

## Evaluation Checklist for Faculty Teaching Distance Education Courses

Instructor's Name: \_\_\_\_\_ Department: \_\_\_\_\_

Observer: \_\_\_\_\_ College: \_\_\_\_\_

Course Number: \_\_\_\_\_ Internet Course \_\_\_ Telecourse \_\_\_ Videocassette Course \_\_\_

1. The learning outcomes of the course are appropriate to the scope of the degree or certificate awarded by HCCS.	<input type="checkbox"/> Recognized Strength <input type="checkbox"/> Professional Performance <input type="checkbox"/> Needs Improvement <input type="checkbox"/> N/A
2. The course objectives and goals, and outcomes as presented and offered by the faculty are coherent and are consistent with those presented in on-campus offerings of the same course.	<input type="checkbox"/> Recognized Strength <input type="checkbox"/> Professional Performance <input type="checkbox"/> Needs Improvement <input type="checkbox"/> N/A
3. The faculty makes him/herself adequately available to students via electronic means, contributes as a discussion leader, and is open to student views.	<input type="checkbox"/> Recognized Strength <input type="checkbox"/> Professional Performance <input type="checkbox"/> Needs Improvement <input type="checkbox"/> N/A
4. The format of the distance education course (e.g., discussions, lectures, chat, opportunities for Q&A, availability of faculty using electronic means) is conducive to student learning and encourages students to express themselves.	<input type="checkbox"/> Recognized Strength <input type="checkbox"/> Professional Performance <input type="checkbox"/> Needs Improvement <input type="checkbox"/> N/A
5. The assignments are useful and consistent with the on-campus offering of the same course.	<input type="checkbox"/> Recognized Strength <input type="checkbox"/> Professional Performance <input type="checkbox"/> Needs Improvement <input type="checkbox"/> N/A
6. If provided, online tests are administered properly and securely. There is sufficient opportunity provided for course review and student feedback in preparation for tests.	<input type="checkbox"/> Recognized Strength <input type="checkbox"/> Professional Performance <input type="checkbox"/> Needs Improvement <input type="checkbox"/> N/A
7. Appropriate online or on-site course orientation is provided to students for this distance education course.	<input type="checkbox"/> Recognized Strength <input type="checkbox"/> Professional Performance <input type="checkbox"/> Needs Improvement <input type="checkbox"/> N/A
8. The assessment of learning outcomes must be consistent with on-campus offerings of the same course.	<input type="checkbox"/> Recognized Strength <input type="checkbox"/> Professional Performance <input type="checkbox"/> Needs Improvement <input type="checkbox"/> N/A

Observer's Comments:

Observer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor's Comments (If Any):