2017 NKU Guidelines for Online Course Development – Department Chair Review

Faculty: _____ **Course:** _____ **Date reviewed:** _____

Learning Outcomes	1. The purpose of the course and course learning outcomes are clearly stated.	Yes ☐	No ☐	Needs work ☐
	2. Outcomes are specific and measurable.	Yes ☐	No ☐	Needs work ☐
	Comments: _____ _____ _____			
Course Activities	3. Course activities are appropriate for the level of the course.	Yes ☐	No ☐	Needs work ☐
	4. Course activities align with course learning objectives.	Yes ☐	No ☐	Needs work ☐
	Comments: _____ _____ _____			
Course Materials	5. Instructional materials contribute to the learning objectives for the course and relationship is explained to the student.	Yes ☐	No ☐	Needs work ☐
	6. Instructional materials are appropriate to the level of course and content.	Yes ☐	No ☐	Needs work ☐
	Comments: _____ _____ _____			
Assessments	7. Assignment and course-level assessments measure stated learning objectives.	Yes ☐	No ☐	Needs work ☐
	8. Assessments are sequenced, varied and an appropriate measurement of the student learning progress.	Yes ☐	No ☐	Needs work ☐
	Comments: _____ _____ _____			

"No" responses should be accompanied by feedback/comments/suggestions regarding the concerning item.

Reviewed and evaluated by Dept. Chair: _____ **Date:** _____

2017 NKU Guidelines for Online Course Development – Instructional Designer Review

Faculty: _____ **Course:** _____ **Date reviewed:** _____

Course Overview / Introduction		
1. All course elements are available via learnonline.nku.edu	Yes ☐ No ☐ Needs work ☐	
2. Instructions are made clear on how to get started with the course and where to find various components through introductory video/document.	Yes ☐ No ☐ Needs work ☐	
3. Course structure is readily explained, consistent an easily followed; links and buttons clearly describe the associated content.	Yes ☐ No ☐ Needs work ☐	
4. Minimum technology requirements are stated. Minimum technical skills required of the student are stated and information about accessibility of the technologies used in the course is stated.	Yes ☐ No ☐ Needs work ☐	
5. Instructor has provided a self-introduction with clear contact and availability information.	Yes ☐ No ☐ Needs work ☐	

Comments:
_____
_____

Course Design / Usability		
6. Course navigation is easy to use and organized in a consistent, clear manner.	Yes ☐ No ☐ Needs work ☐	
7. Course design facilitates readability – grouping of content, use of contrast and awareness of color choice.	Yes ☐ No ☐ Needs work ☐	

Comments:
_____
_____

Learner Support		
8. Course includes access to university support services.	Yes ☐ No ☐ Needs work ☐	
9. Course includes technical assistance available and how to access it.	Yes ☐ No ☐ Needs work ☐	
10. Course includes clear access to student rights and responsibilities.	Yes ☐ No ☐ Needs work ☐	

Comments:
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Course Activities/Assessments		
11. Learning activities promote instructor-to-student and student-to-student interaction as appropriate to the coursework.	Yes ☐ No ☐ Needs work ☐	
12. Course activities align with course learning objectives.	Yes ☐ No ☐ Needs work ☐	
13. Course includes a variety of activities that promote active learning and student-instructor, student-content, and student-student engagement.	Yes ☐ No ☐ Needs work ☐	
14. Expectations for student interaction and instructor responsiveness (e.g. turn-around time for grade posting, email, etc.) are clearly stated.	Yes ☐ No ☐ Needs work ☐	
15. Course assessments include rubrics or grading expectations that align with course objectives.	Yes ☐ No ☐ Needs work ☐	

Comments:
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_____
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Course Materials/ Technology	16. Instructional materials/course tools contribute to the learning objectives for the course.	Yes ☐ No ☐ Needs work ☐	
	17. Instructional resources are easily navigable and organized in a consistent, clear manner.	Yes ☐ No ☐ Needs work ☐	
	18. How-to instructions are provided for supplementary course tools (if applicable).	Yes ☐ No ☐ Needs work ☐	
	19. Application of supplementary tools to learning objectives is stated (if applicable).	Yes ☐ No ☐ Needs work ☐	
	20. Course provides a link to technical support.	Yes ☐ No ☐ Needs work ☐	
	21. Course provides alternative means of access to course material in formats that meet the needs of diverse learners. Accessibility as defined here is a requirement (alt-tags for images, tagged tables, accessible pdf files).	Yes ☐ No ☐ Needs work ☐	
	22. Course/University policies with which the student is to comply are clearly stated and services are available to them.	Yes ☐ No ☐ Needs work ☐	
	23. Course complies with Fair Use and TEACH ACT.	Yes ☐ No ☐ Needs work ☐	
	24. Required technologies outside of LMS are readily available, current, and ADA compliant.	Yes ☐ No ☐ Needs work ☐	

Comments:

_____

_____

_____

"No" responses should be accompanied by feedback/comments/suggestions regarding the concerning item.

Mid-point course review by Instructional Designer: _____ **Date:** _____

Course revisions/additions:

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

Final review and evaluation by Instructional Designer:

_____ **Date:** _____

2017 NKU Guidelines for Online Course Development – CITE

Faculty: _____   **Course:** _____   **Date reviewed:** _____

Course Policies	1. Instructor's plan for email, grading, providing student feedback response time is clearly stated. 2. Course etiquette expectations are provided. **Comments:** _____ _____ _____	Yes ☐ No ☐ Needs work ☐ Yes ☐ No ☐ Needs work ☐
Course Activities	3. Instructor engages with students beyond grading/feedback through learning activities (e.g. lectures, discussion boards, emails, etc.). **Comments:** _____ _____ _____	Yes ☐ No ☐ Needs work ☐
Course Materials	4. Course materials provide a variety of engagement strategies and meet the needs of diverse learners. 5. Required technologies outside of LMS are readily available, current and ADA compliant (if applicable). **Comments:** _____ _____ _____	Yes ☐ No ☐ Needs work ☐ Yes ☐ No ☐ Needs work ☐
Assessments	6. Clear grading policy is stated and specific criteria are given for how work will be evaluated. **Comments:** _____ _____ _____	Yes ☐ No ☐ Needs work ☐

"No" responses should be accompanied by feedback/comments/suggestions regarding the concerning item.

Approved by Educational Outreach: _____   **Date:** _____