



Washington State
COMMUNITY COLLEGE

Online Courses Quality Checklist

Version 1.1: January 29, 2009

Instructor (Course Developer) Name:

Course Code and Title:

Review Date:

Delivery Mode (check one): Fully Online Hybrid/Blended

Course Type	Blended/ Hybrid	Online	
Course Information & Communication			
Official course Syllabus is available (Sakai syllabus tool) <i>Comments:</i>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Course Outline (or <i>interactive syllabus</i>) covers all content listed in official department outline (Sakai Web Content) <i>Comments:</i>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Instructor Biography (Sakai Web Content) <i>Comments:</i>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Course Policies are available (Sakai Web Content) <i>Comments:</i>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Suggested prerequisite skills are provided <i>Comments:</i>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Technology requirements are provided <i>Comments:</i>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Instructor contacts/communication information & policies (including office hours policies, 48-hours instructor response to students' inquiries) <i>Comments:</i>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Suggested time to allocate for the various course tasks <i>Comments:</i>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Grading policies are provided <i>Comments:</i>		<input checked="" type="checkbox"/>	<input type="checkbox"/>

Course Type	Blended/ Hybrid	Online	
Assignments & Assessments			
<p>All Course Assignments are available with clear overview of each assignment (<u>Sakai Assignments or Files & Folders</u>)</p> <p>Comments:</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>Course Assignments <i>rubrics</i> are available and clearly reflect course objectives</p> <p>Comments:</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>Any Course Assignments are to be made available at least one week prior to due date</p> <p>Comments:</p>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>Course Assignments (student workload) are distributed across the quarter/term</p> <p>Comments:</p>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>Course Assignments deadlines & return policies/dates are clearly provided (maximum of 7-days <i>assignment turnaround</i> is indicated)</p> <p>Comments:</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>The course utilizes the usage of online <i>test and quizzes</i> (<u>Sakai Tests & Quizzes</u>)</p> <p>Comments:</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>The course uses the online <i>Gradebook</i> to publish grades for students (<u>Sakai Gradebook</u>)</p> <p>Comments:</p>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Course Type	Blended/ Hybrid	Online	
Course Content			
Orientation of students to course is specified (<u>Sakai course Home page</u>) Comments:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Course content is available in the form of <i>Files, Lessons</i> or <i>Modules</i> (<u>Sakai Files & Folders</u>) Comments:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Course demonstrates a consistent and organized pattern Comments:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Course material and learning activities are well utilized and designed to facilitate achievement of skills. Comments:		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Course provides challenging learning experiences equivalent to 2-4 hours of student activity for each credit hour per week Comments:		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Course provides additional internal and external resources and web links to help students (<u>Sakai Web Content</u>) Comments:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Course uses the Discussion Forums to foster collaboration activities among students (<u>Sakai Discussion Forums</u>) Comments:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Course offers additional collaborative and communication activities to enhance learning & collaboration (<u>Sakai Chat, Wiki</u>) Comments:		<input checked="" type="checkbox"/>	<input type="checkbox"/>

Course is approved for initial delivery during the Quarter of the year

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Director of Distance Learning

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