To obtain online faculty mentor approval, all course components on this form must be complete

Course Information (to be completed by Course Developer)

|  |  |
| --- | --- |
| Course ID and Title: |  |
| Course Developer Name: |  |
| Delivery Semester: |  |

|  |  |
| --- | --- |
|  | I have worked with an MTSU Online instructional designer to develop or redesign this course |

Peer Review Summary (to be completed by OFM)

Is this course recommended for delivery?

|  |  |
| --- | --- |
|  | Yes |
|  |  |
|  | Yes – Minor modifications recommended (additional review NOT required) |
|  |  |
|  | Yes – Minor modifications recommended (additional review IS required) |
|  |  |
|  | No – Major modifications and/or clarification recommended (additional review IS required) |

## E-Publisher or Third-Party Vendor Course Content (to be completed by OFM if applicable)

If students are required to review or complete work in a third-party site (Connect, Pearson, McGraw Hill), please provide the following information:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Is the course designer using third-party content? |  | Yes |  | No |  |  |
|  |  |  |  |  |  | N |
| Is the content integrated into D2L? |  | Yes |  | No |  | N/A |
|  |  |  |  |  |  |  |
| Were you provided access in order to review the content? |  | Yes |  | No |  | N/A |

OFM Comments

|  |
| --- |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| OFM Signature: |  |  | Date: |  |

Instructions for Course Developer

The “Course Developer Evaluation” column describes the components to be developed and posted within D2L in order for the course to be recommended for approval by the OFM. Under each topic, mark each item as complete where appropriate. Use the “Course Developer Comments” column to elaborate on course information for any item you feel needs further explanation.

If students are required to review or complete work located in a third-party vendor or e-publisher website, please provide access instructions for your OFM in order for the peer review to be completed.

Email the completed Self Evaluation Form to your assigned OFM, who will then conduct the peer review. The OFM will return their evaluation with comments and recommendations. Please contact your OFM if you have questions regarding the self-evaluation form or process.

## Course Content and Structure

### *Course Home Page*

|  |  |
| --- | --- |
| Course Developer Evaluation | Course Developer Comments |
|  | Instructor name |  |
|  | Instructor contact information |
|  | Instructions to begin course |
|  | Announcements or news |
|  | Link to course syllabus |
|  | Has the student been welcomed to class? |

###  *Getting Started/Welcome/Course Introduction Module*

|  |  |
| --- | --- |
| Course Developer Evaluation | Course Developer Comments |
|  | Course description |  |
|  | Directions for beginning course |
|  | Instructor information |
|  | Directions for finding and using Brightspace Pulse app |
|  | Instructions for using D2L tools |
|  | Links to resources or software necessary to complete course requirements are provided |
|  | Links to campus policies |
|  | Links to resources for accessibility and technical support |
|  | Links to tutoring and other student success resources |

### *Course Content Structure*

|  |  |
| --- | --- |
| Course Developer Evaluation | Course Developer Comments |
|  | Content is divided into modules of related materials |  |
|  | Student learning objectives are included for each module |
|  | Materials needed to complete modules are included |

###  *Course Content Presentation*

|  |  |
| --- | --- |
| Course Developer Evaluation | Course Developer Comments |
|  | Content is presented multiple ways, including: |  |
|  |  | Text |
|  | Videos/You Tube/Ted Talks |
|  | Presentations |
|  | Audio |
|  | Charts |
|  | Pictures |
|  | Other (please explain) |

###  *Syllabus*

|  |  |
| --- | --- |
| Course Developer Evaluation | Course Developer Comments |
|  | MTSU accessible syllabus template is used |  |
|  | Course objectives are included |

###

### *Learning Activities and Assignments*

|  |  |
| --- | --- |
| Course Developer Evaluation | Course Developer Comments |
|  | Instructions for completing learning activities |  |
|  | Discussion activities linked in modules |
|  | Quiz activities linked in modules |
|  | Dropbox activities linked in modules |

###  *Copyright*

|  |  |
| --- | --- |
| Course Developer Evaluation | Course Developer Comments |
|  | Permission obtained for materials outside fair use |  |

## Course Design and Navigation

|  |  |
| --- | --- |
| Course Developer Evaluation | Course Developer Comments |
|  | Design is consistent in appearance and organization |  |
|  | Course is easy to navigate |
|  | Consistent terminology is used across content, learning activities, assessments, and gradebook |
|  | Course content is grammatically correct |
|  | Course files reside in D2L |

## Student Engagement

|  |  |
| --- | --- |
| Course Developer Evaluation | Course Developer Comments |
|  | Expectations for interaction are clearly stated |  |
|  | Multiple opportunities exist for interaction, communication, and collaboration, including: |
|  |  | Introduction activity |
|  | Discussion forums |
|  | Email |
|  | Virtual office hours |
|  | Other (please explain) |

## Assessment and Evaluation

### *Assessment Strategies*

|  |  |
| --- | --- |
| Course Developer Evaluation | Course Developer Comments |
|  | Multiple assessment strategies exist to measure content knowledge and skills. For example:  |  |
|  |  | Quizzes |
|  | Exams |
|  | Discussions |
|  | Writing assignments |
|  | Other (please explain) |

###  *Gradebook*

|  |  |
| --- | --- |
| Course Developer Evaluation | Course Developer Comments |
|  | Gradebook is established in D2L and connected to all learning assessments |  |

## Accessibility (for developers who have not worked with an instructional designer)

|  |  |
| --- | --- |
| Course Developer Evaluation | Course Developer Comments |
|  | Are course materials accessible? For example: |  |
|  |  | Written information uses a heading structure |
|  | Text is limited to two or three colors |
|  | Videos are closed captioned or transcripts provided |
|  | Colors provide adequate contrast |
|  | Moving or blinking text is not used |
|  | Hyperlinked text uses informative titles (no links titled “click here” |
|  | Images and non-text items include alt-tags |
|  | Text, graphics, and images are understood without color |

 Rubric adapted from:

 Rubric for Online Instruction - California State University, Chico (Copyright 2003; Revised 2009)

 Work done by the MTSU Online Course Evaluation Committee

 TN eCampus Course Requirements

 SREB Criteria for Evaluation of Online Courses

 Revised:

 03.21.2013

 03.13.2015

 02.24.2016

 10.31.2016

 11.08.2017

 01.26.2018

 04.26.2018

 03.17.2020