

QUALITY ASSURANCE

SUMMER 2020

DESIGN		
	Description	Feedback
Syllabus	Course syllabus is posted and easy to find for students.	
Design	Design is intuitive and provides adequate instruction on how to navigate and interact with the course material.	
Consistency	Course structure and layout is consistent and predictable throughout.	
Modules	Course is organized into learning modules and lessons with clear learning objectives.	
Communication Plan	Course has a communication plan in place that includes how the instructor will communicate with students, how students should interact with the instructor and teaching staff, and how the students should interact with each other. Live sessions and office hours information are posted and easy to find.	
Video Quality	Videos (live and/or recorded) are well lit, have good, consistent audio, and take place in a proper setting for video.	
Accessibility	Accessibility issues are addressed throughout the course. (Including: sight, mobility, hearing, cognition, ESL, and technical)	

LEARNER MOTIVATION		
	Description	Feedback
Outcomes and Objectives	Course learning outcomes and objectives are clearly defined. They align with the course instructional and assessment activities.	
Chunking	Course content is chunked into short, stand-alone components and arranged into learning sequences that allow students to track their progress and revisit topics.	

Video Length	Recorded videos are short, 5-7 minutes in length, and cover a self-contained topic. They included an appropriate intro and close.	
Course Elements	Course engages learners in a variety of activities to sustain interest and motivation.	
Instructions	Course elements and assignments have clear directions for students to understand how to engage with the content.	
Feedback	Learners are provided timely feedback when asked to answer questions or provide information.	

PRE-LAUNCH CHECKLIST

- Homepage set-up and set in Canvas
- Welcome announcement posted
- Instructor contact information posted
- Live session information posted
- Honor Code information included
- Title IX statement Included
- Discussion Forum etiquette posted
- All hyperlinks work