

Laredo Community College
Distance Learning Course Development Criteria

This document will be used as a Self-Study instrument for LCC Distance Learning Faculty when they submit courses for online delivery.

Use of this document demonstrates adherence to: 1. THECB Guide for Incorporating the Principles of Good Practice into Electronically-Based Courses, 2. Requirements of the THECB Institutional Report on Distance Education and Off-Campus Instruction, 3. The SACS Distance Education Policy Statement, and 4. The SACS Best Practices for Electronically Offered Degree and Certificate Programs.

The document is an adaptation of the THECB Guide for Incorporating the Principles of Good Practice into Electronically-Based Courses and the CSU-Chico Rubric for Online Instruction.

Course Information and Requirements

Course Number and Title (ex. BIOL 1408 General Biology I):

Course Number: _____ Course Title: _____

Instructional Faculty Information:

Name: _____ Title: _____

Phone Number: _____ Email: _____

Fax: _____

This is a _____ **Non-credit** _____ **Credit course**

_____ **Hybrid:** *(Distance learning staff responds to faculty instructional needs by incorporating hybrid courses which blend online and face-to-face instruction. DL staff provides course shell development and student upload services for hybrid courses. In some cases, a significant part of the face-to-face instruction results in a decrease in the amount of classroom seat-time.)*

_____ **Web-Enhanced:** *(Web-Enhanced courses are conducted in a normal classroom environment but rely on the Internet for the dissemination of some materials and study aids. A computer with Internet access is needed and basic computer skills are necessary.)*

Prerequisite(s) and/or required academic skills/background of students:

Co-requisites: _____

Hardware: _____ Yes _____ No

Software: _____

On campus Exams _____ Yes _____ No (Final Exams on campus mandatory.)

Prerequisite Skills: _____

Number of students recommended per section: 20 25 30

Special Provisions:

Brief course description (THECB website): _____

Technical Notes

Course Management Platform (ex. Blackboard)
Indicate which one:

Students will use a variety of browsers and hardware. Have you tested your course on a combination of browser versions and hardware platforms? (For example, IE, Mozilla Firefox browsers and older versions of Windows platforms, Macintosh computers, note: Blackboard works best in Internet Explorer). Please provide details.

Does the course meet the guidelines of the American with Disabilities Act and specifically the Rehabilitation Act Amendments in Section 508. For information on the guidelines, see <http://www.access-board.gov/508.htm>.

Yes No

Course Copyright and Permission

It is the responsibility of the instructor and his/her colleagues to ensure that all copyright provisions are met and that permissions have been obtained as appropriate.

Have you confirmed that the inclusion of all materials in the course not developed by the copyright holder meet “fair use” guidelines, or that you are otherwise exempt from liability from infringement, or that you received appropriate permissions from all copyright holders?

Information of copyright laws relating to the use of intellectual materials is available through the UT TeleCampus at <http://www.utsystem.edu/ogc/IntellectualProperty/cprtindx.htm>

In any case where the institution and/or course author(s) contribute copyrightable expression, the institution and/or course author(s) warrant that they are the only owner(s) of the course and have full power and authority to make this agreement; and that the course does not infringe any copyright, violate any property rights, or contain any scandalous, libelous or unlawful matter.

Have you confirmed that the course materials and any course materials not developed by the copyright holder come under “fair use” or that you are otherwise exempt from liability from infringement?

Yes No In Process

If not, have you acquired permission to use or construct a link to the materials?

Yes No In Process

Additional Information/Comments as appropriate:

Curriculum and Instruction

1. Academic standards for all programs or courses offered electronically will be the same as those for programs or courses delivered by other means at the institution where the program or course originates.
 - a. The course provides students with clear, complete, and timely information on course goals.
___ Yes ___ No
 - b. The course specifies necessary technology competence and skills.
___ Yes ___ No
 - c. The course meets the institutional standards for content, competencies, etc. as do other courses.
___ Yes ___ No
 - d. Student learning online is comparable to student learning on campus where the program or course originates.
___ Yes ___ No

Learner Support and Resources

1. The course results in learning outcomes appropriate to the rigor and breadth of the degree or certificate awarded. ___ Yes ___ No
Degree or certificate (if applicable) _____
2. The course is coherent and complete for electronic/online delivery.
___ Yes ___ No
3. Course contains information for online learner support or links to campus resources.
___ Yes ___ No
4. Course Syllabus provides all LCC required components and
 - a. Course Title.
___ Yes ___ No
 - b. Course Number.
___ Yes ___ No
 - c. Course Level.
___ Yes ___ No
 - d. Contact Hours.
___ Yes ___ No
 - e. Course Description.
___ Yes ___ No
 - f. Course Learning Outcomes.
___ Yes ___ No
 - g. Scans Competencies.
___ Yes ___ No
 - h. Scans Assessment.
___ Yes ___ No
 - i. Teaching strategies method of instruction.
___ Yes ___ No
 - j. Grade scale.
___ Yes ___ No
 - k. Attendance Regulations.
___ Yes ___ No
 - l. Disability Resource Center information.
___ Yes ___ No
 - m. Grade appeal.
___ Yes ___ No

- n. Online Etiquette
___ Yes ___ No
 - o. Disclaimer.
___ Yes ___ No
 - p. Course completion requirements.
___ Yes ___ No
 - q. Required text with ISBN number including purchase information.
___ Yes ___ No
 - r. Estimated time needed to complete course requirements.
___ Yes ___ No
 - s. Expectations of student participation and honesty.
___ Yes ___ No
 - t. Instructor availability- office hours posted.
___ Yes ___ No
 - u. Expectations for feedback/grades regarding assignments, exams and discussion postings.
___ Yes ___ No
 - v. Plagiarism Statement.
___ Yes ___ No
5. Course offers access to resources relevant to course content, including, but not limited to:
- a. Identification of tools used in the online environment and explanation of the expected use of these tools.
___ Yes ___ No
 - b. Links to appropriate library and other learning resources relevant to course content.
___ Yes ___ No
 - c. **Optional:** Glossary of terms or links to definitions of new vocabulary.
___ Yes ___ No

Online Organization and Instructional Design

1. Course is well organized and navigable
- a. Syllabus is easily located.
___ Yes ___ No
 - b. Links to other parts of the course or external sources are accurate and up-to-date.
___ Yes ___ No
 - c. Required instructional materials are easily located.
___ Yes ___ No
 - d. Numbers identify sequenced steps; bulleted-listed items are not prioritized or sequential.
___ Yes ___ No
 - e. Course content is organized in logical format on the course page(s).
___ Yes ___ No
 - f. Topics are clearly identified and subtopics are related to topics.
___ Yes ___ No
 - g. Topics are annotated with dates.
___ Yes ___ No ___N/A
 - h. Course outline is summarized in one place and available in printer-friendly format for student convenience.
___ Yes ___ No ___N/A
 - i. Organization and sequencing of the course is logical and clear.
___ Yes ___ No
2. Course layout is visually and functionally consistent.
- a. Typeface/Font is easy to read.
___ Yes ___ No

- b. Sufficient contrast between text and background makes information easy to read.
 Yes No
 - c. Appropriate images supporting course content add visual interest.
 Yes No
 - d. Design keeps course pages to a comfortable length with white space.
 Yes No
 - e. Spelling and grammar are consistent and accurate.
 Yes No
 - f. Language of instructions is friendly and supportive.
 Yes No
 - g. Images are optimized for speedy display.
 Yes No
3. The course provides for appropriate interaction between faculty and students and among students.
- a. Interaction with and among students is achieved through (check all that apply, minimum of three)
 - 1. Asynchronous discussion (Tool)
 - 2. Synchronous chat (Session)
 - 3. Team projects
 - 4. Individual email
 - 5. Group email
 - 6. Audio/Video conference
 - 7. Teleconference/Interactive Video (ITV)
 - 8. Student posting of projects/assignments for review by faculty/other students
 - 9. Other
 - b. Feedback for students on assignments and questions will be provided in a timely manner, and guidelines for feedback will be defined or outlined in the syllabus or course menu.
 Yes No
 Additional information as appropriate:
 - c. When teaching the course, the faculty member(s) will be available for support, and for overseeing student projects and evaluation.
 Yes No
 - d. **Optional:** Students have the opportunity to interact with each other, faculty, and administrators outside of class to build a learning community.
 Yes No

Assessment and Evaluation of Student Learning

- 1. Learning outcomes and instructional/assessment activities are closely aligned and measure content knowledge, attitudes, and skills. This is achieved through (check all that apply, minimum one(1))
 - a. Discussions
 - b. Compare and contrast exercises
 - c. Case studies
 - d. Peer feedback
 - e. Collaborative exercises
 - f. Reading assignments
 - g. Personal interview reports
 - h. Study guides/study questions
 - i. Portfolios (building one activity upon another) to share/peer review

2. Students are provided varied opportunities for assessment and/or peer feedback.
 - a. Criteria used to evaluate participation in online discussion groups is stated/provided
 Yes No
 - b. Study questions are appropriate for material on exams.
 Yes No
 - c. Quantity and scope of graded assignments is reasonable and appropriate for expected outcomes.
 Yes No
 - d. Assessments are aligned with expected outcomes.
 Yes No
 - e. Students are not assessed solely on tests/quizzes, but are provided ample opportunity to demonstrate proficiency in different ways.
 Yes No N/A
 - f. When applicable concepts in self-tests are similar to evaluation instruments.
 Yes No
 - g. Students pose discussion questions, respond to others' discussion topics, and respond to others' comments on their own postings.
 Yes No
 - h. Clear guidelines for peer review are provided where applicable.
 Yes No
 - i. **Optional:** Students are provided opportunities for peer review.
 Yes No
 - j. Students apply rubric(s) to their own work and describe/defend their scores.
 Yes No

1. **Optional:** Use of multimedia elements take into consideration of potential user limitations due to computer capacity and connection speed.
 - a. Audio:
 1. number of segments: _____
 2. length of longest segment: _____
 3. method of delivery (Check all that apply):
 1. streaming via Real Player
 2. Quicktime
 3. Windows Media Player
 4. CD Rom
 5. other
 - b. Transcript of audio is included Yes No
 Additional information as appropriate:

 - c. Video:
 1. number of segments: _____
 2. length of longest segment: _____
 3. method of delivery (Check all that apply):
 1. streaming via Real Player
 2. Quicktime
 3. Windows Media Player
 4. CD Rom/DVD
 5. other
 - d. Transcript of video is included Yes No
 Additional information as appropriate:

2. **Optional:** Use of multimedia elements and supplemental web sites is appropriate for student engagement, various learning styles, and achievement of learning outcomes. (check all that apply)
- Flash animations
 - Tutorials with screen captures and voice recordings
 - Audio clips
 - Graphics
 - Video clips
 - PowerPoint Presentations
 - CD or DVD supplemental materials
 - other learning objects, simulations, or interactivities
- Additional information as appropriate:

Use of Student Feedback

- Students will be given an opportunity to evaluate this online course at regular intervals.
 Yes No
 Explain:

- Student achievement in the course will be assessed.
 Yes No
 Explain:

- The instructor will use the results of assessment to make necessary revisions of this course.
 Yes No
 Explain:

Institutional Context and Commitment

Note: You may need to consult with appropriate staff to affirm some of the following items.

- The course and associated technology requirements are consistent with institutional technology policies.
 Yes No
- Course announcements and catalog entries provide appropriate information about the course and services associated with the course. Note: if 50% of the course content is delivered electronically or off-campus, it must be listed as a distance learning course in the official schedule of courses and in all promotional materials.
 Yes No
- Enrolled students have reasonable and adequate access to the range of student services and student rights appropriate to support their learning.
 - Financial Aid Yes No
 - Library Resources Yes No
 - Counseling Yes No
 - Advising Yes No
 - Special Student Services Yes No
 - Career Services Yes No
 - Technical Support Yes No

4. The institution has admission/acceptance criteria in place to assess the extent to which a student has the background, knowledge and technical skills required to undertake the program or course. This includes, if appropriate, prerequisite technical and/or content background.
 Yes No
5. The institution provides course support services specifically related to teaching via an electronic or distance format.
 Yes No
6. The institution provides training for course developers who teach via the use of technology.
What training have you received? (check all that apply)
 - a. General technology skills workshops
 - b. Web-course development and delivery workshops
 - c. Other training
7. The institution provides support for course developers as they revise the course.
 Yes No
8. The institution provides adequate equipment, software, and communications access to you and your co-developers to support the interaction with students, other faculty, and other institutions or services.
 Yes No

Privacy Guidelines for Course Development

In the interests of full disclosure, faculty who are developing courses to be offered through Laredo Community College should be aware that all course communication is subject to observation through the regular online course observation process. When you are observed, you will be asked to demonstrate that you have answered student questions in a timely manner. You may also be asked to demonstrate other aspects of your teaching that, in an online environment, may be achieved primarily through private e-mails to students.

You are advised to place a statement on your syllabus that informs students that course communication through Blackboard (or other course delivery system) is subject to observation by the department chair or course observer.

You are also advised that if you wish your course e-mails to remain private, you must be prepared to demonstrate your interaction with students and ability to answer student questions through another course tool.

Faculty and Institutional Commitment/Approval

This signature page must be completed and returned along with the answers to the self-study. It should be completed and signed by the instructional faculty/course developer, the appropriate Chair, Dean, and the Director of Distance Education.

Faculty Commitment

The answers to the questions in this self-study are accurate and truthful. All efforts have been made to: 1. Ensure that copyright permissions have been obtained, 2. to comply with institutional policies regarding technology and other learning resources, and 3. to inform students that course communication through Blackboard (or other course delivery system) is subject to observation by the department chair or course observer.

Signature: _____ Date: _____
Printed Name: _____

Departmental Approval

The answers to the questions in the self-study are consistent with departmental policy and procedure.

Signature: _____ Date: _____
Printed Name: _____

Institutional Commitment

The answers to the questions in the self-study are consistent with Division and College policy and procedure.

Signature: _____ Printed Name: _____

Title: Dean of _____ Date: _____

The answers to the questions in the self-study are consistent with Distance Learning and College policy and procedure.

Signature: _____ Printed Name: _____

Title: Distance Learning Director _____ Date: _____

Completed self-study will be housed in the Office of the Vice President for Instructional Services or an office designated by the VPIS and used as part of the Institutional Plan for Distance Education activities as required by state law and coordinated through the Distance Education Advisory Committee of THECB.