted items.