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.