



Guidelines for Online (Web-based) Courses

An online course is one in which all or the vast majority (75% or more) of instruction and interaction occurs via electronic communication and the instructor and students are physically separated.

The approval of a course to be offered online is contingent upon the online course meeting the following criteria as determined by the chair of the department to which the course is assigned. Department chairs are expected to consult with the College's instructional technologist in making this determination.

- 1) Course materials provide instructions on navigating the course.
- 2) Navigation process is easy to follow and effective.
- 3) Contact information for technical support is provided.
- 4) The syllabus for the course contains the following information.
 - Instructor's name and contact information, including office hours and accessibility outside of office hours
 - Course description, including prerequisites
 - Statement of learning outcomes for the course
 - Grading system, including value of specific assignments and policy on late submission
 - Schedule of reading assignments, homework, tests, and other written assignments
 - College statement on ADA accommodations and contact information
- 5) Learning outcomes for the course are consistent with the level set for the course.
- 6) Course assignments are consistent with general purpose and specific learning outcomes of the course.
- 7) Course objectives are measurable and provide for the benchmarking of student learning.
- 8) Multiple assessments and types of assessments are used to evaluate student performance.
- 9) The means of assessing student performance are clearly related to the learning outcomes set for the course and the expected level of student performance in the course.
- 10) Course contains meaningful instructional material from a variety of primary and secondary resources.
- 11) Course provides for appropriate forms and frequency of faculty interaction with individual students.
- 12) Course provides for appropriate forms and frequency of faculty interaction with the class as a whole.
- 13) Course provides for appropriate forms and frequency of student to student interaction.
- 14) Students are provided with an opportunity to introduce themselves to their classmates early in the term.
- 15) Instructor has developed an appropriate strategy of authentication designed to protect against proxy cheating.



Approval Form for Online (Web-based) Courses

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CRN/Dept/CRS/SCN: _____

Course Title: _____

First term of online offering: Fall _____ Spring _____ Summer _____

Instructor: _____

Course materials provide adequate instructions on navigating the course.

Meets expectations

Needs Improvement

Navigation process is easy to follow and effective.

Meets expectations

Needs Improvement

Contact information for technical support is provided.

Meets expectations

Needs Improvement

The syllabus for the course is consistent with institutional guidelines.

Meets expectations

Needs Improvement

Learning outcomes for the course are consistent with the level set for the course.

Meets expectations

Needs Improvement

Course assignments are consistent with general purpose and specific learning outcomes of the course.

Meets expectations

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Course objectives are measurable and provide for the benchmarking of student learning.

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Multiple assessments and types of assessments are used to evaluate student performance.

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The means of assessing student performance are clearly related to the learning outcomes set for the course and the expected level of student performance in the course.

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Course contains meaningful instructional material from a variety of primary and secondary resources.

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Needs Improvement

Course provides for appropriate forms and frequency of faculty interaction with individual students.

Meets expectations

Needs Improvement

Course provides for appropriate forms and frequency of faculty interaction with the class as a whole.

Meets expectations

Needs Improvement

Course provides for appropriate forms and frequency of student to student interaction.

Meets expectations

Needs Improvement

Students are provided with an opportunity to introduce themselves to their classmates early in the term.

Meets expectations

Needs Improvement

Instructor has developed an appropriate strategy of authentication designed to protect against proxy cheating.

Meets expectations

Needs Improvement

Course reviewed by Instructional Technologist:

Signature

Date

Course recommended by Department Chair:

Signature

Date

Comments:

Please forward completed approval form to Office of the Provost for final approval.

Approved by Provost:

Signature

Date