

# PVCC Quality Assurance in Online Learning RUBRIC

To be completed by faculty and submitted to their Academic Dean.

Course Prefix and Number: \_\_\_\_\_

Course Title: \_\_\_\_\_

Instructor Name: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## I. COURSE OVERVIEW AND INTRODUCTION

**General Review Standard:** The overall design of the course, navigational information, as well as course, instructor and student information are made transparent to the student at the beginning of the course.

Specific Review Standards:	Yes	No	Notes
I.1 Navigational instructions make the organization of the course easy to understand.			
I.2 A statement introduces the student to the course and to the structure of the student learning.			
I.3 Netiquette expectations with regard to discussions and email communication are clearly stated.			
I.4 A self-introduction by the instructor is included.			
I.5 Students are requested to introduce themselves to the class.			
I.6 Minimum technology requirements, minimum student skills, and, if applicable, prerequisite knowledge in the discipline, are clearly stated.			

<b>Comments and Recommendations:</b>

## II. LEARNING OBJECTIVES (COMPETENCIES)

**General Review Standard:** Learning objectives are clearly defined and explained.

Specific Review Standards:	Yes	No	Notes
II.1 The course syllabus and content meet VCCS and SACS requirements.			

<b>Comments and Recommendations:</b>
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## III. ASSESSMENT AND MEASUREMENT

**General Review Standard:** Assessment strategies use established ways to measure effective learning.

Specific Review Standards:	Yes	No	Notes
III.1 In order to ensure comparability of outcomes with the same course taught in a face-to-face mode, the same final exam or comparable			

assessment is used.			
III.2 More than one proctored learning activity is administered per the VCCS policy			

<b>Comments and Recommendations:</b>

#### IV. RESOURCES AND MATERIALS

**General Review Standard:** Instructional materials are sufficiently comprehensive to achieve announced objectives.

<b>Specific Review Standards:</b>	<b>Yes</b>	<b>No</b>	<b>Notes</b>
IV.1 Instructional materials are presented in a format appropriate to the online environment, and are easily accessible to and usable by the student.			
IV.2 The purpose of the course elements (content, instructional methods, technologies, and course materials) is evident.			
IV.3 All VCCS and federal copyright policies are followed.			

<b>Comments and Recommendations:</b>

#### V. LEARNER INTERACTION

**General Review Standard:** The effective design of instructor-student interaction, meaningful student cooperation, and student-content interaction is essential to student engagement, intellectual commitment and personal development.

<b>Specific Review Standards:</b>	<b>Yes</b>	<b>No</b>	<b>Notes</b>
V.1 Instructor-student, content-student, or if appropriate to this course, student-student interaction opportunities are present.			
V.2 Clear standards are set for instructor response and availability (turn-around time for email, grade posting, etc.)			
V.3 The requirements for course interaction are clearly articulated.			

<b>Comments and Recommendations:</b>
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#### VI. COURSE TECHNOLOGY

**General Review Standard:** To enhance student learning, course technology enriches instruction and fosters student interactivity.

<b>Specific Review Standards:</b>	<b>Yes</b>	<b>No</b>	<b>Notes</b>
VI.1 The tools and media enhance student interactivity and guide the student to become a more active learner.			
VI.2 Technologies required for this course are either provided or easily downloadable.			
VI.3 The tools and media are compatible with existing standards of delivery modes.			
VI.4 Instructions on how to access resources at a distance are sufficient and easy to understand.			

VI.5 Course technologies take advantage of system-wide and college-wide software implementations.			
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<b>Comments and Recommendations:</b>

**VII. LEARNER SUPPORT**

**General Review Standard:** Courses are effectively supported for students through fully accessible modes of delivery, resources, and student support.

<b>Specific Review Standards:</b>	<b>Yes</b>	<b>No</b>	<b>Notes</b>
VII.1 The course instructions articulate or link to a clear description of the technical support offered.			
VII.2 Course instructions articulate or link to an explanation of how the institution's instruction and student services support system can assist the student in effectively using the resources provided.			
VII.3 Faculty office hours and contact information are clearly stated			
VII.4 Accessing tutoring services and other Learning Center student support services are clearly stated			

<b>Comments and Recommendations:</b>

**VIII. ADA COMPLIANCE**

**General Review Standard:** The course is accessible to all students.

<b>Specific Review Standards:</b>	<b>Yes</b>	<b>No</b>	<b>Notes</b>
VIII.1 If students need ADA accommodations, clear directions are posted to direct students to special needs counselor.			
VIII.2 The course demonstrates sensitivity to readability issues.			

<b>Comments and Recommendations:</b>

<b>Final Comments:</b>