3. ONLINE/HYBRID COURSE READINESS CHECKLIST

Faculty Name: _____ Course: _____

Evaluator(s) Name: _____ Date: _____

This evaluation will be based on no less than two weeks of online content.

Description	*Location* *(completed by instructor)*	√	*Comments* *(completed by evaluator(s))*
Two weeks of content			
Name and number of course			
Description of course			
Course objectives and SLOs			
Class on-campus meeting times and location *(if hybrid only)*			
URL of associated website *(if applicable)*			
Prerequisites needed *(optional)*			
Required textbook and other materials			
Communication and e-mail policies			
Turnaround time for grades, responses to emails defined			
Optional resources for course *(if applicable)*			
Skills/technology required (recommended)			
Accommodations for disabilities, 508 compliant			
Instructor name			
Instructor photo *(optional)*			
Office location *(if applicable)*			
On-campus and/or virtual office hours *(if applicable)*			
Phone number *(optional)*			
CHC e-mail address			
Course topic outline			
Course assignments/exams and due dates			
Attendance/participation policies			
Drop policies			
Make-up policies			
Academic dishonesty policy			
Grading rubrics/policies/expectations			
Discussion forums			
Interactive activities that require student action			
Frequently Asked Questions list (FAQ) *(optional)*			
Announcements-location and purpose			
Instructions for using Blackboard provided (posting, discussion board, virtual classroom etc.)			
Policies related to technical problems defined			

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Members of the Educational Technology Committee will be also looking at the following criteria as they evaluate the course.

Appearance (few fonts, appropriate color use, information chunked, images where appropriate, links to plug-ins)			
Accessibility, request for accommodations and DSPS info			
Various learning Styles are represented in at least three different course activities			
Content is customized to demonstrate instructor presence in the course			
Ease of navigation			
Purpose of all documents and content is clearly defined			
Course adheres to Course Outline of Record and is consistent with face-to-face counterpart			

Course Approved by ETC

_____
Date

_____
Signature of ETC Faculty Co-Chair   **Date**

ETC Faculty Co-Chair: Forward to ETC Administrative Co-Chair

Forwarded to ETC Administrative Co-Chair

_____
Date

Posted to ETC Approved Instructor/Course List on Blackboard site

_____
Date