Distance Course / Instructor Evaluation Form

Course: _____ Instructor: _____

Instructor Preparation

Instructor has completed required online training within the past three years. ❑

Prior to developing a complete distance education course, instructor must have taught at least one web-enhanced course for a full semester at NW-SCC using the current learning management system or have previous experience with a comparable system. ❑

Course Design

Content is aligned with curriculum and consistent with traditional course. ❑
- *Are the learning objectives and course description noted on the syllabus consistent with those in the same on-campus course?*
- *Are student learning outcomes established?*
- *Are the student learning outcomes tied to assignments/assessments?*

Course orientation or 'Start Here' section is provided for students. ❑
- *Does the instructor provide a detailed syllabus, contact information, textbook requirements, technology requirements, testing requirements, grading policy, etc.?*

Course offers a variety of learning media. ❑
- *Does the instructor use a variety of media such as PowerPoint presentations, videos, interactive lessons, etc to explain course content?*

Course assignments are interactive. ❑
- *There should be student-to-student interactivity.*
- *There should be student-to-teacher interactivity.*

Course assignments address differing learning styles. ❑
- *Does the instructor include a variety of different types of assignments such as written or reading activities, discussions, simulations, or projects?*

Course assignments require students to engage in critical thinking and support active learning. ❑

-*Are the students asked to apply what is learned through the use of discussions, assignments, etc.?*
-*Are students asked to interact or collaborate on assignments?*

Course provides adequate methods to measure student mastery of course outcomes/objectives. ❑

-*Does the instructor require quizzes, exams, projects, presentations, etc. to measure student learning?*
-*All courses should have at least four methods of assessment; 3 or 4 credit hour courses should require at least one proctored exam.*

Course maintains a consistent design. ❑

-*Is the material organized by topics, weeks, units or other easy to follow format? Is the use of font sizes, colors, etc. consistent within the course?*

❑

Course content is accessible.

-*Does the instructor have an ADA statement on the syllabus?*
-*Does the instructor provide 'alt' tags for images used?*
-*Does the instructor provide captioning for videos or transcripts of audio?*
-*Does the instructor provide PDF documents that may be read by screen reading software?*
-*If commercial software is used, does it follow above accessibility guidelines?*

Course Delivery

The instructor interacts with or plans to interact with students routinely and provide support. ❑

-*Is there evidence in the course syllabus or other orientation materials that the instructor plans to interact with students via email, discussion forums, announcements, etc.?*
-*Does the instructor notify students of a time frame in which responses will be made to assignments, emails, or messages?*
-*Does the instructor provide regular feedback, reminders, and other announcements?*

Instructor has incorporated a means of **student-to-instructor** interaction such as an FAQ discussion forum, use of Moodle messaging, feedback on student assignments, etc.? ❑

There is evidence that there is **student-to-student** interaction taking place in the class. ❑

-*Does the instructor prompt students to reply to other students via discussion boards, require group projects, on-campus meeting opportunities, etc.?*

Course meets requirements: ❑ Yes   ❑ No

Division Chair/Dept. Head	**Signature**	**Date**
Distance Education Committee Representative	**Signature**	**Date**
Distance Education Committee Representative	**Signature**	**Date**
Distance Education Committee Representative	**Signature**	**Date**
Distance Education Office Representative	**Signature**	**Date**
Instructor	**Signature**	**Date**

Comments:

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Review Process Notes:

1. Each distance course will be reviewed as developed by the instructor.

2. A committee, consisting of faculty members from the Distance Education Committee, the Department Head/Division Chair, and a representative from the Distance Education Office, will review each completed stipend course as a group.

3. All courses will be reviewed once every 3 years by a faculty committee and the Department Head/Division Chairperson.

Revised 11-4-15