APPENDIX E- 2.B

Online Course Checklist – Probationary Faculty (Synchronous or Asynchronous class)

Evaluee name: _____   **Evaluator:** _____

Class/Module _____   **Semester:** _____ **Date Observed:** _____

A. Content Presentation & Course Design

4.	Links to services such as the Student Technology Help Desk, counseling, library, success centers, or financial aid office.			

B. Communication & Interaction

Interaction and collaboration can take any forms. These criteria place emphasis on the type and amount of interaction and collaboration within the online environment.

Regular & Effective Communication	**Satisfactory**	**Needs Improvement**	**Unsatisfactory**
1. Contact information for the instructor is easy to find and includes multiple forms of communication (e.g. announcements, email, student feedback, and direct messaging).			
2. A 24-48 hour response time with designated "no response" windows for email replies is posted on the LMS course shell and is listed in the syllabus.			
3. Student-to-student interactions are required as part of the course. Students are encouraged to initiate communication with the instructor.			
4. Expectations regarding the quality of communications are clearly defined.			
5. The instructor participates actively in communication activities, provides encouraging weekly announcements and consistent feedback for course activities and assignments.			
6. Guidelines explaining required levels of participation are provided.			

C. Assessment

Addresses the quality and type of student assessments within the course.

Expectations	**Satisfactory**	**Needs Improvement**

2. Multiple types of assessments are used (e.g. discussion board, quizzes, written assignments, and projects).

Evaluee name: _____

Strengths observed (narrative required):

Suggestions for improvement (narrative required):

Overall Rating	**Satisfactory** **(3)**	**Needs Improvement** **(2)**	**Unsatisfactory** **(1)**
Please indicate overall rating by marking appropriate column			

_____   _____   _____

Print name of Evaluator   Evaluator Signature   Date

Adopted June 2020