College of Business

College of Business – Live Online Course Review Guide
This guide is intended to help Chairs do a rapid assessment of an ongoing online course. Chairs have a responsibility to know how their courses are progressing. Reviewing a course can provide information about student and faculty engagement with the course materials.

Review Information
Chair’s Name: *
○ Name of Chair

Instructor’s Name: *

Instructor’s Email *

Course Number *

Date of Review *
05 / 23 / 2016
MM DD YYYY

Announcements
Was the last announcement posted in a timely manner?
○ Yes ○ No ○ N/A (Not Applicable)

Is there a “trail of announcements” so you can see how the instructor has communicated with students?
○ Yes ○ No ○ N/A (Not Applicable)

Comments on Announcements

Has the instructor posted their Faculty Contact information under the faculty contact tab?
○ Yes ○ No ○ N/A (Not Applicable)
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Comments on Faculty Contact

Syllabus
Is the correct syllabus available?
- Yes
- No
- N/A (Not Applicable)

Comments on Syllabus

Grade Center
Is the instructor submitting grades in a timely manner?
- Yes
- No
- N/A (Not Applicable)

Comments on Grade Center

Final Considerations
Is the instructor maintaining the integrity of the University course template? (Instructors should only make small changes to content – all major changes must be approved with the chair.)
- Yes
- No
- N/A (Not Applicable)

Are appropriate additional learning resources provided? (If applicable—My Labs.)
- Yes
- No
- N/A (Not Applicable)

Are Instructors for the HRM program holding classroom sessions using Collaborate? Are there videos posted using Kaltura?
- Yes
- No
- N/A (Not Applicable)

Overall
Pull it all together. Do you need to give this instructor kudos? Does he/she need immediate mentoring/guidance? Any other comments.