|  |
| --- |
| **STC MASTER REVIEW CHECKLIST****ONLINE / HYBRID** |
| **Instructor Name:** Click here to enter text. | **Term of Use:** Click here to enter text. |
| **Current Date:** Click here to enter text. | **Course & Name:** Click here to enter text. |
| **Credit Hours/Minutes:** Click here to enter text. | [ ] **Online** [ ]  **Hybrid** |
| **%Online/%F2F:** Click here to enter text. | **Minutes/Week for Online/F2F:** Click here to enter text. |
| **Work Ethics Course** [ ] **Yes**[ ] **No** | **Correct syllabus is in the course** [ ] **Yes** [ ]  **No** |
| **The instructor should provide a Hybrid Course Rationale Statement that details % Hybrid for the course prior to the review. [K2] Please review the linked** [**Credit Hour Policy**](http://www2.southeasterntech.edu/MAT/CreditHours_posted050613.pdf) **for information regarding the criteria expected of hybrid courses.** Click here to enter text for the Rationale Statement. |
| [ ] **The course could not be evaluated. Check here, highlight, give a no rating, sign the form, and email.**  |
|  |  |  |  |  | **Description** |
| **#1** | **Y**[ ]  | **N**[ ]  | **NI**[ ]  | **NA**[ ]  | **The course contains a menu that is easy to navigate and understand. The menu must contain access to the Home Page, Announcements, Instructor Contact Tool, Course Content, Gradebook, and a Communication Option –Send Email or Messages. (Note: The course content can be titled and organized in a variety of ways. Menu items may be titled differently.) [O,K2]** |
|  | The **Online** Course Content is structured in a:[ ]  Category Format [ ]  Modular Format [ ]  Weekly Format[ ] Describe Other:Click here to enter text. |
|  | Instructor Pre-Review Notes:Click here to enter text. |
|  | Reviewer Suggestions:Click here to enter text. |
|  | Reviewer Notes:Click here to enter text. |
| **#2** | **Y**[ ]  | **N**[ ]  | **NI**[ ]  | **NA**[ ]  | **The online course contains a Getting Started section that includes, but is not limited to, items required by the college. (Required: Course Pledge, Student Packet Section, Required Reading, Course Expectations, Netiquette, Preferred Method of Communication, STC Tutoring Page, General Proctored Event Section, Library & Catalog Link.) A course copy of the STC Template Lessons/Discussions sections is encouraged. Revisions allowed. [O] Hybrid courses may benefit from certain components of the Getting Started STC Template and should revise/delete sections as needed.**  |
|  | Instructor Pre-Review Notes:Click here to enter text. |
|  | Reviewer Suggestions:Click here to enter text. |
|  | Reviewer Notes:Click here to enter text. |
| **#3** | **Y**[ ]  | **N**[ ]  | **NI**[ ]  | **NA**[ ]  | **The syllabus is located in a location consistent with the course structure. (i.e. as a Menu Item, in the Getting Started Section, etc…) Please discuss and note, if needed, areas of the syllabus that do not meet the college’s criteria. [O,K2]** |
|  | Instructor Pre-Review Notes:Click here to enter text. |
|  | Reviewer Suggestions:Click here to enter text. |
|  | Reviewer Notes:Click here to enter text. |
| **#4** | **Y**[ ]  | **N**[ ]  | **NI**[ ]  | **NA**[ ]  | **The entire course is structured in a manner that is easy to navigate and interpret. (The course structure will vary between instructors.) [O] (Note: The course structure of a hybrid course is not as detailed due to the %Face to Face. Please ensure the hybrid course structure is appropriate to ensure the %Hybrid is met.) [K2]** |
|  | Instructor Pre-Review Notes:Click here to enter text. |
|  | Reviewer Suggestions:Click here to enter text. |
|  | Reviewer Notes:Click here to enter text. |
| **#5** | **Y**[ ]  | **N**[ ]  | **NI**[ ]  | **NA**[ ]  | **The instructor used the “contact” tool to create a profile and the profile includes all needed information including an instructor biography. (The default contact menu item is titled My Instructor but can be renamed.) [O,K2]** |
|  | Instructor Pre-Review Notes:Click here to enter text. |
|  | Reviewer Suggestions:Click here to enter text. |
|  | Reviewer Notes:Click here to enter text. |
| **#6** | **Y**[ ]  | **N**[ ]  | **NI**[ ]  | **NA**[ ]  | **Student to student interaction and teacher to student interaction in online courses are provided using a minimum of 5 discussion boards graded by a rubric. [O]**  |
|  | Instructor Pre-Review Notes:Click here to enter text. |
|  | Reviewer Suggestions:Click here to enter text. |
|  | Reviewer Notes:Click here to enter text. |
| **#7** | **Y**[ ]  | **N**[ ]  | **NI**[ ]  | **NA**[ ]  | **Important dates are clearly specified by course structure, a schedule, lesson plan, and/or calendar. [O] (Hybrid courses should have a minimum weekly “student engagement” requirement that can be determined by reviewing the hybrid requirements on the lesson plan. The % online can partially be met through activities that cannot be monitored by computer log or activity reports. Examples are library work, research, reading online, submissions, etc... Your goal is to determine if there is sufficient evidence that students are academically engaged during the % online doing activities supported by the online environment.) [K2]** |
|  | Instructor Pre-Review Notes:Click here to enter text. |
|  | Reviewer Suggestions:Click here to enter text. |
|  | Reviewer Notes:Click here to enter text. |
| **#8** | **Y**[ ]  | **N**[ ]  | **NI**[ ]  | **NA**[ ]  | **The Proctored Event information and specific test locations & dates (must be after 65% point in semester) are clearly indicated and a prominent place for the information is provided in the master. [O]** |
|  | Instructor Pre-Review Notes:Click here to enter text. |
|  | Reviewer Suggestions:Click here to enter text. |
|  | Reviewer Notes:Click here to enter text. |
| **#9** | **Y**[ ]  | **N**[ ]  | **NI**[ ]  | **NA**[ ]  | **The proctored event counts a minimum of 20% of the course grade and is reflected on the course syllabus grading policy.[O]** |
|  | Instructor Pre-Review Notes:Click here to enter text. |
|  | Reviewer Suggestions:Click here to enter text. |
|  | Reviewer Notes:Click here to enter text. |
| **#10** | **Y**[ ]  | **N**[ ]  | **NI**[ ]  | **NA**[ ]  | **An assessment is used to evaluate work ethics and it counts 5% of the course grade.**  |
|  | Instructor Pre-Review Notes:Click here to enter text. |
|  | Reviewer Suggestions:Click here to enter text. |
|  | Reviewer Notes:Click here to enter text. |
| **#11** | **Y**[ ]  | **N**[ ]  | **NI**[ ]  | **NA**[ ]  | **The preferred method of contact is indicated on the syllabus and in the Getting Started/Start Here section of Blackboard. [O,K2]** |
|  | Instructor Pre-Review Notes:Click here to enter text. |
|  | Reviewer Suggestions:Click here to enter text. |
|  | Reviewer Notes:Click here to enter text. |
| **#12** | **Y**[ ]  | **N**[ ]  | **NI**[ ]  | **NA**[ ]  | **Grading policies and practices are easy to understand. (See syllabus) [O,K2]**  |
|  | Instructor Pre-Review Notes:Click here to enter text. |
|  | Reviewer Suggestions:Click here to enter text. |
|  | Reviewer Notes:Click here to enter text. |
| **#13** | **Y**[ ]  | **N**[ ]  | **NI**[ ]  | **NA**[ ]  | **Students have access to the library and other resources to enrich content. [O,K2]** |
|  | Instructor Pre-Review Notes:Click here to enter text. |
|  | Reviewer Suggestions:Click here to enter text. |
|  | Reviewer Notes:Click here to enter text. |
| **#14** | **Y**[ ]  | **N**[ ]  | **NI**[ ]  | **NA**[ ]  | **Sufficient learning resources and materials to increase student success are available. (Examples of Resources: Textbook Website, PowerPoints, Links to Videos, Games, Quizzes, Tutorial Websites, etc.) [O] Fewer components are required in hybrid because of the F2F sessions.**  |
|  | Instructor Pre-Review Notes:Click here to enter text. |
|  | Reviewer Suggestions:Click here to enter text. |
|  | Reviewer Notes:Click here to enter text. |
| **#15** | **Y**[ ]  | **N**[ ]  | **NI**[ ]  | **NA**[ ]  | **The BB Grade Center (gradebook) is utilized and set-up according to the course syllabus. [O,K2]** |
|  | Instructor Pre-Review Notes:Click here to enter text. |
|  | Reviewer Suggestions:Click here to enter text. |
|  | Reviewer Notes:Click here to enter text. |
| **#16** | **Y**[ ]  | **N**[ ]  | **NI**[ ]  | **NA**[ ]  | **The master is free of grammatical and spelling errors and all instructions are easy to understand. [O]** |
|  | Instructor Pre-Review Notes:Click here to enter text. |
|  | Reviewer Suggestions:Click here to enter text. |
|  | Reviewer Notes:Click here to enter text. |
| **#17** | **Y**[ ]  | **N**[ ]  | **NI**[ ]  | **NA**[ ]  | **The course contains a welcoming/starting announcement located in the Announcements section on the menu. Reviewers should remember that hybrid students will also receive instructions during weekly face to face meetings. [O,K2]** |
|  | Instructor Pre-Review Notes:Click here to enter text. |
|  | Reviewer Suggestions:Click here to enter text. |
|  | Reviewer Notes:Click here to enter text. |
| **#18** | **Y**[ ]  | **N**[ ]  | **NI**[ ]  | **NA**[ ]  | **Online No Show Requirements are clearly stated in the course. [O]**  |
|  | Instructor Pre-Review Notes:Click here to enter text. |
|  | Reviewer Suggestions:Click here to enter text. |
|  | Reviewer Notes:Click here to enter text. |
| **#19** | **Y**[ ]  | **N**[ ]  | **NI**[ ]  | **NA**[ ]  | **The KMS Student Learning Outcomes are included in the course and in a location conducive to the course structure. [O,K2]** |
|  | Instructor Pre-Review Notes:Click here to enter text. |
|  | Reviewer Suggestions:Click here to enter text. |
|  | Reviewer Notes:Click here to enter text. |
| **#20** | **Y**[ ]  | **N**[ ]  | **NI**[ ]  | **NA**[ ]  | **Assignment due dates are on Monday, Tuesday, or Wednesday. Dean permission must be noted for any other day. [O,K2]** |
|  | Instructor Pre-Review Notes:Click here to enter text. |
|  | Reviewer Suggestions:Click here to enter text. |
|  | Reviewer Notes:Click here to enter text. |
| **#21** | **What Course Communication Tools, other than Announcements, are used? The following items may be titled differently, but can be identified by clicking on them. Add items not listed in the spaces provided. [O,K2]****Check:** [ ] **College Email** [ ]  **Course Messages Tool** [ ]  **Journals** [ ]  **Blogs** [ ]  **Discussion Boards** Click here to enter text.Click here to enter text. Click here to enter text. |
|  | Instructor Pre-Review Notes:Click here to enter text. |
|  | Reviewer Suggestions:Click here to enter text. |
|  | Reviewer Notes:Click here to enter text. |
| **#22** | **Does the course utilize an external learning environment (or LMS) such as SAM, MyLab, MathXL, CourseMate, etc…? [O,K2]** [ ] **Yes** [ ]  **No**  |
|  | **If needed, access to review the external learning environment should be granted. Some environments cannot be accessed by a reviewer. If needed, the instructor should meet with the reviewer to show and explain the external content.** [ ] **Review Not Needed** [ ]  **Content Was Reviewed** [ ]  **Noncompliant**  |
|  | Instructor Pre-Review Notes:Click here to enter text. |
|  | Reviewer Suggestions:Click here to enter text. |
|  | Reviewer Notes:Click here to enter text. |

**After reviewing the online or hybrid course, the reviewer should provide other suggestions outside of the criteria listed above.** Click here to enter text.

The course appears ready for production. [ ] Yes [ ]  No [ ]  Yes, with minor adjustments as noted. The reviewer and instructor are expected to communicate during the process so that a yes rating can be achieved. An open mind toward different course structures is needed. Dean approval may be needed in some areas and should be so noted.

**Reviewer e-Signature: Date:**

**Dean e-Signature: Date:**

**\*Return the signed (e-signature) and dated form to the Dean, Mrs. Dusty Pittman, and the Instructor by email.\***

**KEY:**

**Y = Yes, N = No, NI = Needs Improvement, NA =Not Applicable, [O] = Online, [K2] = Hybrid (Note: A “NA” rating should normally not occur for online courses unless special permissions have been given by a Dean.)**

**DEFINITIONS:**

* **Category Format = Course Content that is structured with items grouped such as all discussions in one place, all assignments in one place, all tests in one place, etc…**
* **Modular Format = Course Content is structured in modules, units, chapters, topics, etc….**
* **Weekly Format = Course Content is structured into Weekly Folders and all content for one week is in that folder.**
* **Other Format = Explain**