WCC Standards Checklist for Online/Hybrid Classes

_____   _____
Semester   **Year**

_____   _____   _____   _____   _____
Subject   **Course**   **Course Name**   **Section**   **Online**
                                                                                                                                                                    Hybrid

_____   _____
Instructor   **Date**

_____   _____
Department Chair   **Date**

_____   _____
Division Chair   **Date**

_____   _____
Distance Education Department   **Date**

Customized for WCC 06/03/2010 by Sue McClenny and Angela Wall - Wayne Community College

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Revised for WCC 04-24-2012

Summary - Score Sheet

1 COURSE INTRODUCTION	YES	NO
1.1 Instructions clearly outline how to get started and where to find various course components.		
1.2 A statement introduces the student to the purpose of the course and to its components; in the case of a hybrid course, the statement clarifies the relationship between the face-to-face and online components.		
1.3 A self-introduction by the instructor is appropriate and available online.		
1.4 Template information has been customized by instructor.		

2 LEARNING OBJECTIVES	YES	NO
2.1 The course learning objectives are clearly stated and describe outcomes that are measurable.		
2.2 The module/unit learning objectives describe outcomes that are measurable and consistent with the course-level objectives.		
2.3 Instructions to students on how to meet the learning objectives are adequate and stated clearly.		

3 ASSESSMENT STRATEGIES	YES	NO
3.1 The types of assessments selected measure the stated learning objectives and are consistent with course activities and resources.		
3.2 The course grading policy is stated clearly.		
3.3 Specific and descriptive criteria are provided for the evaluation of students' work and participation.		
3.4 A variety of types of assignments are used to assess student learning (i.e., quizzes, discussion forums, projects, papers, exams, surveys, etc.)		

4 INSTRUCTIONAL MATERIALS	YES	NO
Course utilizes a variety of learning media and materials appropriate to the course that supplement and support the course text and student learning.		
Course assignments give students the opportunity to engage in critical and abstract thinking.		
Course evaluation is linked to course objectives and includes multiple ways of assessing students.		
Course content, requirements and quality are comparable to the face-to-face version of the course.		

5 INTERACTION	YES	NO
5.1 The learning activities promote the achievement of the stated learning objectives.		
5.2 Learning activities foster instructor-student, content-student, and if appropriate to the course, student-student interaction.		
5.3 Clear standards are set for instructor responsiveness or availability (turn-around time for email, grade posting, etc.)		

6 COURSE NAVIGATION AND TECHNOLOGY	YES	NO
6.1 The tools and media support the learning objectives, and are appropriately chosen to deliver the content of the course.		
6.2 The tools and media support student engagement and guide the student to become an active learner.		
6.3 Navigation throughout the online components of the course is logical, consistent, and efficient.		

7 STUDENT SUPPORT	YES	NO
7.1 The course instructions articulate or link to a clear description of the technical support offered.		
7.2 Course instructions articulate or link to an explanation of how the institution's academic support system can assist the student in effectively using the resources provided.		
7.3 Course instructions articulate or link to an explanation of how the institution's student support services can help students reach their educational goals.		
7.4 Course instructions answer basic questions related to research, writing, technology, etc., or link to tutorials or other resources that provide the information.		
7.4 Course instructions answer basic questions related to research, writing, technology, etc., or link to tutorials or other resources that provide the information.		

8 & 9 COPYRIGHT & ACCESSIBILITY	YES	NO
The course complies and follows all copyright and Fair Use guidelines.		
The course takes in consideration ADA standards.		

1 Course Introduction

The overall design of the course is made clear to the student at the beginning of the course.

Standard	Checklist	YES	NO
1.1 Instructions clearly outline how to get started and where to find various course components.	Welcome Message - Describes what the learner needs to do to get started - Template item - needs revision		
	Course Information - Template Items		
	Moodle User Guide		
	Student Support Information		
	General Discussion Forums - Template Items		
	News Forum		
	Student Coffee House		
	Campus Cruiser - General Informaiton - Template Items		
Reviewer's Clarification for unmet items			
Reviewer's Suggestions			

Standard	Checklist	YES	NO
1.2 A statement introduces the student to the purpose of the course and to its components; in the case of a hybrid course, the statement clarifies the relationship between the face-to-face and online components.	Syllabus - Approved and current WCC Syllabus is located in syllabus section of the course.		
	Required Course materials – texts, software, plug-ins, equipment, supplies, etc. - Required Course Materials listed in the Syllabus		
	Course Schedule - optional	OPT	OPT
Reviewer's Clarification for unmet items			
Reviewer's Suggestions			

Standard	Checklist	YES	NO
1.3 A self-introduction by the instructor is appropriate and available online.	Welcome Message		
	There are descriptions of the instructor's routine interaction with learners and how learner support is provided.		
Reviewer's Clarification for unmet items			
Reviewer's Suggestions			

Standard	Checklist	YES	NO
1.4 Template information has been customized by instructor.	These activities are required and part of the Template		
	Enrollment Verifcation/Syllabus Quiz (Required)		
	Icebreaker Assignment (Required)		
Reviewer's Clarification for unmet items			
Reviewer's Suggestions			

2 Learning Objectives

Learning objectives are clearly stated and explained. They assist students in focusing their efforts in the course.

Standard	Checklist	YES	NO
2.1 The course learning objectives are clearly stated and describe outcomes that are measurable.	Syllabus; Course modules/units should restate related learning objectives and outcomes.		
Reviewer's Clarification for unmet items			
Reviewer's Suggestions			

Standard	Checklist	YES	NO
2.2 The module/unit learning objectives describe outcomes that are measurable and consistent with the course-level objectives.	Course modules/units should restate related learning objectives and outcomes.		
Reviewer's Clarification for unmet items			
Reviewer's Suggestions			

Standard	Checklist	YES	NO
2.3 Instructions to students on how to meet the learning objectives are adequate and stated clearly.	Course modules/units, resources, and activities should correlate with learning objectives and outcomes.		
Reviewer's Clarification for unmet items			
Reviewer's Suggestions			

3 Assessment Strategies

Established methods are used to measure effective learning, evaluate student progress by reference to stated learning objectives, and are designed to be integral to the learning process.

Standard	Checklist	YES	NO
3.1 The types of assessments selected measure the stated learning objectives and are consistent with course activities and resources.	Assessments should correlate with learning objectives and outcomes.		
Reviewer's Clarification for unmet items			
Reviewer's Suggestions			
3.2 The course grading policy is stated clearly.	Syllabus		
Reviewer's Clarification for unmet items			
Reviewer's Suggestions			
3.3 Specific and descriptive criteria are provided for the evaluation of students' work and participation.	Syllabus; Descriptions should be provided in each module/unit, resource, and activity; Rubrics.		
Reviewer's Clarification for unmet items			
Reviewer's Suggestions			
3.4 A variety of types of assignments are used to assess student learning (i.e., quizzes, discussion forums, projects, papers, exams, surveys, etc.)	Assignments should be designed based on learning objectives and outcomes.		
Reviewer's Clarification for unmet items			
Reviewer's Suggestions			

4 Instructional Materials

Instructional materials are sufficiently comprehensive to achieve stated course objectives and learning outcomes and are prepared by qualified persons competent in their fields.

Standard	Checklist	YES	NO
4.1 The instructional materials contribute to the achievement of the stated course and module/unit learning objectives.	All materials and resources should correlate with learning objectives and outcomes		
Reviewer's Clarification for unmet items			
Reviewer's Suggestions			

4.2 The relationship between the instructional materials and the learning activities is clearly explained to the student.	Materials utilized for the course must correlate with assignments.		
Reviewer's Clarification for unmet items			
Reviewer's Suggestions			

5 Interaction

		YES	NO
Meaningful interaction between the instructor and students, among students, and between students and course materials is employed to motivate students and foster intellectual commitment and personal development.			
Standard	Checklist		
5.1 The learning activities promote the achievement of the stated learning objectives.	Learning activities promote the achievement of the stated learning objectives.		
Reviewer's Clarification for unmet items			
Reviewer's Suggestions			
5.2 Learning activities foster instructor-student, content-student, and if appropriate to the course, student-student interaction.	Learning activities foster instructor-student, content-student, and if appropriate to the course, student-student interaction.		
Reviewer's Clarification for unmet items			
Reviewer's Suggestions			
5.3 Clear standards are set for instructor responsiveness or availability (turn-around time for email, grade posting, etc.)	Standards for instructor responsiveness should be integrated throughout the course.		
Reviewer's Clarification for unmet items			
Reviewer's Suggestions			

6 Course Navigation and Technology

Course navigation and the technology employed in the course foster student engagement and ensure access to instructional materials and resources.

Standard	Checklist	YES	NO
6.1 The tools and media support the learning objectives, and are appropriately chosen to deliver the content of the course.	Tools, media and software (plug-ins) required for this course are easily downloadable with links provided.		
	Technology is used to supplement and enhance learning.		
	Instructions on how to access resources at a distance are sufficient and easily understood.		
	The tools and media support the learning objectives of the course and are integrated with the texts and lesson assignments.		
Reviewer's Clarification for unmet items			
Reviewer's Suggestions			

Standard	Checklist	YES	NO
6.2 The tools and media support student engagement and guide the student to become an active learner.	Course utilizes a variety of learning media and materials appropriate to the course that supplement and support the course text and student learning.		
	The activities, tools and media enhance student interactivity and encourage the student to become an active learner.		
	Uses a variety of tools to enhance and enable student learning and achieve course learning outcomes and unit objectives.		
Reviewer's Clarification for unmet items			
Reviewer's Suggestions			

Standard	Checklist	YES	NO
6.3 Navigation throughout the online components of the course is logical, consistent, and efficient.	Course content is presented in manageable segments.		
	Instructional materials are easy for the student to use and find.		
	The course contains a learner orientation exercise/information.		
	The course contains a syllabus and supporting documents.		
	Course organization is clear and easy to navigate.		
Reviewer's Clarification for unmet items			
Reviewer's Suggestions			

The course facilitates student access to institutional services essential to student success.		YES	NO
Standard	Checklist		
7.1 The course instructions articulate or link to a clear description of the technical support offered.	Student Support Information - provides a link and explanation of how to access online student and technical support services - Template item		
Reviewer's Clarification for unmet items			
Reviewer's Suggestions			
7.2 Course instructions articulate or link to an explanation of how the institution's academic support system can assist the student in effectively using the resources provided.	Student Support Information - provides a link and explanation of how to access online student and technical support services - Template item		
Reviewer's Clarification for unmet items			
Reviewer's Suggestions			
7.3 Course instructions articulate or link to an explanation of how the institution's student support services can help students reach their educational goals.	Student Support Information - provides a link and explanation of how to access online student and technical support services - Template item		
Reviewer's Clarification for unmet items			
Reviewer's Suggestions			
7.4 Course instructions answer basic questions related to research, writing, technology, etc., or link to tutorials or other resources that provide the information.	Student Support Information - provides a link and explanation of how to access online student and technical support services - Template item		
Reviewer's Clarification for unmet items			
Reviewer's Suggestions			

8 9 Copyright and Accessibility

Standard	Checklist	YES	NO
Copyright: The course complies and follows all copyright and Fair Use guidelines.	The course complies and follows all copyright and Fair Use guidelines.		
	All resources and materials used in the course are appropriately cited.		
Reviewer's Clarification for unmet items			
Reviewer's Suggestions			

Standard	Checklist	YES	NO
Accessibility: The face-to-face and online course components are accessible to all students.	The course takes in consideration ADA standards.		
Reviewer's Clarification for unmet items			
Reviewer's Suggestions			

NOTES

1 Course Introduction

2 Learning Objectives

3 Assessment strategies

4 Instructional Materials

5 Interaction

6 Course Navigation and Technology

7 Student Support

8 & 9 Copyright & Accessibility