

Department Chair Review
TSTC Harlingen Quality Assurance for Online Learning

Course Reviewed: _____

Date Reviewed: _____

A. LEARNING OBJECTIVES (COMPETENCIES)

General Review Standard: Learning objectives are clearly defined and explained. They assist the learner to focus learning activities.

Specific Review Standards:	Yes/No
1. The learning objectives of the course describe outcomes that are measurable.	
2. The learning objectives address content mastery as well as critical thinking ability and increased learning skills.	
3. The learning objectives of the course are clearly stated and understandable to the learner.	
Comments:	

B. ASSESSMENT AND MEASUREMENT

General Review Standard: Assessment strategies use established ways to measure effective learning, assess learner progress by reference to stated learning objectives, and are designed as essential to the learning process.

Specific Review Standards:	Yes/No
1. The types of assessments selected are consistent with course activities and measure the achievement of stated objectives and learning outcomes.	
Comments:	

C. LEARNING RESOURCES AND MATERIALS

General Review Standard: Instructional materials are designed to be sufficiently comprehensive to achieve announced objectives and learning outcomes and are prepared by qualified persons competent in their fields (Materials, other than standard textbooks produced by recognized publishers, are prepared by the instructor or distance educators skilled in preparing materials for distance learning.)

Specific Review Standards:	Yes/No
1. The instructional materials have sufficient depth in content and are sufficiently comprehensive for the student to learn the subject.	
2. The instructional materials, including supporting materials - such as manuals, videos, CD ROMs, and computer software – are consistent in organization, and level of detail throughout.	
Comments:	

D. LEARNER INTERACTION

General Review Standard: The effective design of instructor-learner interaction, meaningful learner cooperation, and learner-content interaction is essential to learner motivation, intellectual commitment and personal development.

Specific Review Standards:	Yes/No
1. The types of activities selected are consistent with the achievement of stated objectives and learning outcomes.	
Comments:	

Final comment Box: Now that you've looked at the entire course, please share your reflections on the degree of coherence of the course as a whole and its potential to promote student learning.

Department Chair Signature: _____

Date Reviewed: _____ Approved: ____ Not Approved: ____

Distance Learning Advisory Committee Review
TSTC Harlingen Quality Assurance for Online Learning

Course Reviewed: _____

Date Reviewed: _____

A. COURSE OVERVIEW AND INSTRUCTION

General Review Standard: The overall design of the course, navigational information, as well as course, instructor and student information are made transparent to the student at the beginning of the course.

Specific Review Standards:	Yes/No
1. Navigational instructions make the organization of the course easy to understand.	
2. There is a statement introducing the student to the course and to how student learning is structured.	
3. Netiquette expectations with regard to discussions and email communication are clarified.	
4. The self-introduction by the instructor is appropriate.	
5. Students are requested to introduce themselves to the class.	
6. Minimum technology requirements, minimum student skills, and, if applicable, prerequisite knowledge in the discipline, are clearly stated.	
Comments:	

B. LEARNING OBJECTIVES (COMPETENCIES)

General Review Standard: Learning objectives are clearly defined and explained. They assist the learner to focus learning activities.

Specific Review Standards:	Yes/No
1. Instructions to students on how to meet the learning objectives are adequate and easy to understand.	
2. The learning objectives of the course are articulated and specified on the module/unit level.	
Comments:	

C. ASSESSMENT AND MEASUREMENT

General Review Standard: Assessment strategies use established ways to measure effective learning, assess learner progress by reference to stated learning objectives, and are designed as essential to the learning process.

Specific Review Standards:	Yes/No
1. The grading policy is transparent and easy to understand.	
2. Assessment and measurement strategies are designed to provide feedback to the learner.	
3. The types of assessments selected and the methods used for submitting assessments are appropriate for the distance learning environment.	
4. "Self-check" or practice types of assignments are provided for quick learner feedback.	
Comments:	

D. LEARNING RESOURCES AND MATERIALS

General Review Standard: Instructional materials are designed to be sufficiently comprehensive to achieve announced objectives and learning outcomes and are prepared by qualified persons competent in their fields (Materials, other than standard textbooks produced by recognized publishers, are prepared by the instructor or distance educators skilled in preparing materials for distance learning.)

Specific Review Standards:	Yes/No
1. Resources and materials are easily accessible to and usable by the learners.	
2. The instructional function of the course elements (learning content, instructional methods, technologies, and course materials) is evident.	
3. All instructional materials are presented in a visual format appropriate to the online environment.	
Comments:	

E. LEARNER INTERACTION

General Review Standard: The effective design of instructor-learner interaction, meaningful learner cooperation, and learner-content interaction is essential to learner motivation, intellectual commitment and personal development.

Specific Review Standards:	Yes/No
1. The course design provides learning activities to foster instructor-student, content-student, and if appropriate, student-student interaction.	
2. Clear standards are set for instructor response and availability (turn-around time for email, grades posted etc.)	
3. The requirements for course interaction are clearly articulated.	
4. The course design provides a variety of opportunities for interaction between instructor and learner.	
Comments:	

F. COURSE TECHNOLOGY

General Review Standard: To enhance student learning, course technology should enrich instruction and foster learner interactivity.

Specific Review Standards:	Yes/No
1. The selection and use of tools and media supports the learning objectives of the course and is integrated with texts and lesson assignments.	
2. The selection and use of tools and media enhances learner interactivity and guides the student to become a more active learner.	
3. All technologies required for this course are either provided or easily downloadable	
4. The selection and use of tools and media are compatible with existing standards of delivery modes.	
5. Instructions on how to access resources at a distance are sufficient and easy to understand.	
6. The course technologies take advantage of existing economies and efficiencies of delivery.	
Comments:	

G. LEARNER SUPPORT

General Review Standard: Courses are effectively supported for learners through fully accessible modes of delivery, resources, and learner support.

Specific Review Standards:	Yes/No
1. The course instructions articulate or link to a clear description of the technical support offered.	
2. Course instructions articulate or link to an explanation as to how the College's academic support system can assist the learner in effectively using the resources provided.	
3. Course instructions articulate or link to an explanation of how the College's student support services can assist the learner in effectively using the resources provided.	
4. Course instructions articulate or link to tutorials and resources that answer basic questions related to research, writing, technology etc.	
Comments:	

Final comment Box: Now that you've looked at the entire course, please share your reflections on the degree of coherence of the course as a whole and its potential to promote student learning.

Course Reviewed by: _____

Distance Learning Advisory Committee Chair Signature:

Distance Learning Director Signature:

Date Reviewed: _____ Approved: _____ Not Approved: _____