

Evaluation of Online or Hybrid Courses

When a unit member develops a course as hybrid or online for his or her first time, the Distance Education Coordinator—in conjunction with the Dean of Instruction and the unit member's division chair—will complete the Distance Education Course Review. The goal of this review is to ensure that the online materials for this course are similar in scope, quality, and requirements to the same course taught in a traditional format. This evaluation must take place during the semester prior to the one in which the course is first offered and before the schedule is generated by the Office of Instruction. The unit member cannot offer the course unless given a satisfactory review.

As well, prior to offering the hybrid or online course for the first time, the Distance Education Coordinator will work with the DSPS specialist to complete the Distance Education Accessibility Review to ensure that the course materials are Section 508 compliant. If accessibility issues are identified, then the unit member will work with the Distance Education Coordinator and the DSPS specialist to rectify these problems prior to offering the class for the first time.

The Distance Education Office may elect to formally review the same version of the unit member's online course(s) no more than once per academic year. These formal reviews have the same notification requirements as used for an in class observation of a traditional class.