Online@snow

Self-Evaluation Rubric

This rubric has been designed to aid in the ongoing self-evaluation of online courses. The feedback on this form should include reflection of successes and plans for improvement.

Instructor (Print):_____

Course:_____

1.   Course is aligned to student learning outcomes from the master syllabus (e.g. outcomes stated in course syllabus and on signature assignment(s), assessment strategy clearly ties to outcomes).
Evidence that the criteria is met:
Plans for improvement:

2A.   Instructor online presence and interactions (e.g. discussion forums, conferences, chat rooms, announcements, question and answer forum, online office hours, e-mail) are appropriate for the needs and goals of the course.
Evidence that the criteria is met:
Plans for improvement:

2B.   Course is personalized to reveal instructor's character to help connect with students in the online environment (e.g. short instructor bio, pictures, welcome videos). Also, if the course is based on a shared master course or department template created by another instructor, any personalized images of the previous instructor are replaced and any videos showing or voiced by the previous instructor are replaced, unless intended to be shared.
Evidence that the criteria is met:
Plans for improvement:

3. Course orientation and procedures are included and followed (including turnaround times for grading, feedback, etc.).
Evidence that the criteria is met:
Plans for improvement:

4. Course navigation is clear, logical, and consistent. One of the approved online home pages is used and leads to well-developed modules that are labeled and organized by themes, weeks, or chapter units.
Evidence that the criteria is met:
Plans for improvement:

5. Student responsibilities are clearly communicated to the students (e.g. course syllabus, assignment instructions, online chats, discussions, announcements, grading criteria).
Evidence that the criteria is met:
Plans for improvement:

6. Course includes a variety of learning activities and resources (e.g. the course isn't composed with only reading quizzes or only discussion boards) to promote active student learning and achieve course/student learning outcomes.
Evidence that the criteria is met:
Plans for improvement:

7. College and department requirements are met (e.g. master syllabus, required assignments and exams, weekly student load, accessibility requirements).
Evidence that the criteria is met:
Plans for improvement:

Reflection on student evaluations:
Additional comments and overall impressions:

Signature

Instructor: _____ Date:_____

For full-time faculty, this form is recommended each year an online course is taught and is required any year a peer observation (as part of an Advancement & Tenure review and/or department review) isn't completed. The completed form should be added to the faculty portfolio/dossier.

For adjunct faculty, this form is recommended each year an online course is taught and required any year a peer observation isn't completed. The completed form should be submitted to department chairs.