

# 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)

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.