Faculty Peer Review of New Online Courses

All new online courses (and major updates) must be approved by the department and the school before development begins. The courses should have already been taught face-to-face to verify the need for the course. Once the online course is developed (or updated), it must be reviewed by the Area Coordinator/ Department Head, or a faculty member appointed by the Area Coordinator/ Department Head. A checklist is provided below for this review:

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| **Directions:** Using the Review Form below, please evaluate the course that was recently developed. Insert comments as needed. | | | | | |
| Instructor: | | | Instructor’s Email: | | |
| Course Number/ Name: | | | Date of Review: | | |
| Reviewer: | | | Reviewer’s Email: | | |
| Area Coordinator/ Department Head approval: | | | | | |
|  |  | | | |  |
| **Criteria** | **Exceeds** | **Meets** | | **To be Improved** | **Comments** |
| Course was offered face-to-face initially to verify quality of the course |  |  | |  |  |
| Course Intro and Exit videos available and provide clear guidance |  |  | |  |  |
| Syllabus is clear and complete |  |  | |  |  |
| Course and Module objectives listed |  |  | |  |  |
| Modules cover required topics |  |  | |  |  |
| Course calendar covers modules |  |  | |  |  |
| Teaching strategies clear |  |  | |  |  |
| Content is high quality |  |  | |  |  |
| Interactivity with students adequate |  |  | |  |  |
| Adequate use of web resources |  |  | |  |  |
| Assessment and evaluation appropriate |  |  | |  |  |
| Instructor support information is clear |  |  | |  |  |
| Tech support information is clear |  |  | |  |  |
| Compliance with accessibility requirements |  |  | |  |  |
| Use of Turnitin for written assignments and secure proctoring methods for online exams strongly recommended to ensure academic integrity |  |  | |  |  |
| Student commitment to academic integrity included |  |  | |  |  |
| Teamwork or other method(s) to create learning community (back and forth discussion/ collaboration/ webinar, etc.) included |  |  | |  |  |